

APPROVING AUTHORITY CHECKLIST

Event Details

Name of Event: _____

Requested Date(s) of Event: From: _____ / _____ / _____
To: _____ / _____ / _____

Request Event Time: Start: _____ Finish: _____

Requested Site: _____

Site Address: _____

Promoter: _____

Event Manager: _____

Address: _____

Contact: Phone: _____ Fax: _____

After Hours: _____

Requested site preparation start date: _____ / _____ / _____

Suggested site vacated date: _____ / _____ / _____

Brief details of function (including entertainment and main attractions):

APPROVING AUTHORITY CHECKLIST (CONTINUED)

Legal Requirements

Does the application:

- | | |
|--|----------|
| ▪ Comply with State and Local legislation/regulations/codes? | YES / NO |
| ▪ Provide for adequate general public liability insurance? | YES / NO |
| ▪ Provide for adequate liability insurance for a major incident? | YES / NO |
| ▪ Need to post a bond to cover contingencies? | YES / NO |

Licenses/Permits

Does the application require:

- | | |
|-----------------------------------|----------|
| ▪ Liquor licensing? | YES / NO |
| ▪ Road closures/restrictions? | YES / NO |
| ▪ Food outlet licenses? | YES / NO |
| ▪ Health care licensing? | YES / NO |
| ▪ Fire Inspection? | YES / NO |
| ▪ Fireworks/pyrotechnics permits? | YES / NO |
| ▪ Any other: _____ | |
-

Site

Is it appropriate for the type of event? YES / NO

Are there multiple sites involved in the event? YES / NO

Comment: _____

Indoor/outdoor: _____

APPROVING AUTHORITY CHECKLIST (CONTINUED)

Permanent structure or temporary site: _____

Normally used for this type of event? YES / NO

Normally used for large crowds? YES / NO

Topography:

Any effect on neighboring communities? YES / NO

Suitability for camping facilities? YES / NO

List any environmental issues (green, flora, fauna, historic site): _____

List any natural features likely to be hazardous (river, dam, long grass, forest): _____

Anticipated crowd number of attendees: _____

Is site large enough for expected crowd? YES / NO

Tickets being pre-sold? YES / NO _____ % Of Attendance

Tickets sold at the gate? YES / NO _____ % Of Attendance

Other means of limiting crowd: _____

APPROVING AUTHORITY CHECKLIST (CONTINUED)

Type of crowd expected (young, old, family, unruly): _____

Is water available at site? YES / NO

Quality of water: _____

Quantity of potable water: _____

Probability of sabotage of water? YES / NO

Comment: _____

Fixed sewerage? YES / NO

Adequate sewerage capacity? YES / NO

Comment: _____

Other utility supplies (power, gas): _____

Will they be adequate? _____

Will emergency water supplies be required? YES / NO

Will emergency water supplies be supplied? YES / NO

Will emergency water supplies be available? YES / NO

Comment: _____

Will emergency electricity supplies be required? YES / NO

Will emergency electricity supplies be supplied? YES / NO

Will emergency electricity supplies be available? YES / NO

APPROVING AUTHORITY CHECKLIST (CONTINUED)

Comment: _____

Will emergency gas supplies be required? YES / NO

Will emergency gas supplies be supplied? YES / NO

Will emergency gas supplies be available? YES / NO

Comment: _____

Emergency Services/Key Stakeholders

Has applicant consulted and gained support/approval from:

- State/Local Government Departments? YES / NO
- If yes, list by abbreviation: _____
- Police Department? YES / NO
- Ambulance Service? YES / NO
- First Aid Service? YES / NO
- Fire Department? YES / NO
- Medical/Hospital Facilities? YES / NO
- State Emergency Service? YES / NO
- Transportation Authorities? YES / NO
- Liquor Licensing Court? YES / NO
- Neighboring Communities? YES / NO
- Neighbors/Community Association? YES / NO

APPROVING AUTHORITY CHECKLIST (CONTINUED)

