

## Event Planning Check List\*

Task Completed	Task Description	Who will perform task	Est. Cost
	<b>Dry hardwood</b> (1 cord/100 re-enactor) - Supply - Deliver - Locate Site - Remove		
	<b>Straw for Camp</b> (1/2 bale/2 re-enactor) - Supply - Deliver - Locate Site - Remove		
	<b>Hay for Horses</b> (2 bales/ horse) - Supply - Deliver - Locate Site - Remove		
	<b>Water</b> (2 gal /re-enactor/day) - Source - Provide Source - Locate Site - Remove		
	<b>Sanitary Facilities</b> (1 porta john/30 reenactors) - Supply Loos - Locate Sites - Clean out Saturday evening or Sunday morning - Remove		
	<b>Showers</b> - Set up times - Thurs - Mon		
	<b>Emergency Shelters</b> - Phone #'s - Criteria for use - <b>HAVE CELL PHONE FOR DISASTER</b>		

Task Completed	Task Description	Who will perform task	Est. Cost
	<p><b>Land</b></p> <ul style="list-style-type: none"> <li>- Battlefield</li> <li>- 18th C. Camp</li> <li>- Modern camping</li> <li>- Sutlers</li> <li>- Local Vendors</li> <li>- Map out location of above</li> <li>- Local Stables for mounts</li> </ul>		
	<p><b>Horse</b></p> <ul style="list-style-type: none"> <li>- Water for horse s/b approx 15 gal/day/horse</li> <li>- Camp separated from main camp <ul style="list-style-type: none"> <li>- In shade</li> <li>- Enough room to graze</li> <li>- NO publick access</li> </ul> </li> <li>- Copies of Coggin test and vaccination s/b presented at registration</li> <li>- Riders/horse capable of performing manuevers</li> <li>- SAFELY</li> <li>- Riders know that they are responsible to clean <ul style="list-style-type: none"> <li>- camp area</li> <li>- What is site policy for cleaning up on <ul style="list-style-type: none"> <li>- battlefield/non-camp site</li> </ul> </li> </ul> </li> </ul>		
	<p><b>Insurance</b>    Liability covers publick</p>		
	<p><b>Police</b></p> <ul style="list-style-type: none"> <li>- Contact</li> <li>- Permits (noise, fire, parade, &amp;c.)</li> </ul>		
	<p><b>EMT</b></p> <ul style="list-style-type: none"> <li>- Contact</li> <li>- Present during battles</li> <li>- Permits</li> </ul>		
	<p><b>Traffic Control</b></p> <ul style="list-style-type: none"> <li>- Signs for direction <ul style="list-style-type: none"> <li>re-enactors</li> <li>publick</li> </ul> </li> <li>- Setup signs</li> <li>- Police assistance</li> <li>- Setup Parade Route</li> </ul>		

Task Completed	Task Description	Who will perform task	Est. Cost
	<ul style="list-style-type: none"> <li>- Close Traffic for parade</li> <li>- Direct Traffic outside of park</li> </ul>		
	<p><b>Parking</b></p> <ul style="list-style-type: none"> <li>- Location of Participants</li> <li style="padding-left: 20px;">Crown</li> <li style="padding-left: 20px;">Patriot</li> <li style="padding-left: 20px;">VIPs</li> <li style="padding-left: 20px;">Spectators</li> <li style="padding-left: 20px;">Sutlers</li> <li>- Direct Traffic in parking area</li> <li>- Take up admission</li> </ul>		
	<p><b>Crowd Control</b></p> <ul style="list-style-type: none"> <li>- Lay down lines for crowd barriers</li> <li>- Provide manpower during battle</li> <li>- Setup barriers for Battlefield</li> </ul>		
	<p><b>Permits</b> (not limited to below)</p> <ul style="list-style-type: none"> <li>- Noise</li> <li>- Parade</li> <li>- Fire</li> <li>- Weapons</li> </ul>		
	<p><b>Advertising</b></p> <ul style="list-style-type: none"> <li>- Provide press release</li> <li>- Secure Medium</li> <li>- Pay for materials</li> <li>- Solicit for Sponsorship</li> <li>- Provide for Radio Announcer</li> <li>- Contact TV</li> </ul>		
	<p><b>Garbage Removal</b></p> <ul style="list-style-type: none"> <li>- Campsite service EACH day</li> <li>- Trash bin</li> <li>- Bag trash</li> <li>- Provide bags</li> </ul>		
	<p><b>Public Address for Battles</b></p> <ul style="list-style-type: none"> <li>- Speaker</li> <li>- Equipment</li> </ul>		

Task Completed	Task Description	Who will perform task	Est. Cost
	<b>Organize Local Concerns for Vending</b> - Select Vendor - Select site for Vendor		
	<b>Recruit units to participate to include invitation and status dispatches</b> - British Brigade - Continental Line - Guest - Sutlers		
	<b>Programs for Spectators</b> - Design - Sell Adds - Produce/Print - Sell to Public		
	<b>Pick up cartridges after Battles</b>		
	<b>Registration</b> - Location - Hours of operations - Staff - Tally for power monies distribution		
	<b>Public Relations</b> - Local - Outside/Regional Travel Bureaus TV Video Radio Press		
	<b>Banner on East Side of town - GENERATOR SIGNS</b>		
	<b>Discounts for participants</b> - Motels - B 'n B's - Grocery Stores - Restaurants - Gas Stations - Handout – REGISTRATION		

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	<b>Participant Handout</b> - Draw up - Print - Handout – REGISTRATION		
	<b>Entertainment</b> - Cannonade - Dance - Martial musick - Concert		
	<b>Payout for troops</b> - Power monies for - Men under arms Artillery Mounted		
	<b>T-Shirt Souvenir – MEDALLION, RIBBON, ETC</b> - Design - Produce - Sell – REGISTRATION AND EVENT		

\* Created by the 1<sup>st</sup> Virginia Regiment of the Continental Line