

VILLAGE OF EAST TROY



SPECIAL EVENT TASKS *(indicate who will perform tasks)*

(Note: tasks requested of DPW may incur charges)

TASK	DPW	VOLUNTEERS	NOTES:
PRIOR TO EVENT:			
Pick up, transport & place:			
Barricades			
Traffic Cones			
Extra Picnic Tables			
Post "No Parking" signs			
Post "Handicap Parking" signs			
Place additional trash barrels			
Additional Electrical Service--(req. if using 3 or more devices)			
For Lions Club Festival Only:			
Transport barricades to close Graydon Ave. and at Playmore Park for parking			
Place parking ropes for motorcycle parking			
Post "No Parking" signs on streets near site			
AFTER EVENT:			
Pick-up litter			
Empty trash barrels			
Clean & supply public rest rooms			
Pick up & transport back to storage:			
Barricades			
Traffic Cones			
Extra picnic tables			
Remove "No Parking" signs			
Clean grounds (hand rake, if necessary)			
Grass and/or ground remediation			
Sweep streets (when necessary)			
For Lions Club Festival Only:			
Transport barricades, ropes & signs to storage			

Event: _____

Event Date: _____

Location: _____

Person in Charge of Volunteers: _____

Contact Number: _____

DPW Authorization: _____

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