



Special Event Checklist: Items to consider when planning an event

Event Organization	Production	Transportation	Permits and Licenses	Communication
<input type="checkbox"/> Organization Status	<input type="checkbox"/> Electrical Requirements	<input type="checkbox"/> Bylaw #5590 parking	<input type="checkbox"/> Event Permit/License	<input type="checkbox"/> Media Management
<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Water Requirements	<input type="checkbox"/> Parking Availability	<input type="checkbox"/> Special Roadway Event Permit	<input type="checkbox"/> Media Packages
<input type="checkbox"/> Volunteer Management	<input type="checkbox"/> Garbage Cans and Bags	<input type="checkbox"/> Parking Restrictions	<input type="checkbox"/> Street Vending Permit	<input type="checkbox"/> Communications Plan
<input type="checkbox"/> Banking and Book Keeping	<input type="checkbox"/> Garbage Removal	<input type="checkbox"/> Bicycle Parking	<input type="checkbox"/> Fireworks Permit	<input type="checkbox"/> Press Release
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Site Clean-Up	<input type="checkbox"/> Road Closures	<input type="checkbox"/> Hawkers Peddlers License	<input type="checkbox"/> On-Site Signage
<input type="checkbox"/> Resource Recruitment	<input type="checkbox"/> Recycling Bins	<input type="checkbox"/> Anticipated Traffic Volumes	<input type="checkbox"/> Liquor License	<input type="checkbox"/> Photographer
<input type="checkbox"/> Sponsorship	<input type="checkbox"/> Washrooms and Washing Stations	<input type="checkbox"/> Handicap Accessibility	<input type="checkbox"/> Raffle Permit	<input type="checkbox"/> Neighbourhood Impact
<input type="checkbox"/> Cash Handling Procedures	<input type="checkbox"/> Tables (picnic) and Chairs	<input type="checkbox"/> Delivery/ Removal of Supplies	<input type="checkbox"/> Parachute Permit	<input type="checkbox"/> Neighbourhood Notices
<input type="checkbox"/> Grants	<input type="checkbox"/> Tents	<input type="checkbox"/> Emergency Vehicle Access	<input type="checkbox"/> Hot-Air Release Permit	<input type="checkbox"/> On-Site Communication
<input type="checkbox"/> Liability Insurance	<input type="checkbox"/> Propane Storage/Handling	<input type="checkbox"/> ETS Park and Ride	<input type="checkbox"/> Noise Bylaw Exemption	<input type="checkbox"/> Park User Notices
<input type="checkbox"/> Vending/On-Site Sales	<input type="checkbox"/> Utility Line Marked?	<input type="checkbox"/> Pedestrian Traffic Volumes	<input type="checkbox"/> Building Development Permit	
<input type="checkbox"/> Security	<input type="checkbox"/> Health Considerations	<input type="checkbox"/> Weight of On-Site Vehicles	<input type="checkbox"/> Electrical Installation Permit	
<input type="checkbox"/> Crowd Control	<input type="checkbox"/> Fire Prevention	<input type="checkbox"/> Volunteer Access/Parking	<input type="checkbox"/> Parkland Bylaw #2202	
<input type="checkbox"/> Projected Attendance	<input type="checkbox"/> Sound System/Stage	<input type="checkbox"/> Trolley Lines		
<input type="checkbox"/> Poor Weather Contingency	<input type="checkbox"/> Noise Levels	<input type="checkbox"/> Location/Route		
<input type="checkbox"/> Emergency/ Disaster Plans	<input type="checkbox"/> Lighting			
<input type="checkbox"/> Food and Merchandise	<input type="checkbox"/> First Aid Stations			
<input type="checkbox"/> Civic Service Fees	<input type="checkbox"/> Turf Damage (Preventions)			
<input type="checkbox"/> Police Special Duty	<input type="checkbox"/> Site Plan/Map			
	<input type="checkbox"/> Set-Up/Take Down Schedule			