Other: _____

Other: _____

Have emergency management plans been prepared? YES / NO

Have contingency plans been prepared? YES / NO

If NO, are they necessary? YES / NO

If they are necessary, who will coordinate the preparation? _____

Security

Is special security being provided? YES / NO

If YES, who is providing it? _____

If NO, is it considered necessary? YES / NO

Is the provider licensed to provide the service? YES / NO

Event Safety Issues

Natural

Weather (rain, wind, heat, cold): _____

Terrain (cliffs, creeks, reclaimed land): _____

Environmental

Animals, forests, pollens, pests, flora, fauna, historical: _____

APPROVING AUTHORITY CHECKLIST (CONTINUED)

Technological

Utility lines, noise, lighting, access and egress: _____

Human

Alcohol, hysteria, nuisance, neighbors, fire: _____

Event

Pyrotechnics, lasers: _____

Access/Egress—Parking

Are road access and egress suitable? YES / NO

Are road access and egress suitable in all weather? YES / NO

Are road access and egress adequate? YES / NO

Will special traffic control be required? YES / NO

Is sufficient suitable off-road parking available? YES / NO

Will emergency services have continual access and egress? YES / NO

In the event of a major emergency, do access and egress allow for emergency services? YES / NO

Food

See Job Aids Food Vendor Information Sheet and Catering Inspection Checklist for Food Vendors.

APPROVING AUTHORITY CHECKLIST (CONTINUED)

Toilets

What is the anticipated crowd mix of male and female attendees (by percentage)?

_____ MALE _____ FEMALE

How many fixed-toilet facilities will be available?

_____ MALE TOILETS

_____ URINALS

_____ MALE SHOWERS

_____ FEMALE TOILETS

_____ FEMALE SHOWERS

_____ DISABLED

Will separate toilet facilities be available for food vendors? YES / NO

Will separate toilet facilities be available for medical attendants? YES / NO

Are there sufficient toilet facilities? YES / NO

If NO, what additional requirements will there be? _____ MALE TOILETS

_____ URINALS

_____ MALE SHOWERS

_____ FEMALE TOILETS

_____ FEMALE SHOWERS

_____ DISABLED

Will the current sewerage system cope with the extra demand? YES / NO

APPROVING AUTHORITY CHECKLIST (CONTINUED)

If NO, what additional requirements will there be?

Where additional requirements are unserved, can service trucks gain easy access?

YES / NO

What servicing of toilets will be provided during the event?

What, if any, plumbing maintenance will be available onsite?

Garbage and Water Removal

Number of garbage bins available _____ Public Use

Food Outlet Use

Medical Facility Use

Type of garbage bins (including for sharps, wet, dry, hazardous):

Program for emptying garbage bins:

Program for removal of site garbage:

APPROVING AUTHORITY CHECKLIST (CONTINUED)

Restoration After Event

Arrangements for site cleanup: _____

Arrangements for cleanup of surroundings (including access and egress roads): _____

Arrangements for refund of bond money, if applicable: _____

Camping Areas (where applicable)

What is the proximity to property boundaries?

NORTH yards SOUTH yards

EAST yards WEST yards

What is the requested population density of the camp? _____ Persons per acre

What is the requested maximum population for each site?
 maximum _____ persons per site

What separation is planned between sites?
 minimum _____ yards between rows

What emergency access and egress will be available? _____

APPROVING AUTHORITY CHECKLIST (CONTINUED)

What toilet and personal hygiene facilities will be available within campsite?

_____ MALE TOILETS _____ FEMALE TOILETS
_____ URINALS
_____ MALE SHOWERS _____ FEMALE SHOWERS
_____ DISABLED TOILETS _____ DISABLED SHOWERS

What water supply is available? _____

Is it potable? _____

Can you estimate whether this is sufficient? YES / NO

Comments: _____

What garbage bins are available? _____

Can you estimate whether this is sufficient? YES / NO

What waste disposal arrangements are being made (including wet, dry, sharps, sewage)?

