



Sweet ♦ Real ♦ Refined

SPECIAL EVENT TIMELINE (3,000 - 9,999 ATTENDEES) THE CROWN FESTIVAL PARK AT SUGAR LAND

6 MONTHS

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

5 MONTHS

- Executed Utilization Agreement

4 MONTHS

- Weather Plan

3 MONTHS

- Deposit

10 WEEKS

- Final Traffic Plan
- Traffic Circulation Plan
- Pedestrian and Bike Plan

2 MONTHS

- Parking Attendant Provider Information



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SPECIAL EVENT TIMELINE (3,000 - 9,999 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 Designate Smoking Area Location

2 - 3 WEEKS

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

2 DAYS

- Building Inspector and/or Fire Inspector Spot Inspections

1 MONTH

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

DAY OF

- Food Inspector Spot Inspections
- Provide Payment to Sugar Land Police Department prior to start of event

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 (3,000 - 9,999 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