



Event Planning Addendum

Permission will not be signed until all relevant information is complete

Use this basic checklist to assist your group in being good stewards toward planning a successful event.

Name of Event: _____

Date: _____

Time: _____

Location: _____

Event Purpose: _____

PERMISSIONS REQUIRED (note all that are applicable to your event)

Resident/Committee Member in charge: _____ Contact # _____

- Special Event Form completed and submitted to the City for approval
- Alcohol Permit completed
- Food Permit- Health Department Notified
- Any special sanitation needs required (i.e. 'Port-o-lets')
- Security Scheduled – who is supplying security? _____
- Film License

SET-UP

- Secure time for vendor set up
- Who will oversee _____
- Additional security required for set up

DAY OF EVENT

Officer in charge: _____

- Trash removal – additional cans required – change bags frequently
- Clean up, remove all debris from sidewalks, streets, etc.
- Remove Road Closure/Detour signs
- Remove all extra advertising signage

Reviewed and approved by: _____