Site Plan

Camp site plan available (including access and egress for emergency vehicles, access and egress for service vehicles, parking areas, camping areas, numbered camp sites, toilet and personal hygiene facilities, water points, trash bins, food venues, First Aid/Medical facilities, any other related facilities). YES / NO

PROMOTER/SPONSOR CHECKLIST

Event Details

Name of Event: _____

Date(s) of Event: From: ___/___/___ To: ___/___/___

Event Time: Start: _____ Finish: _____

Site: _____

Site Address: _____

Promoter: _____

Event Manager: _____

Address: _____

Contact: Phone: _____ Fax: _____

After/Hours: _____ Cell: _____

E-Mail: _____ Pager: _____

Site preparation start date: _____/_____/_____ Site vacated
date: _____/_____/_____

Brief details of function (including entertainment and main attractions):

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Sponsorship details (including any restrictions): _____

What Legislative, Regulative, and Legal Issues Need to be Addressed?

State legislative/regulative requirements: _____

Local legislative/regulative requirements: _____

Permits required: (for example, liquor, pyrotechnics, fire, laser, food): _____

Engineering approvals: _____

Insurance required: _____

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Reimbursement considerations for public agency involvement costs due to event:

Site Details

NOTE: Include details such as: Indoor/outdoor, normal use, permanent structure, temporary site, multiple sites, site boundaries, temporary structures, natural features, likely hazards including weather, historic sites, environmental issues, parking arrangements, access and egress. Include facilities, such as: Water, toilets, food preparation, waste removal. (Attach diagram or site map.)

Estimated total attendance: _____

Estimated age composition of audience:

0 – 12 years:	_____	% of total audience
12 – 18 years:	_____	% of total audience
18 – 25 years:	_____	% of total audience
25 – 40 years:	_____	% of total audience
40 – 55 years:	_____	% of total audience
55 years and above:	_____	% of total audience

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Admission will be by: _____ Pre-sold ticket _____ Free _____ Other: Please specify)

Has this event been conducted previously? YES / NO

If yes, when? _____

Where? _____

Event Manager: _____

Contact phone: _____ Fax: _____

If no, please detail the changes: _____

What effects will the changes have? _____

Key Stakeholders

	Name	Phone
State Government Dep't.(s):	_____	_____
Local Council(s):	_____	_____
	_____	_____
	_____	_____
Neighboring Councils:	_____	_____
	_____	_____
Police:	_____	_____
Ambulance Service:	_____	_____
First Aid Service:	_____	_____
Fire Service:	_____	_____

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Hospital/Medical Services: _____

State Emergency Service: _____

Security Personnel _____

Liquor Licensing _____

Local Hotel and Businesses: _____

Transportation Authority: _____

Neighbors: _____

Other: _____

Other: _____

Time frame necessary for contact with stakeholders:

A full briefing of all of the above stakeholders is planned for _____ (date)

at _____ (venue).

Event Communications

During the event what form of communication systems will be available/provided/required for:

- Event management: _____
- Public address (internal): _____
- Public address (external): _____
- Emergency services: _____
- Coordination requirements: _____

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Event Promotion and Media Management

Can the promotion ticketing and publicity for the event include messages that clarify the focus of the event (for example, family fun, sporting contest, musical entertainment)?

Event Web site _____

The focus of the event is _____

The event promotion and publicity will promote:

- | | |
|---|----------|
| ▪ Safe drinking practices | YES / NO |
| ▪ Don't drink and drive | YES / NO |
| ▪ Intoxicated and underage persons will not be served alcohol | YES / NO |
| ▪ Bags may be searched or restricted | YES / NO |
| ▪ Glass containers permitted | YES / NO |
| ▪ Water will be freely available | YES / NO |
| ▪ Availability of "wet" and "dry" areas | YES / NO |
| ▪ Location of facilities included on ticketing | YES / NO |
| ▪ Health care advice included on ticketing | YES / NO |
| ▪ Smoke-free environment | YES / NO |

Security

Which type of security will be appropriate for the event? _____

Who will be the appropriate security firm to be contracted? _____

Event security would commence on ____/____/____ and conclude on ____/____/____

What will be the role of security? _____

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Have relevant police departments been contacted in relation to security? YES / NO

If yes, what will be required of the police? _____

When will a briefing/debriefing be held involving police, security, bar staff and licensing personnel?

_____ (Date before Event) _____ (Date after Event)

Will a briefing of all personnel and officials be provided regarding helping patrons with amenities and services?

Who will pay for event security costs, including overtime?

