



Sweet ♦ Real ♦ Refined

## SPECIAL EVENT TIMELINE (10,000+ ATTENDEES) THE CROWN FESTIVAL PARK AT SUGAR LAND

### 12 MONTHS

- Special Event Permit Application
- Preliminary Site Plan
- Preliminary Traffic Plan
- Security Plan
- EMS Preparation Plan

### 4 MONTHS

- Signed/ Sealed Traffic Control Plan
- Traffic Circulation Plan
- Shuttling Plan (and Permissions)
- Pedestrian and Bike Plan

### 10 MONTHS

- Weather Plan
- Executed Utilization Agreement

### 2 MONTHS

- Parking Attendant Provider Information

### 8 MONTHS

- Deposit



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## SPECIAL EVENT TIMELINE (10,000+ ATTENDEES) THE CROWN FESTIVAL PARK AT SUGAR LAND CONTINUED

### 6 WEEKS

- Final Site Plan
- Full Vendor/Substitute List
- Submit Food Permit Docs
- Info. on Performer or Entity Wishing to Use Animals
- Temporary Designated Smoking Area Location

### 1 MONTH

- Electrical Plan
- Plumbing Plan
- Submit Stage Permit Docs
- Fencing Plan
- Insurance Docs
- TX Dept of Licensing Regulation (TDLR) Compliance Number for Verification (if applicable)
- Full Rental Fee Amount

### 2 WEEKS

- TABC Permit (if applicable)
- Req. for Personal Private Security for Performer/Artist
- Info. on Checkpoint Operations

### 2 DAYS

- Building Inspector and/or Fire Inspector Spot Inspections

### DAY OF

- Food Inspector Spot Inspections

Additional plans may be requested depending on your event and event size, which may include but are not limited to an Evacuation Plan.



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## SPECIAL EVENT TIMELINE (10,000+ ATTENDEES) THE CROWN FESTIVAL PARK AT SUGAR LAND CONTINUED

### 5 DAYS POST-EVENT

- Repairs made to damage on turf and around the site
- Vendors must have all items removed from site

### 1 MONTH POST-EVENT

- Invoice sent to Operator for City Services

### 10 DAYS POST-EVENT

- Remove all spoils and trash from levee

### 2 MONTH POST-EVENT

- City Services invoice paid by Operator

### 14 DAYS POST-EVENT

- Festival security footage erased