

Task	Assigned To	Start Date	Completion Date	Status
Version 8 of 8 - 29/04/2026	Produced by: L Bosman			
Picnic in the Park 2026 / Saturday 29th August 2026 / 12noon - 5pm / Castle Park / Sites (1, 2 & 3)				
Form Event Working Group	Events Committee	02/02/2026		Green
Conduct Event Site Walkthrough	Events Committee	02/02/2026		Red
Produce Site Plan	HH	02/02/2026		Red
Produce Event Management Plan	JO/LB	02/02/2026		Red
Produce Risk Assessment	JO/LB	02/02/2026		Red
Arrange Public Liability Insurance	JO	02/02/2026		Red
Apply for TENS Licence	LB	02/02/2026		Red
Book Castle Park & Pitches (1, 2 & 3)	LB	02/02/2026		Red
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		Red
Compère		02/02/2026		Red

DJ Hire / Music	LB	23/03/2026	29/04/2026	
Stage Hire	LB	04/02/2026	29/04/2026	
PA System/Sound Hire	LB	04/02/2026	29/04/2026	
Compère	LB	04/02/2026	29/04/2026	
Performer 1 - Mr & Mischief	BW	02/02/2026	22/04/2026	
Performer 2 - In the Pocket	BW	02/02/2026	22/04/2026	
Performer 3 - The Kitchen Party Duo	BW	02/02/2026	22/04/2026	
Helter Skelter / Bouncy Castles / Soft Play	LB	02/02/2026		
Sports Day Games & Activities	HH	02/02/2026		
Face Painters	LB	02/02/2026		
First Aiders	LB	02/02/2026		
Stage Props / Decorations	LB/JO	02/02/2026		
Sweets	Events Committee	02/02/2026		
Food Vendors	LB	17/02/2026	17/02/2026	
Bar	LB	02/02/2026		
Vegetarian / Vegan	HH	02/02/2026		
Dog Show	HH/BW	02/02/2026		
Frodsham Harriers	HH	02/02/2026		
Portable Toilets - 4 + 1 Accessible	LB	02/02/2026		
Cleaners x 2	LB	02/02/2026		

Waste Management	JO	02/02/2026			
Crowd Barriers x 20 - Blue Arrow	LB	02/02/2026			
Traffic cones - Cheshire Police/FTC	FTC	02/02/2026			
<b>PROMOTION - 'Save the Date' - Launch Campaign</b>					
Publish 'Save the Date' Event Teaser - Website	LB	02/02/2026			
Publish 'Save the Date' Event Teaser - Social Media	LB	02/02/2026			
Email 'Save the Date' Event Teaser - local Primary Schools	LB	02/02/2026			
Hand Deliver 'Save the Date' - local Primary Schools	LB	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	LB	N/A	N/A	N/A	N/A

**KEY**

**PROGRESS COLOUR CODE**

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