



Special Event Checklist: Items to consider when planning an event

| Event Organization | Production | Transportation/Logistics | Permits & Licenses | Communication |
|--|---|--|--|---|
| <input type="checkbox"/> Organization Status | <input type="checkbox"/> Electrical Requirements | <input type="checkbox"/> Bylaw # Parking | <input type="checkbox"/> Event Permit/License | <input type="checkbox"/> Media Management |
| <input type="checkbox"/> Board of Directors | <input type="checkbox"/> Water Requirements | <input type="checkbox"/> Parking Availability | <input type="checkbox"/> Special Roadway Event Permit | <input type="checkbox"/> Media Packages |
| <input type="checkbox"/> Volunteer Management | <input type="checkbox"/> Garbage Cans & Bags | <input type="checkbox"/> Parking Restrictions | <input type="checkbox"/> Liquor License – Training | <input type="checkbox"/> Communications Plan |
| <input type="checkbox"/> Banking and Book Keeping | <input type="checkbox"/> Garbage Removal | <input type="checkbox"/> Bicycle Parking | <input type="checkbox"/> Fireworks Permit | <input type="checkbox"/> Press Release |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Site Clean-up | <input type="checkbox"/> Road Closures | <input type="checkbox"/> Hawkers Peddlers License | <input type="checkbox"/> On-Site Signage |
| <input type="checkbox"/> Resource recruitment | <input type="checkbox"/> Recycling Bins | <input type="checkbox"/> Anticipated Traffic Volumes | <input type="checkbox"/> Liquor License - Sales | <input type="checkbox"/> Photographer |
| <input type="checkbox"/> Sponsorship | <input type="checkbox"/> Washrooms and Washing Stations | <input type="checkbox"/> Handicap Accessibility | <input type="checkbox"/> Liquor License: Vendors; wine, beer | <input type="checkbox"/> Neighborhood Impact |
| <input type="checkbox"/> Cash Handling Procedures | <input type="checkbox"/> Tables (picnic & regular) and Chairs | <input type="checkbox"/> Delivery/Removal of Supplies | <input type="checkbox"/> Raffle/Bingo Permit | <input type="checkbox"/> Neighborhood Notices |
| <input type="checkbox"/> Grants | <input type="checkbox"/> Tents | <input type="checkbox"/> Emergency Vehicle Access | <input type="checkbox"/> DOT Permit | <input type="checkbox"/> On-Site Communication |
| <input type="checkbox"/> Liability Insurance | <input type="checkbox"/> Propane Storage/ Handling | <input type="checkbox"/> Shuttles | <input type="checkbox"/> Noise Bylaw Exemption | <input type="checkbox"/> Hwy 19 Traffic Flow Signs |
| <input type="checkbox"/> Vending/On-Site Sales | <input type="checkbox"/> Utility Line Marked? | <input type="checkbox"/> Pedestrian Traffic Volumes | <input type="checkbox"/> Board of Alderman Approval | <input type="checkbox"/> DOT Radio Communication(s) |
| <input type="checkbox"/> Security | <input type="checkbox"/> Health Considerations | <input type="checkbox"/> Artist/Crew Access/ Parking & Meals | <input type="checkbox"/> Electrical Installation Permit | |
| <input type="checkbox"/> Crowd Control | <input type="checkbox"/> Fire Prevention | <input type="checkbox"/> Volunteer Access/ Parking & Meals | <input type="checkbox"/> Fire Marshall Occupant Load | |
| <input type="checkbox"/> Projected Attendance | <input type="checkbox"/> Sound System/Stage | <input type="checkbox"/> Trolley Lines | <input type="checkbox"/> Fire Marshall Gate Approval | |
| <input type="checkbox"/> Poor Weather Contingency | <input type="checkbox"/> Noise Levels | <input type="checkbox"/> Location/Route | <input type="checkbox"/> Fire Marshall Emergency Plan | |
| <input type="checkbox"/> Emergency/ Disaster Plans | <input type="checkbox"/> Lighting / Venue | <input type="checkbox"/> Ingress & Egress; Gates | <input type="checkbox"/> Food - Health Inspection/ Permit | |
| <input type="checkbox"/> Ticketing | <input type="checkbox"/> Lighting / stage | <input type="checkbox"/> Pedestrian Traffic Volumes | <input type="checkbox"/> Overnight Camping Approval | |
| <input type="checkbox"/> Food and Merchandise | <input type="checkbox"/> First Aid Stations | | <input type="checkbox"/> Overnight Camping Paperwork | |
| <input type="checkbox"/> Civic Service Fees | <input type="checkbox"/> Turf Damage (Preventions) | | <input type="checkbox"/> Overnight Camping Site Plan | |
| <input type="checkbox"/> Stage Crew | <input type="checkbox"/> Site Plan/ Map | | <input type="checkbox"/> Certificate of Liability Insurance | |
| <input type="checkbox"/> Collaborative Affiliates & Partners | <input type="checkbox"/> Set-up / Take Down Schedule | | | |
| <input type="checkbox"/> Event Insurance | <input type="checkbox"/> Generators | | | |
| | <input type="checkbox"/> Stage Rental | | | |
| | <input type="checkbox"/> Port-a-lets; 1/100 after 2,000 | | | |
| | <input type="checkbox"/> Crane | | | |
| | <input type="checkbox"/> Forklift | | | |
| | <input type="checkbox"/> Scissor Lift | | | |
| | <input type="checkbox"/> Rigging Safety Equipment | | | |