

Task	Assigned To	Start Date	Completion Date	Status
Version 7 of 7 - 29/04/2026	Produced by: L Bosman			
<b>Food &amp; Drink Festival 2026 / Saturday 13th June 2026 / 11am - 5pm / Castle Park / Pitches (1, 2 &amp; Car Park)</b>				
Form Event Working Group	Events Committee	02/02/2026	02/02/2026	Green
Conduct Event Site Walkthrough	Events Committee	02/02/2026	02/02/2026	Green
Produce Site Plan	Lisa Cowley	02/02/2026	14/04/2026	Green
Produce Event Management Plan	Lisa Cowley	02/02/2026	14/04/2026	Green
Produce Risk Assessment	Lisa Cowley	02/02/2026	14/04/2026	Green
Arrange Public Liability Insurance	Lisa Cowley	02/02/2026	14/04/2026	Green
Apply for TENS Licence	LB	14/04/2026	17/04/2026	Green
Book Castle Park & Pitches (1, 2 & Car Park)	LB	14/04/2026	14/04/2026	Yellow
Confirm Councillors to attend event	Events Committee	02/02/2026		Red
Confirm Stewards to attend event	Events Committee	02/02/2026		Red
Posters / <del>Digital Poster</del> / Flyers - obtain quote & place order	LB	13/03/2026		Yellow
Banners x 3 - obtain quote & place order	LB	13/03/2026		Yellow
Correx Boards x 15 - obtain quote & place order	LB	13/03/2026		Yellow
Signs: No parking, Event Staff Only, Toilets, etc	LB	02/02/2026	17/04/2026	Green
Fuzzy Bees Book Marks - Promotional items	LB	02/02/2026		Yellow

Compère	BW	02/02/2026		
Marquee	HH	02/02/2026		
Participant 1 -	HH	02/02/2026		
Participant 2 -	HH	02/02/2026		
Participant 3 -	HH	02/02/2026		
Participant 4 -	HH	02/02/2026		
Participant 5 -	HH	02/02/2026		
Participant 6 - Next Door (4pm)	HH	02/02/2026	09/04/2026	
First Aiders	LB	02/02/2026		
Food Vendors	HH	02/02/2026		
Bar	HH	02/02/2026		
Barbeque	HH	02/02/2026		
Vegetarian / Vegan	HH	02/02/2026		
Portable Toilets - 4 + 1 Accessible	LB	02/02/2026	09/03/2026	
Cleaners x 2	LB	02/02/2026	17/04/2026	
Waste Management	JO	02/02/2026		
Crowd Barriers x 20 - Blue Arrow	JO	02/02/2026		
Traffic cones - Cheshire Police/FTC	FTC	02/02/2026		
<b>PROMOTION - Event Flyers / Posters</b>				
Publish Digital Flyer / Poster - FTC Website & Social Media	LB	02/02/2026		

Distribute Flyers / Posters - Library, Community Centre, Post Office & local businesses	ALL	02/02/2026		
FTC Noticeboards - Post Flyers / Posters on boards	LB	02/02/2026		
Email Flyer / Poster to Schools	LB	02/02/2026		

**KEY**

**PROGRESS COLOUR CODE**

<b>NOT STARTED</b>
<b>STARTED</b>
<b>COMPLETE</b>