

Event Name:

Event Background:

Purpose:

Goals:

Program Date(s):

Weekday	Date	Times

Program Location:

Event Timeline:

Activity	Time(s)	Location	Comments

Estimated Attendance:

Target Audience:

Promotional Items:

Event Set-Up/Implementation/Clean-Up:

Date	Time	Activity	Staff Member	Comments



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



Equipment/Supplies/Other:

Requested Special Event Items:

EZUPS	□ Traffic Delineators	□ Stanchions
Sound System	□ A Frames	Chairs
Tables	□ Generator	□ Ice Chests
BBQ Trailer		

Event Layout:

Parking Plan:

Evacuation Plan:

Traffic Plan:

Event Flyer:

Event Banner:

Event Press Release:

Signature:

Eric Boor Park Facilities Coordinator

