

Task	Assigned To	Start Date	Completion Date	Status	Notes
Version 13 of 13 - 27/05/2026	Produced by: L Bosman				
Food & Drink Festival 2026 / Saturday 13th June 2026 / 11am - 5pm / Castle Park / Pitches (1, 2 & Car Park)					
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	Independent Street
Produce Event Management Plan	Lisa Cowley	02/02/2026	14/04/2026	Green	Independent Street
Produce Risk Assessment	Lisa Cowley	02/02/2026	14/04/2026	Green	Independent Street
Arrange Public Liability Insurance	Lisa Cowley	02/02/2026	14/04/2026	Green	Independent Street
Apply for TENS Licence	LB	14/04/2026	17/04/2026	Green	14/04/26: LB applied & paid £21 via FTC debit card. 17/04/26: Received - Needs to be printed and be available at the event
Book Castle Park & Pitches (1, 2 & Car Park)	LB	14/04/2026		Yellow	Include: Event Management Plan, Site Plan, Risk Assessment, Public Liability Insurance. 14/04/26: LB placed application to book CP pitches - paid £138 Admin fee via FTC debit card. Awaiting confirmation. 13/05/26: CWAC queried one detail on application. 13/05/26: LB provided response. Awaiting confirmation. 15/05/26: CWAC queried a further detail on application. 18/05/26: LB provided response. Awaiting confirmation. 26/05/26: CWAC have requested an amendment to be made to the Risk Assessment. 27/05/26: Lisa Cowley of Independent Street has made the amendment and forwarded the amended copy of the Risk Assessment to CWAC. Awaiting confirmation.
Confirm Councillors to attend event	Events Committee	02/02/2026		Red	
Confirm Security Company - Gate Staff/Parking	LB	02/02/2026		Green	12/05/26: LB contacted GT Security for a quote. 12/05/26: Quote received & sent to BW, RL, HH for approval. 12/05/26: BW approved. 13/05/26: LB accepted quote for 2 security personnell.

Posters / Digital Poster / Flyers - obtain quote & place order	LB	13/03/2026	27/05/2026	Hawk 17/03/26: Accepted quote. 26/05/26: Proofs received 26/05/26: HH requested an amendment to the rear of the flyer. 27/05/26: Received amended flyers
Banners x 6 - obtain quote & place order	LB	13/03/2026		Hawk 17/03/26: LB Accepted quote. 08/05/26: LB requested increase of banners from 3 to 6. 19/05/26: Rec'd draft copy of flyer & fwd'd to HH & BW requesting further information. Confirmed this to Hawk. 26/05/26: Proofs received. 26/05/26: HH approved the banner, A3 & A2 design. Awaiting completion & delivery to HH.
Correx Boards x 15 - obtain quote & place order	LB	13/03/2026		Hawk 17/03/26: Accepted quote. 26/05/26: Proofs received. 26/05/26: HH approved the correx board design. Awaiting completion & delivery to HH.
Signs: No parking, Event Staff Only, Toilets, etc	LB	02/02/2026	17/04/2026	We already have these, they just require printing and laminating. Double up on Toilets signs (particularly Left arrow sign).
Fuzzy Bee Logo Bugs - Promotional items	LB	02/02/2026		23/04/26: LB Requested quote for 750 Logo Bugs. 13/05/26: LB Ordered & paid for 750 Logo Bugs £453.60 via FTC debit card. To be taken out of Civic Pride budget. 27/05/26: Confirmation from supplier that the Logo Bugs are being dispatched today.
Compère	BW	02/02/2026	05/05/2026	05/05/26: BW confirmed Nathan James & Brian Mellor as Compères
Marquee	HH	02/02/2026	05/05/2026	05/05/26: HH confirmed The White Marquee Co.
Participant 1 - Devonshire Bakery - 11am	HH	02/02/2026	20/05/2026	HH confirmed
Participant 2 - Enchanted Forage - 12pm	HH	02/02/2026	05/05/2026	HH confirmed
Participant 3 - Dad's Kitchen and Garden - 1pm	HH	02/02/2026	05/05/2026	HH confirmed
Participant 4 - Man v Food Challenge HE Coward - 2pm	HH	02/02/2026	05/05/2026	HH confirmed Cowards Butchers
Participant 5 - Zucca Bistro - Cocktail Making - 3pm	HH	02/02/2026	20/05/2026	HH confirmed
Participant 6 - Restaurant Next Door - 4pm	HH	02/02/2026	09/04/2026	HH confirmed

Colouring Competition	HH	02/02/2026	05/05/2026		06/05/26: HH confirmed Main Street Kitchen as hosts of the Colouring Competition
First Aiders	LB	02/02/2026	05/05/2026		05/05/26: LB requested a quote. Community Medics put date in their diary.
Food Vendors	HH	02/02/2026	05/05/2026		Independent Street
Bar	HH	02/02/2026	05/05/2026		Independent Street
Barbeque	HH	02/02/2026	05/05/2026		Independent Street
Vegetarian / Vegan	HH	02/02/2026	05/05/2026		Independent Street
Portable Toilets - 4 + 1 Accessible	LB	02/02/2026	09/03/2026		CMS Chelford Mobile Services Delivery: 9am on day of event Collection: 5.30pm on day of event 27/02/26: Quote requested. 02/03/26: Quote received frm Dan Leigh of Chelford Mobile Services Ltd (CMS). 09/03/26: Quote accepted. 10//04/26: CMS confirmed booking.
Cleaners x 2	LB	02/02/2026	17/04/2026		CPH Cleaners
Waste Management	JO	02/02/2026	26/05/2026		CWAC Paul McVitty or Gary McCosh. 11/05/26: Paul McVitty getting some costings for us. Paul McVitty confirmed attendance with HH (FoC)
Crowd Barriers x 20 - Blue Arrow	JO	02/02/2026	11/05/2026		Blue Arrow 11/05/26: Zac Webster confirmed provision.
Traffic cones - Cheshire Police/FTC	FTC	02/02/2026	26/05/2026		FTC
PROMOTION - Event Flyers / Posters					
Publish Digital Flyer / Poster - FTC Website & Social Media	LB	02/02/2026	29/05/2026		
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	27/05/2026		
Email Flyer / Poster to Schools	LB	02/02/2026			

KEY

PROGRESS COLOUR CODE

NOT STARTED
STARTED

COMPLETE