Signage

What signage, including those required under the local liquor laws, will need to be developed and obtained?

Will there be signage in languages other than English? YES / NO

Transport

Does a transportation strategy need to be developed? YES / NO

List the departments, councils and/or agencies that are likely to be involved in developing this strategy.

Name: _____	Organization: _____

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Access and Egress for Patrons

What provisions can be made for patrons to access, move around, and leave the event venue without excessive queuing, or crushes (for example, gate control, pathways, free space)?

Will patrons be able to access toilets, food and bar areas, and entertainment sites without difficulty? YES / NO

In an emergency, will patrons be able to leave the venue or move to other areas within the venue in reasonable safety? YES / NO

Comments:

Access for Persons with Disability

What provisions need to be made for persons with a disability to access and move around the event venue?

Will persons with a disability be able to access toilets, food and bar areas, and entertainment sites without difficulty? YES / NO

In an emergency, will persons with a disability be able to leave the venue without significantly impeding the movement of other patrons? YES / NO

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Comments:

Noise

What provisions can be made to minimise the level of noise at and around the event?

1.

2.

3.

4.

5.

Management of Alcohol

Are there any standard conditions of the licensing permit? YES / NO

If YES, what are they?

How will event personnel, specifically bar and security personnel, be trained and informed of the State and local statutes/ordinances and made aware of the responsibilities and penalties?

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

What types of alcohol (for example beer, wine, and liquor) and other drinks will be available at the event?

In what types of containers will alcohol and other drinks be available (for example, glass, can or plastic containers)?

What provisions will be made for the collection of drink containers during and after the event?

What will be the pricing structure for alcoholic and non-alcoholic drinks?

Is it anticipated that the pricing structure will discourage patrons from becoming unduly intoxicated? YES / NO

Can the event publicity, ticketing, and signage inform patrons of the restrictions on alcohol including that alcohol will not be served to minors and intoxicated people? YES / NO

Can some, if not all, bars be shut prior to the end of the entertainment? YES / NO

If the event is "**Bring Your Own Bottle**" **BYOB**, what provisions can be made to prevent glass-related injuries, underage drinking, and excessive intoxication?

If the event is **not BYOB**, what provisions can be made to prevent alcohol from being brought into the venue?

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

If there are to be designated drinking areas, will they be adequate in size and number and supported by toilet facilities to cope with the expected size of the crowd? YES / NO

Will there be dry areas for families, entertainment, and food? YES / NO

Will the event provide the following facilities to encourage responsible drinking by patrons?

- Free drinking water YES / NO
- Cheap non-alcoholic drinks YES / NO
- Range of quality food YES / NO
- Shade or cover YES / NO
- Safe drinking information YES / NO
- Quality entertainment YES / NO
- "Wet" and "Dry" areas YES / NO

Other Drug Use

Is it possible that drugs, including marijuana and amphetamines, may be available and used at this event? YES / NO

List any drugs and related information known from previous experience:

What provisions can be made to address this drug use?

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

Medical

What level of medical service is considered necessary, and for what duration?

Who can provide this service? _____

What will be the cost of the service? _____

If it is not a local provider, what arrangements have been made to coordinate with the local ambulance service?

What facilities will the medical service require (including helipad)?

How can these be provided? _____

Animals

If the event involves animals, what arrangements will be necessary for their management, care, and well being?

PROMOTER/SPONSOR CHECKLIST (CONTINUED)

If the event may affect animals, what arrangements will be necessary for their management, care, and well being?

Briefing/Debriefing

A final briefing of stakeholders is planned for _____ weeks prior to the event.

A debriefing will be conducted with all stakeholders within _____ days of the event.

Local Agency Service Providers

The agencies listed below offer a variety of community services. Depending on the type of special event, representatives from one or more of these agencies should be included on the planning team.

