EVENT PLAN

An event plan must be submitted with your application. Without an Event Plan, your application will not be accepted. Failure to fully complete the application or respond to a question may result in denial of the application and/or the event. Your Event Plan must provide detailed responses to all questions within the event application in which you responded "Yes," as well as any other requested information by the City.

An Event Plan should include the following sections, as indicated by responses to the questionnaire:

Event & Logistics

- Activities
- Set-up & Clean-Up Plan
- Event Schedule
- Event Layout
- Map
- Signage
- Garbage & Restrooms (if additional are required due to the size and scope of the event)
- Tents
- Temporary and permanent power sources
- Water stations
- Food and Merchandise Vendor Areas
- Other

Vendors

- Who
- Permits
- Temporary Sales Tax forms
- Other

Risk Management

- Signage
- Medical and first aid stations
- Provide a security plan with the number and type of personnel
- Other

Traffic Plan

- Signage
- Map
- Show parking areas and personnel
- Show all entrances, exits, roadways, and walkways
- Bike and foot races must also include course routes
- Other