

Task	Assigned To	Start Date	Completion Date	Status	Notes
Version 17 of 17 - 01/07/2026	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			
Conduct Event Site Walkthrough	Events Committee	02/02/2026	02/06/2026		LB conducted site walkthrough
Produce Site Plan	HH	02/02/2026	26/05/2026		LB produced 26/05/26
Produce Event Management Plan	JO/LB	02/02/2026	26/05/2026		LB produced 26/05/26
Produce Risk Assessment	JO/LB	02/02/2026	26/05/2026		LB produced 26/05/26
Arrange Public Liability Insurance	JO	02/02/2026	02/02/2026		
Apply for TENS Licence	LB	02/02/2026	27/05/2026		
Book Castle Park & Pitches (1, 2 & 3)	LB	02/02/2026	29/05/2026		Include: Event Management Plan, Site Plan, Risk Assessment, Public Liability Insurance.
Confirm Councillors / Stewards to attend event	Events Committee	02/02/2026			
Posters / Digital Poster / Flyers - obtain quote & place order	LB	13/03/2026			Hawk 17/03/26: Accepted quote.
Banners x 6 - obtain quote & place order	LB	13/03/2026			Hawk 17/03/26: Accepted quote. 08/05/26: LB requested banners to be increased from 3 to 6. 19/05/26: Rec'd draft flyer from Hawk - forwd'd to HH, BW & RL to check and approve or suggest further additions. Relayed this to Hawk.
Correx Boards x 15 - obtain quote & place order	LB	13/03/2026			Hawk 17/03/26: Accepted quote.
Signs: No parking, Event Staff Only, Toilets, etc	LB	02/02/2026	17/04/2026		
Fuzzy Bees Book Marks - Promotional items	LB	02/02/2026	02/06/2026		On order 27/05/26: Received confirmation that order is being dispatched today. 02/06/26: Received

					Hipswing Events 17/04/26: LB contacted Hipswing Events for a quote for them to provide a DJ. 23/04/26: LB contacted Neil Howard at Garden Parties & Events for a quote for a DJ. 29/04/26: Hipswing providing stage, PA system, lighting & compère.
Stage Hire / PA System / Music / Lighting / Compère	LB	23/03/2026	29/04/2026		
Performer 1 - Mr & Mischief	BW	02/02/2026	22/04/2026		22/04/26: Confirmed & agreed £150 for 45 mins performance
Performer 2 - In the Pocket	BW	02/02/2026	22/04/2026		22/04/26: Confirmed & agreed £150 for 45 mins performance
Performer 3 - The Kitchen Party Duo	BW	02/02/2026	22/04/2026		BW confirmed & agreed £200 for 60 mins performance
Inflatable Hire: Helter Skelter / Bouncy Castles / Soft Play	LB	02/02/2026	24/04/2026		24/04/26: LB contacted Tariq at ADS Inflatables for quote 24/04/26: Tariq confirmed same inflatables as last year and same price.
Face Painters	LB	02/02/2026	24/04/2026		24/04/26: LB contacted Ellen at Just Face Painting for a quote. Just Face Painting confirmed 3 Face Painters
First Aiders	LB	02/02/2026	05/05/2026		05/05/26: LB requested a quote. Community Medics put date in
Stage Props / Decorations	LB/JO	02/02/2026			LB to order similar inflatable props as last year
Sweets	Events Committee	02/02/2026	05/05/2026		HH confirmed Girl Guides will provide sweets
Food Vendors	LB	17/02/2026	17/02/2026		Smokies BBQ confirmed
Bar	LB	02/02/2026	24/04/2026		24/04/26: LB contacted Barry at Cooperman Streetfood for a Bar provision - confirmed
Coffee/Tea	LB	05/05/2026	19/05/2026		19/05/26: Charlies Coffee confirmed 16/06/26: Charlies Coffee cancelled
Vegetarian / Vegan	HH	02/02/2026			
Dog Show	HH/BW	02/02/2026			Tail Mates
Sports Day Games & Activities - Frodsham & Helsby Harriers	HH	02/02/2026	05/06/2026		HH confirmed Frodsham & Helsby Harriers
Portable Toilets - 4 + 1 Accessible	LB	02/02/2026	05/06/2026		CMS Chelford Mobile Services Delivery: 9am on day of event Collection: 5.30pm on day of event
Cleaners x 2	LB	02/02/2026	05/06/2026		CPH Cleaners
Waste Management	JO	02/02/2026			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	LB	02/02/2026	11/05/2026		Blue Arrow 11/05/26: Zac confirmed

Traffic cones - Cheshire Police/FTC	FTC	02/02/2026	02/02/2026	COMPLETE	FTC
PROMOTION - 'Save the Date' - Launch Campaign					
Publish 'Save the Date' Event Teaser - Website	LB	02/02/2026		NOT STARTED	
Publish 'Save the Date' Event Teaser - Social Media	LB	02/02/2026		NOT STARTED	
Email 'Save the Date' Event Teaser - local Primary Schools	LB	02/02/2026		NOT STARTED	
Hand Deliver 'Save the Date' - local Primary Schools	LB	02/02/2026		NOT STARTED	
PROMOTION - Event Flyers / Posters					
Publish Digital Flyer / Poster - FTC Website & Social Media	LB	02/02/2026		NOT STARTED	
Distribute Flyers / Posters - Library, Community Centre, Post Office & local businesses	ALL	02/02/2026		NOT STARTED	
FTC Noticeboards - Post Flyers / Posters on boards	LB	02/02/2026		NOT STARTED	
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