Agency	Description
Aging	Works with local Area Agencies on Aging as well as various other public and private organizations to help older persons and their families find the services and information they need.
Agriculture	Promotes their jurisdiction's agricultural products; encourages production; and ensure consumer, livestock, and plant safety.
Art	Supports and stimulates excellence in all the arts, in their full cultural and ethnic diversity, and ensures that the arts accessible to all.
Attorneys General	Serve as legal counselors to agencies and legislatures and as representatives of the public interest. Attorneys General occupy the intersection of law and public policy, consulting in areas such as child-support enforcement, drug policy, and environmental protection.
Banking	Oversees varied business and economic interests. The authority encompasses utilities, insurance, state-chartered financial institutions, securities, retail franchising, and railroads. Serves as the central filing office for corporations, limited partnerships, limited liability companies, business trusts, and Uniform Commercial Code filings.
Consumer Protection	Provides consumer protection services, real estate fraud and information programs, small-claims court advisor programs, dispute settlement services, cable television franchising, adult protective services, fraud protection programs, volunteer and internship programs, and public information and community outreach services. Educates on issues related to consumption and encourages positive consumer-to-business relationships that foster a fair and vigorous marketplace.
Disability	Promotes and improves awareness, availability, and accessibility of information that can help people with disabilities live, learn, love, work, and play independently.
Drug	Establishes policies, priorities, and objectives for the Nation's drug-control program (reduce illicit drug use, manufacturing, and trafficking; drug-related crime and violence; and drug-related health consequences).
Economic Development and Commerce	Partners with communities to advance their economic development efforts. Markets a jurisdiction's business climate, strategic location, workforce, and natural and cultural resources. Offers economic development incentives and information to enhance a community's ability to compete, diversify, and prosper.

Education	Provides leadership, assistance, oversight, and resources so that every student has access to an education that meets world-class standards. Oversees the jurisdiction's diverse and dynamic public school system. Enforces education law and regulations. Reforms and improves public elementary school programs, secondary school programs, adult education, some preschool programs, and child care programs.
Election	Ensures uniformity, fairness, accuracy, and purity in all elections. Promotes the proper administration of election laws, campaign finance disclosure compliance, and voter registration processes by promulgating rules and regulations, issuing instructions, and providing information to electoral boards and general registrars.
Emergency Management	Coordinates all activities necessary to protect communities from natural, technological, and manmade disasters and other emergencies that threaten the jurisdiction. Coordinates Emergency Management Services by providing leadership, planning, education, and resources to protect lives, property, and the environment. Coordinates the response of agencies, in times of emergency or disasters. ensuring that the most appropriate resources are dispatched to the impacted area. Works with local governments, voluntary organizations, and the private sector to develop disaster preparedness plans and mitigation projects, and provides training and exercise activities.
Environment and Natural Resource	Protects human health and the environment.
Fish and Wildlife	Conserves, protects and enhances fish, wildlife, and plants and their habitats.
Health and Medical Community	Promotes and protects the health and safety of all people through the delivery of quality public health services and the promotion of health care standards.
Historic Preservation	Coordinates and supports public and private efforts to identify, evaluate, and protect our historic and archeological resources.
Housing and Community Development	Administers affordable housing and community development programs, creates affordable housing and safe, viable communities that enhance the quality of life for all, especially those of low and moderate income.
Insurance	Regulates the insurance industry and assists consumers and other stakeholders with insurance issues that are important to them.
Labor and Employment	Fosters and promotes the welfare of job seekers, wage earners, and retirees by improving their working conditions; advancing their opportunities for profitable employment; protecting their retirement and health care benefits; helping employers find workers; strengthening free collective bargaining; and tracking changes in employment, prices, and other economic measurements.

