**Special Event Operating Plan Template**

**Event Details**

Name:

Date(s):

Location:

Site Manager:

Cell No:

E-mail:

**Event Schedule**

|  |  |  |
| --- | --- | --- |
| Dates | Activity | Time |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Event Operations & Infrastructure**

1. **Venue**

Please provide a detailed site plan (attachment) indicating event location, spectator area, registration, restrooms, trash/recycling, transit stops, public parking, first aid stations, pedestrian areas, activity areas (rides, course, etc.), wayfinding/traffic control signs, volunteer staging, and any other relevant event information.

1. **Lighting**

All event organizers are required to comply with the Town’s Outdoor Lighting Ordinance (17.36.030

In addition:

1. Describe lighting plan
2. Describe electrical plan
3. **List licensed contractor(s)**
4. **performing required work**
5. **Spectator/Crowd Management**
6. Describe purpose, people responsible.
7. **Communication**

Clear and effective communication across the event site(s) for both staff and the public is critical for event management and public safety.

1. **Music/Noise Management**
2. **Parking and Transportation**

Event organizers are encouraged to promote the use the complimentary Town trolley service and feet-first for access to local events.

1. **Emergency and Medical Plan**

The creation, use and effective management of an emergency and medical plan is highly recommended for the safety and well-being of event participants.

1. **Restrooms, Trash/Recycling and Wildlife Management Plan**

The event organizer is responsible for providing receptacles for recycling or will arrange/deliver such recycled cans / bottles to a certified redemption center.