

Meet the Mill — readiness checklist

25 September 2026 · Cedar Bend Timberworks

	Task	Owner
☒	Confirm event spending stays within the USD 1,500 approved budget	Nora
☒	Send the public programme and download link to local noticeboards	Clara
☐	Mark visitor routes and keep production areas separated	Daniel
☐	Check demonstration equipment and agree who will operate it	Owen
☐	Prepare timber samples and examples of finished customer projects	Owen
☐	Set out visitor information, seating and refreshments	Clara
☐	Confirm who greets guests, leads each session and answers questions	Elise
☐	Check printed QR codes open the public programme	Nora
☐	Invite Leah and Eli as guests; confirm no pre-start duties	Elise
☐	Walk the site together and resolve any remaining readiness issues	Daniel

Notes

For the September 26 open-yard day. Mark a task complete only after checking it. The budget covers refreshments USD 500, signs USD 300, visitor equipment USD 400 and contingency USD 300. Fictional Doksi example — people, business and arrangements are illustrative.