

# City of Fredericksburg Promoter/Sponsor Event Checklist



Checklist can be submitted up to 365 days in advance but no later than 60 days in advance of the

event. Date Submitted: \_\_\_\_\_

## Event Details

Name of Event: \_\_\_\_\_

Date(s) of Event: From: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_

Daily Event Time: Date: \_\_\_\_\_ Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Date: \_\_\_\_\_ Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Date: \_\_\_\_\_ Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Site: \_\_\_\_\_

Site Address: \_\_\_\_\_

Promoter: \_\_\_\_\_

Event Manager: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

After/Hours: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Pager: \_\_\_\_\_

Event Web Site: \_\_\_\_\_

Site preparation start date: \_\_\_/\_\_\_/\_\_\_ Site vacated date: \_\_\_/\_\_\_/\_\_\_

Brief details of activities (including entertainment and main attractions):

**Sponsorship details** (list sponsoring organizations and number of volunteers expected.)

**Permits:** Will any special permits be required, for example, liquor, TABC, pyrotechnics, fire, laser, food or beverage, mass gathering?

**YES      NO**

**Insurance:** The City shall be listed as an additional insured on insurance policies. Insurance required by the City:

Commercial General (Public) Liability to include coverage for: Premises/Operations, Products/Completed Operations, Independent Contractors, Personal Injury, Contract Liability, Liquor Liability, Business Auto Liability, Workers Compensation and Employers' Liability. See Special Events page on City Web Site for additional details.

**Site Details**

NOTE: Include details below such as: Indoor/outdoor, normal use, permanent structure, temporary site, multiple sites, site boundaries, temporary structures, natural features, parking arrangements, access and egress. Include listing of facilities, such as: Water, toilets, hand washing stations, food preparation, waste removal. (Attach diagram or site map.)

Estimated total attendance: \_\_\_\_\_ Estimated maximum attendance at any one time: \_\_\_\_\_

Estimated age composition of audience: \_\_\_\_\_

Admission will be by:      Pre-sold ticket      Free      Pre Registration      On Site Sales/Registration

Other: (Please specify) \_\_\_\_\_

Has this event been conducted previously?      **YES**      **NO**

**Event Communications**

During the event what form of communication systems will be available for?

- Event management: \_\_\_\_\_
- Public address (internal): \_\_\_\_\_
- Public address (external): \_\_\_\_\_

**Security:**

Which type of security will be present for the event? \_\_\_\_\_

Event security will commence on: \_\_\_/\_\_\_/\_\_\_\_\_ and conclude on: \_\_\_/\_\_\_/\_\_\_\_\_

Have relevant Law Enforcement departments been contacted in relation to security?      **YES**      **NO**

If yes, what will be required of the Law Enforcement Agencies? \_\_\_\_\_

Is there a transportation plan, traffic plan, or street closure associated with the event?      **YES**      **NO**

If yes please describe:

**Signage**

What signage, including emergency exits and those required under the local liquor laws, will need to be developed and obtained?

Will there be signage in languages other than English?      **YES**      **NO**

**Access and Egress for Patrons**

What provisions will be made for patrons to access, move around, and leave the event venue (for example, gate control, pathways, free space, emergency exits)?

What provisions need to be made for persons with a disability to access and move around the event venue?

Will disabled patrons be able to access toilets, food and bar areas, and entertainment sites without difficulty?  
**YES**      **NO**

**Noise: Compliance with the City's Noise Ordinance is required.**

What provisions will be made to minimize the level of noise at and around the event?

**Management of Alcohol**

Are there any special conditions of the licensing permit?      **YES**      **NO**

If **YES**, what are they?

What types of alcohol (for example beer, wine, and liquor) and other drinks will be available at the event?

**Recycling and Trash Collection: The City encourages recycling for all events.**

What provisions will be made for Recycling and Trash collection?

**Medical Services may be required depending on the size and type of event.**

What level of medical service is considered necessary, who will provide it, and for what duration?

**Animals: The City requires that any animals have water, sanitary conditions, and that all waste be promptly removed.**

If the event involves animals, what arrangements will be necessary for their management, care, and well-being?

**Briefing/Debriefing (when necessary)**

A final briefing of participants is planned for \_\_\_\_\_ weeks prior to the event.

A debriefing will be conducted with all participants within \_\_\_\_\_ days after the event.