Libraries	Operates the primary research library for the jurisdiction. Collects and preserves materials about the jurisdiction and its history. Provides electronic access to library materials housed in the jurisdiction's libraries. Acts as the jurisdiction's publisher or distributor of official records and periodicals. Maintains and circulates special collections, such as "Talking Books" for blind and physically impaired citizens or e-books. Provides telephone or online reference services. Operates literacy or reading programs.
Local Emergency Planning Committees (LEPCs)	Develops, trains, and tests a hazardous substances emergency response plan for the jurisdiction. Develops procedures for regulated facilities to provide notification of a hazardous release to the LEPC. Develops procedures for receiving and processing community right-to-know requests from the public. Provides for public notification of committee activities.
Motor Vehicle	Issues vehicle registrations and titles; examines and licenses drivers; administers financial responsibility, mandatory insurance, and driver improvement programs; conducts administrative reviews under "drunk driver" laws; and provides records management for all of these functions.
Public Safety	Operates the jurisdiction's highway patrol or police and their training facilities, which may include the bureau of investigation, crime lab, division of fire safety, commercial carrier inspection, and weight load management office; office of narcotics enforcement; or State public safety telecommunications network.
Public Utilities and Public Service	Regulates businesses that provide telephone, cable communications, electricity, gas, oil, and other utilities, with the aim of providing consumer protection to the jurisdiction's citizens.
Purchasing and Procurement	Oversees procurement policy and procedures and ensures the integrity of the jurisdiction's procurement system.
Securities	Protects investors against securities fraud and provides aggressive enforcement actions against any firm or individual who has violated the statutes to the detriment of investors. Provides for the licensing and regulation of securities broker-dealers, agents, investment advisers, and investment adviser representatives and financial planners. Promotes financial literacy.
Social Service	Improves the quality of life for citizens by promoting health and well-being, fostering self-sufficiency, and protecting vulnerable populations.
Surplus Property	Receives, warehouses, and redistributes personal property that is surplus. Screens, warehouses, and distributes surplus property allocated from military installations.
Tax and Revenue	Collects revenues and administers programs to fund public services, and advocates sound tax policy. Promotes fairness, consistency, and uniformity in the development and application of tax law and policy. Promotes correct and timely payment of taxes through education and enforcement.
Tourism	Promotes travel and tourism.

Transportation	Builds, maintains and operates the roads, bridges, and tunnels. Provides funding for airports, seaports, rail and other public transportation.
Treasurer	Serves as guardian of the taxpayers' money that is used to operate governments and provide services.
Utility	Creates and maintains a regulatory environment that ensures safe, reliable, and efficient utility services at fair and reasonable rates.
Vocational and Rehabilitation	Coordinates and provides counseling, evaluation, and job placement services for people with disabilities.
Weights and Measures	Assures that equity prevails in the marketplace for both buyer and seller. Inspects commercial weighing and measuring devices for accuracy, including large truck scales at local grain elevators; livestock scales; computing scales at supermarkets; and meters used to measure bulk deliveries of refined fuels, liquefied petroleum gases, and service station dispensers. Checks the accuracy of packaged products sold by weight, measure, or count.

Community Leadership

Use the list of community leadership examples shown below to learn more about the roles they play.

Leadership	Description
City Manager	Directs and supervises the administration of all departments, offices, and agencies of the city, except as otherwise provided in the city's charter. Advises the city council regarding the financial condition of the city, its future needs, and all matters related to its proper administration. Proposes and submits an annual budget to the city council and, after approval, implements the budget. Implements city policy as determined by the Mayor and city council by providing management and administrative support.
Community Relations Officials	Manage a complete communications program to keep residents and the media informed of municipal services and activities. Employ a variety of print and electronic resources, including a community newsletter, special brochures and informational materials, news releases and media advisories, video and cable television, telephone bulletin boards multimedia kiosks, and the Internet. Ensure an educated and involved citizenry and an alert media by providing information on city programs and activities through timely and efficient communication methods.
Emergency Services Officials	Coordinate all activities necessary to protect communities from natural, technological, and manmade disasters and other emergencies that threaten the jurisdiction. Coordinate emergency management services by providing leadership, planning, education and resources to protect lives, property, and the environment. In times of emergency or disaster, coordinate the response by ensuring that the most appropriate resources are dispatched to the impacted area. Work with local governments, voluntary organizations, and the private sector to develop disaster preparedness plans and mitigation projects, and provide training and exercise activities.
Mayors	Direct city departments and appoint department heads, with the advice and consent of the city council. Submit budgets to city councils. Preside at city council meetings and vote in the event of a tie. Approve or veto ordinances passed by the city council and have the power to veto whole ordinances or parts of appropriations bills. May also appoint members of city boards and commissions.
City Council Members, and other Elected Officials	Responsible to the city's residents for all municipal programs and services, as well as local policy decisions affecting city residents in a wide number of areas, including land use, solid waste, air quality, and protecting and enhancing the city's revenue base.

