



Sweet ♦ Real ♦ Refined

SPECIAL EVENT TIMELINE

45+ DAYS

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

5 WEEKS

- Weather Plan
- Full Vendor/Substitute List

1 MONTH

- Waste Management Plan
- Plumbing Plan
- Electrical Plan
- Fencing Plan
- Final Security Plan
- Final Site Plan
- Final Traffic Plan
- Submit Stage Permit Docs
- Submit Food Permit Docs

2 - 3 WEEKS

- Stage Permit
- Food Permit
- Fire Permit (if applicable)
- TABC Permit
- Insurance Docs
- Pay Special Event Permit Fee

DAY OF EVENT

- Provide Payment to Sugar Land Police Department prior to the start of the event