



RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT PLANNING GUIDE

Event Components:

Stage Line-Up:

Time	Activity

Event Partners:

Company	Contact Name	Phone	Email

Marketing/Promotions:

Volunteer Needs:

Team Assignments:

Team Member	Contact Number	Role

Event Contracts:

Service	Company	Contact Name	Contact Info



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Equipment/Supplies/Other:

Requested Special Event Items:

- | | | |
|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> EZUPS | <input type="checkbox"/> Traffic Delineators | <input type="checkbox"/> Stanchions |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> A Frames | <input type="checkbox"/> Chairs |
| <input type="checkbox"/> Tables | <input type="checkbox"/> Generator | <input type="checkbox"/> Ice Chests |
| <input type="checkbox"/> BBQ Trailer | | |

Event Layout:

Parking Plan:

Evacuation Plan:

Traffic Plan:

Event Flyer:

Event Banner:

Event Press Release:

Signature: _____

*Eric Boor
Park Facilities Coordinator*



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