Other Potential Planning Team Members

Leadership	Description
Animal care and control organizations	Deliver effective, courteous, and responsive animal care and control services to the residents of the community. Responsible for stray, injured, abandoned, neglected, and mistreated animals, as well as for the enforcement of all local and State animal control and welfare laws.
Aviation and coastal authorities	Regulate and promote marine safety, recreational boating safety, and civil aviation safety; conduct search and rescue operations; and ensure port security.
Chamber of Commerce	Provides community leadership, supports economic development, education, local government, and quality of life for the community. Promotes local business and displays what the community has to offer to prospective relocating families and businesses.
Public Information Officer	Reports directly to the city administrator and is responsible for a city's comprehensive, successful public information efforts to create a strategically planned network of coordinated outreach activities directed at the citizens. Implements and maintains the city's communication programs, including local access cable TV, the World Wide Web, and the city newsletter, to deliver messages directly to the citizens most effectively. Oversees the city's media relations efforts, while emphasizing the regular dissemination of news on the multitude of positive city programs, projects and services.
Local media	Create, report on, and disseminate print and multimedia content that educate, inform, engage, and inspire the public.
Community services representatives and Voluntary Organizations (American Red Cross, Lions Clubs, Shriners, Veterans of Foreign Wars, etc.)	Offer community services that help the needy provide support and comfort for military members and their families, and promote health and safety. Provide international relief and development programs. Foster self-improvement through leadership, education, the perpetuation of moral values, and community involvement. Work closely with national organizations. Promote constructive community service with volunteerism benefiting education, the environment, health sciences, and civic projects.
Industrial and military installations	Oversee day-to-day operations, maintenance, safety, and security of industrial and military installations that may be present in and around communities.
Labor and professional organizations	Represent persons employed in many fields and occupations. Provide sources of information on career options as well as training and education requirements and opportunities.
Private sector representatives	Provide jobs and income to the community.

School board officials	Provide leadership, assistance, oversight, and resources so that every student has access to an education that meets world-class standards. Oversee the jurisdiction's diverse and dynamic public school system. Enforce education law and regulations locally and reform and improve public elementary school programs, secondary school programs, adult education, some preschool programs, and child care programs.
------------------------	--

Sample Well-Written and Poorly Written Objectives

Poorly Written Objectives	Well-Written Objectives
Increase attendance for the Japanese Cultural Fair over last year.	As a result of television, radio, and print ads, ticket sales for both days of the Japanese Cultural Fair will increase by 25% over last year.
Increase the number of contemporary Japanese cultural booths and exhibits.	Increase the number of contemporary Japanese cultural booths and exhibits by 10 percent over last year.
Increase accessibility of the Japanese Cultural Fair.	Increase accessibility of the Japanese Cultural Fair for all physically disabled attendees by: <ul style="list-style-type: none"> ▪ Placing accessible walkways and ramps in route to all booths and exhibits. ▪ Lowering the height of all exhibit tables.
Attendees at the Japanese Cultural Fair will be able to state the purpose of the event.	During a random survey of attendees, 4 out of 5 attendees at the Japanese Cultural Fair will be able to state the purpose of the event when asked.

Remember, your objectives must be **SMART** - **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime based.

SPECIAL-EVENT PLANNING CHECKLIST

Name of Event: _____

Name of Applicant: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Name of Organization: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

- For-Profit Organization
- Not-for-Profit Organization
ID Number: _____

- Insurance for event (Attach a copy to this document.)
- Bond for event (Attach a copy of conditions.)
- Financial Responsibility for Public Services (e.g., police, fire, health, etc.)

Date(s) of Event: _____

Type of Event

- Arena sporting event
- Competitive road-race
 - Foot
 - Bicycle
 - Motor vehicle
- Convention
- Festival
- Live performance
- Music
- Non-competitive on public way
- Political rally
- Sales
- Speaker
- Other: _____

Expected attendance _____

SPECIAL-EVENT PLANNING CHECKLIST (CONTINUED)

Number of similar events previously sponsored _____ (Attach summary documents.)

