

First Virginia Regiment  
of the  
Continental Line  
Event 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</b> for Camp(1/2 bale/2 re-enactor) - Supply - Deliver - Locate Site - Remove		
	<b>Hay</b> for Horses (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 - HAVE CELL PHONE FOR                      DISASTER		

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</li> <li>- battlefield/non-camp site</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> <li>- Close Traffic for parade</li> </ul>		

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	- Direct Traffic outside of park		
	<b>Parking</b> - Location of Participants Crown Patriot VIPs Spectators Sutlers - Direct Traffic in parking area - Take up admission		
	<b>Crowd Control</b> - Lay down lines for crowd barriers - Provide manpower during battle - Setup barriers for Battlefield		
	<b>Permits</b> (not limited to below) - Noise - Parade - Fire - Weapons		
	<b>Advertising</b> - Provide press release - Secure Medium - Pay for materials - Solicit for Sponsorship - Provide for Radio Announcer - Contact TV		
	<b>Garbage Removal</b> - Campsite service EACH day - Trash bin - Bag trash - Provide bags		
	<b>Public Address for Battles</b> - Speaker - Equipment		
	<b>Organize Local Concerns for Vending</b> - Select Vendor - Select site for Vendor		

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	<b>Recruit units to participate to include invitation and status dispatches</b> <ul style="list-style-type: none"> <li>- British Brigade</li> <li>- Continental Line</li> <li>- Guest</li> <li>- Sutlers</li> </ul>		
	<b>Programs for Spectators</b> <ul style="list-style-type: none"> <li>- Design</li> <li>- Sell Adds</li> <li>- Produce/Print</li> <li>- Sell to Public</li> </ul>		
	<b>Pick up cartridges after Battles</b>		
	<b>Registration</b> <ul style="list-style-type: none"> <li>- Location</li> <li>- Hours of operations</li> <li>- Staff</li> <li>- Tally for power monies distribution</li> </ul>		
	<b>Public Relations</b> <ul style="list-style-type: none"> <li>- Local</li> <li>- Outside/Regional</li> <li>Travel Bureaus</li> <li>TV</li> <li>Video</li> <li>Radio</li> <li>Press</li> </ul>		
	<b>Banner on East Side of town - GENERATOR SIGNS</b>		
	<b>Discounts for participants</b> <ul style="list-style-type: none"> <li>- Motels</li> <li>- B 'n B's</li> <li>- Grocery Stores</li> <li>- Restaurants</li> <li>- Gas Stations</li> <li>- Handout – REGISTRATION</li> </ul>		
	<b>Participant Handout</b> <ul style="list-style-type: none"> <li>- Draw up</li> <li>- Print</li> <li>- Handout – REGISTRATION</li> </ul>		

<b>Task Completed</b>	<b>Task Description</b>	<b>Who will perform task</b>	<b>Est Cost</b>
	<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		