



Sweet ♦ Real ♦ Refined

EVENT PLAN CHECKLIST

SITE LAYOUT PLAN

- Performance Area/Stage
- Food Service Area
- Portable Restrooms
- Security/Perimeter Fencing
- Entrance/Exits
- Emergency Exits (Numbered)
- Water Access
- Waste Collection

ELECTRICAL

- Location of All Electrical Equipment*
- Summary of Electrical Equipment Specs & Details
- Location*/Information for Light Towers
- Location*/Specs for Generators

PLUMBING

- Information for Liquid Waste Provider
- Type & Number of Portables* (minimum of 1 portable per 150 people)
- Information for Hand-Washing Facilities Provider
- Type & Number of Hand-Washing Facilities* (minimum of 1 facility per 20 portables)

TRAFFIC PLAN

- Vehicle Ingress/Egress
- Parking Location(s)
- Directional Signage
- Traffic Circulation Plan
- Parking/Shuttling Plan (if off-site parking is used)

WASTE

- Number of Solid Waste Receptacles (minimum of 1 receptacle per 50 people)
- Location of All Solid Waste Receptacles
- Number of Solid Waste Collection Containers
- Servicing Plan for All Solid Waste Receptacles & Collection Containers

If Recycling Services Provided:

- Information for Recyclable Materials Provider
- Number of Recycling Receptacles (minimum of 1 receptacle per 50 people)
- Location of All Recycling Receptacles & Collection Containers*
- Servicing Plan for All Recycling Receptacles

SECURITY PLAN

- Traffic Security
- Uniformed and/or Plain Clothes Police
- Use of Security Personnel, Positions/Responsibilities
- Additional Security Measures
- Alcohol Service: Type and Location*

EMS PLAN

- Evacuation Plan (if needed)
- Medical Assets/Providers with Contact Information
- EMS Communication Plan
- Severe Weather Plan
- Private Medical Provider List

** Said items are not utilized at all events, but must be marked on the Site Layout Plan IF they are planned for your event.*