Marketing

- Local
- Regional
- Multiple states
- National
- Event Web site

Public Access

- Open event
- Spectators limited to first _____ arrivals
- Tickets will be required for all events
- Tickets will be required for certain venues

Name of Location Venue: _____

- Indoor
- Outdoor
- Considered an alcohol-free event
- Advertised as an alcohol-free event
- Alcoholic beverages will be sold or served at venue
- Alcoholic beverages will be sold outside of venue

Location venue capacity: _____

Seasonal weather concerns: _____

Food Service

- None
- Multiple vendors
- Single concessionaire
- Water provided

Health and Safety Inspection

- Issued permit(s)
- Fire inspection
- Waste disposal plan

SPECIAL-EVENT PLANNING CHECKLIST (CONTINUED)

Health and Sanitation Plan

- Number of toilet facilities _____
- Number of trash facilities _____
- Disposal plan (Attach a copy to this document.)

Medical Plan (Complete and attach ICS Form 206.)

- Sponsor responsibility
- Public provided
- Medical services and facilities notified
- First Aid or rehab stations on site

Transportation Plan

- None
- Public transportation
 - Special routes
 - Extra capacity
 - Contract transportation
 - Emergency routing
 - Peak period capacity time frame
- Private transportation

Street or highway access: _____

Vehicle capacity factor: _____

Peak traffic period factor: _____

Parking Plan

Number of lots: _____

Total available spaces _____

- Public parking spaces _____
- Private parking spaces _____ (Attach private parking agreements.)
- Parking attendants _____

SPECIAL-EVENT PLANNING CHECKLIST (CONTINUED)

Traffic Patterns

- Public Works signing
- Event will require traffic flow or street closures (If checked, attach complete list.)
- Temporary traffic code or parking restrictions (If checked, attach list.)
- Traffic direction and control restrictions (If checked, attach list.)
- Tow truck service (If checked, attach agreements.)
- Abandoned and/or illegally parked vehicle recovery (If checked, attach agreements.)

Incident Action Plan

Attach ICS Forms 201, 202, 203 and 205.

Risk/hazard analysis

- Criminal response
- Fire response
 - Structure
 - At site
 - Vehicle
- Hazardous materials
- CBRNE
- Electrical hazards
- Medical emergencies
 - Food-related illnesses
 - First aid
 - Heat/cold exposures
 - Trauma
 - Overdoses
- Structure collapse
- Crowd rush
- Mass casualty
- Mass fatality
- Lost or missing persons/children
- Unattended packages
- Crowd dispersal
- Offender identification
- Public notification process (ICS Form 205 required)
- Access control
- Evacuation routes
- Evacuee assembly areas
- Shelters

SPECIAL-EVENT PLANNING CHECKLIST (CONTINUED)

Event Logistics

- Support
- Facilities
- Food Unit
- Communications
- Ground Support
- Air Support
- Medical Unit

Demobilization Plan

- Traffic or pedestrian egress from site
- Secondary transportation plan
- Sanitation removal
- Venue cleanup
- Traffic pattern normalization
- Contractual evaluation
 - Organizer commitments
 - Other public or private contracts

Debriefing

Sample “User Pay” Policies

The examples below illustrate how “user pay” policies can be implemented for special events.

Emergency Medical and Police Services: Under normal circumstances, emergency medical and police services are free to taxpayers. During special events, participants and attendees may be required to pay a fee to help offset the costs to the community for having emergency medical and police services available. Fees may be in the form of entrance fees to users, additional participant fees to exhibitors, or fees charged specifically to the users of the services. For example, if the police are called to break up a fight between spectators at a soccer match, the persons involved in the fight might be charged a fee for the use of the police in this special circumstance.

Search and Rescue Services: To help offset the costs to communities and taxpayers, some communities have instituted “User Pay” policies for search and rescue services. Search and rescue services are very costly. Often persons requiring these services are ill prepared for the elements (i.e., did not have inclement weather gear, maps, or compasses or global positioning systems, etc.) or disregarded posted warnings and advisory signs (e.g., fell while climbing in areas roped off for safety reasons). If search and rescue services are required in these types of situations, the person(s) requiring rescue may be charged for the services so that the community does not incur the cost of the search and rescue.