

Special Event Checklist

Items to consider when planning an event

Event Organization	Production	Transportation	Permits and Licenses	Communication	Emergency Action Plan
<input type="checkbox"/> Organization Status	<input type="checkbox"/> Electrical Requirements	<input type="checkbox"/> Bylaw #5590 parking	<input type="checkbox"/> Event Permit/License	<input type="checkbox"/> Media Management	<input type="checkbox"/> Command & Control <ul style="list-style-type: none"> List the event manager and key personnel. Develop / distribute event notification plan. List event emergency procedures. Brief the EAP
<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Water Requirements	<input type="checkbox"/> Parking Availability	<input type="checkbox"/> Special Roadway Event Permit	<input type="checkbox"/> Media Packages	<input type="checkbox"/> List the responsibilities of agencies and groups
<input type="checkbox"/> Volunteer Management	<input type="checkbox"/> Garbage Cans and Bags	<input type="checkbox"/> Parking Restrictions	<input type="checkbox"/> Street Vending Permit	<input type="checkbox"/> Communications Plan	<input type="checkbox"/> List resources
<input type="checkbox"/> Banking and Book Keeping	<input type="checkbox"/> Garbage Removal	<input type="checkbox"/> Bicycle Parking	<input type="checkbox"/> Fireworks Permit	<input type="checkbox"/> Press Release	<input type="checkbox"/> Communications <ul style="list-style-type: none"> Internal to staff External to supporting & emergency agencies, participants and spectators
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Site Clean-Up	<input type="checkbox"/> Road Closures	<input type="checkbox"/> Hawkers Peddlers License	<input type="checkbox"/> On-Site Signage	<input type="checkbox"/> Develop contingency plans for specific event risks
<input type="checkbox"/> Resource Recruitment	<input type="checkbox"/> Recycling Bins	<input type="checkbox"/> Anticipated Traffic Volumes	<input type="checkbox"/> Liquor License	<input type="checkbox"/> Photographer	<input type="checkbox"/> Poor Weather Contingency
<input type="checkbox"/> Sponsorship	<input type="checkbox"/> Washrooms and Washing Stations	<input type="checkbox"/> Handicap Accessibility	<input type="checkbox"/> Raffle Permit	<input type="checkbox"/> Neighbourhood Impact	<input type="checkbox"/> Lost/found persons / property
<input type="checkbox"/> Cash Handling Procedures	<input type="checkbox"/> Tables (picnic) and Chairs	<input type="checkbox"/> Delivery/ Removal of Supplies	<input type="checkbox"/> Parachute Permit	<input type="checkbox"/> Neighbourhood Notices	<input type="checkbox"/> Crowd Control during emergency
<input type="checkbox"/> Grants	<input type="checkbox"/> Tents	<input type="checkbox"/> Emergency Vehicle Access	<input type="checkbox"/> Hot-Air Release Permit	<input type="checkbox"/> On-Site Communication	<input type="checkbox"/> Shelter In Place Plan
<input type="checkbox"/> Liability Insurance	<input type="checkbox"/> Propane Storage/Handling	<input type="checkbox"/> ETS Park and Ride	<input type="checkbox"/> Noise Bylaw Exemption	<input type="checkbox"/> Park User Notices	<input type="checkbox"/> Evacuation Plan
<input type="checkbox"/> Vending/On-Site Sales	<input type="checkbox"/> Utility Line Marked?	<input type="checkbox"/> Pedestrian Traffic Volumes	<input type="checkbox"/> Building Development Permit		<input type="checkbox"/> Traffic Management Plan during emergency
<input type="checkbox"/> Security	<input type="checkbox"/> Health Considerations	<input type="checkbox"/> Weight of On-Site Vehicles	<input type="checkbox"/> Electrical Installation Permit		<input type="checkbox"/> First Aid Services
<input type="checkbox"/> Crowd Control	<input type="checkbox"/> Fire Prevention	<input type="checkbox"/> Volunteer Access/Parking	<input type="checkbox"/> Parkland Bylaw #2202		<input type="checkbox"/> Media Plan & proactive messaging for potential risks
<input type="checkbox"/> Food and Merchandise	<input type="checkbox"/> Sound System/Stage	<input type="checkbox"/> Trolley Lines			<input type="checkbox"/> Other Risks / Hazards
<input type="checkbox"/> Civic Service Fees	<input type="checkbox"/> Noise Levels	<input type="checkbox"/> Location/Route			
<input type="checkbox"/> Police Special Duty	<input type="checkbox"/> Lighting				
	<input type="checkbox"/> First Aid Stations				
	<input type="checkbox"/> Turf Damage (Preventions)				
	<input type="checkbox"/> Site Plan/Map				
	<input type="checkbox"/> Set-Up/Take Down Schedule				

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Steps to Develop an Emergency Action Plan (EAP)
Step 1– Identify the risks and/or potential risks to the event.
Step 2 - Identify mitigating actions to reduce or eliminate the risk and adjust the plan.
Step 3 - Identify the residual risk(s) and the action(s) to be taken should that situation arise. Record this in an EAP.
Step 4 - Approval of the Plan by all parties. Note: the City of Edmonton may request to review your EAP.
Step 5 – Ensure understanding of the Plan and Readiness. Brief the EAP and responsibilities to event staff.
Step 6 – Conduct a post event critique and record lessons for future use.