

CITYWIDE SPECIAL EVENT CHECKLIST

NOTE: Once you have received a parks permit for a large event, Stacy Gillings, Citywide Special Events Coordinator, will contact you and work with you on the details for this list.

DATE COMPLETED	ITEMS NEEDED
	Large Event Parks Permit Application
	Payment
	Timing of Event (including load in/out days as well as event days)
	Event Description/Map
	Load in/Load Out Plan
	Insurance (COI and workers comp form)
	Police Block Permit (if needed)
	Street Closure Information (what streets, what time)
	Road Closed Signage Company Information
	Meter Hooding (Public Works)
	Fireworks/Pyrotechnics (Parks and DSI)
	Bonfire (Parks and DSI)
	Alcohol (Parks/DSI)
	Food Sales/Giveaway (State of MN)
	Sound Variance (DSI)
	Merchandise Sales (DSI)
	Raffle/Gambling (DSI)
	Electrical Plan (DSI)
	Utility Locates (Parks – private, Gopher One –public)
	Propane (DSI)
	Generators (DSI)
	Stages, Bleachers, Structures (DSI)
	Tents/Canopies (DSI)
	Professional Filming or Drones
	Police and/or Police Reserves
	Private Security (overnight and parking lots if needed)
	First Aid/Emergency Plan
	Trash Plan
	Recycle Plan
	Lighting Plan

	Portable Restrooms 2:500/3:500 1:10ADA
	Parking/Shuttle Plan/Handicapped Parking
	Bike Parking Plan
	Vendor/Staff/Volunteer Parking Plan
	Walkie Talkie or Communication Plan
	Inflatables/Amusement Rides
	ATM's/Phone Lines/Internet Access
	Entertainment List
	Contact Numbers for Event Day
	Community/Business Notification
	Other