

Task	Assigned To	Start Date	Completion Date	Status	Notes
Version 2 of 2 - 13/03/2026	Compiled by L Bosman				
Picnic in the Park 2026 / Saturday 29th August 2026 / 12noon - 5pm / Castle Park / Pitches (1, 2 & 3)					
Form Event Working Group	Events Committee	02/02/2026			
Apply for TENS Licence	JO				
Book Castle Park & Pitches (1, 2 & 3)	JO				Include: Event Management Plan, Site Plan, Risk Assessment, Insurance
Produce Event Management Plan	JO/LB				
Produce Risk Assessment	JO/LB				
Arrange Insurance	JO				
Confirm Councillors to attend event	Events Committee				
Confirm Stewards to attend event	Events Committee				
Conduct Event Site Walkthrough	Events Committee				
Produce Site Plan	HH				
Posters / Digital Poster / Flyers - obtain quote & place order	LB	13/03/2026			Hawk 17/03/26: Accepted quote.
Banners x 3 - obtain quote & place order	LB	13/03/2026			Hawk 17/03/26: Accepted quote.
Correx Boards x 15 - obtain quote & place order	LB	13/03/2026			Hawk 17/03/26: Accepted quote.
Fuzzy Bees Book Marks - Promotional items	LB				
Compère					
DJ Hire	LB				
Stage Hire	LB	04/02/2026			Hipswing Events
PA System/Sound Hire		04/02/2026			Hipswing Events
Entertainment	BW				
Helter Skelter / Bouncy Castles / Soft Play	LB				
Sports Day Games & Activities	HH				
Face Painters	LB				
First Aiders	LB				
Stage Props / Decorations	LB/JO				

Sweets	Events Committee				
Food Vendors	LB	17/02/2026	17/02/2026		Smokies BBQ
Bar	HH				
Barbeque	HH				
Vegetarian / Vegan	HH				
Dog Show	HH				
Portable Toilets - 4 + 1 Accessible	LB	02/02/2026			CMS Chelford Mobile Services Delivery: 9am on day of event Collection: 5.30pm on day of event
Cleaners x 2	LB	02/02/2026			CPH Cleaners
Waste Collection	JO	02/02/2026			CWAC
Crowd Barriers x 20 - Blue Arrow	LB	02/02/2026			Blue Arrow
Traffic cones - Cheshire Police/FTC	FTC	02/02/2026			FTC
PROMOTION - 'Save the Date' - Launch Campaign					
Publish 'Save the Date' Event Teaser - Website	LB				
Publish 'Save the Date' Event Teaser - Social Media	LB				
Email 'Save the Date' Event Teaser - local Primary Schools	LB				
Hand Deliver 'Save the Date' - local Primary Schools	LB				
PROMOTION - Event Flyers / Posters					
Publish Digital Flyer / Poster - FTC Website & Social Media	LB				
Distribute Flyers / Posters - Library, Community Centre, Post Office & local businesses	ALL				
FTC Noticeboards - Post Flyers / Posters on boards	LB				
Email Flyer	LB	N/A	N/A	N/A	Not for this event as schools will be on summer break. Save the dates will have already been circulated to all primary schools prior to them breaking up for the summer

KEY

PROGRESS COLOUR CODE

NOT STARTED
STARTED
COMPLETE