

## SPECIAL EVENT CHECKLIST

### What you need to consider when planning your event

*(Where applicable, page references have been noted from the special events guideline)*

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#### **Event Organization**

- Approvals – City, landowners, etc.
- Business License Requirements
- Cash-handling, Banking & book keeping procedures
- Contracts
- Event Budget
- Food, vendors and concessions
- Fundraising Plan
- Grants
- Liability Insurance
- Volunteers positions identified
  - # of volunteers required
  - Volunteer recruitment plan

#### **Event Production**

- Admission charges
- Alcohol Licensing
- Emergency procedures (*visit [www.getprepared.gc.ca](http://www.getprepared.gc.ca)*)
- Electrical requirements
- Facility booking (*confirm through application process*)
- Fireworks (*permit will be required*)
- First aid
- Garbage cans and bags
- Garbage removal
- Inclement weather plan
- Lost child action plan
- Noise levels (*permit may be required*)
- Notification to neighbours
- Recycling plan
- Security

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- Set-up/take-down plan
- Site map
- Sound system/stage
- Street Closure (*permit will be required*)
- Tents (*permit may be required*)
- Utility lines located
- Washrooms
- Water Supply

### **Event Access**

- Deliveries
- Emergency Access
- Handicap accessibility
- Park & Ride Plan
- Parking Plan
- Road closures/controls required

### **Considerations**

- Event Communications & Media Plan
- Health requirements (food, petting zoos, etc.)
- Neighbour Notification
- Noise By-law
- On-site signage

### **Communications**

- Advertising
- Information signs
- Posters

### **Other**

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