Special Event Checklist

Event: ________________________ Applicant: ________________________________

___ Reserve Date, Time & Location

___ Read the Guidelines for Event Applicants & Planners which outlines, rules, requirements, permits and application filing times.

___ Submit a Completed Special Event Application

___ Submit an Event Proposal Including:
   • Name of Event
   • Purpose of Event
   • Date(s), Time(s), including setup and removal
   • Identify all event locations (parks, facilities, streets)
   • Event Sponsor(s)
   • Estimated Event Attendance (per day)

___ Submit an Event Layout/Route Map

___ Submit Event Agenda & Activities

___ Submit a List of Food Vendors and Non-Vendors

___ Submit a List of Equipment (Tents, Generators, Stages)

___ Submit a List of Security & Emergency Services

___ Submit a Traffic Control Plan

___ Notify Adjacent Businesses/Neighbors

___ Provide a Copy of an Event Liquor License (if applicable)

___ Provide a Copy of Insurance

__________________________________________  __________________________
Applicant Signature                        Submittal Date