

Check List for Special Event Planning

Title of Event _____
Location of Event _____
Name of Sponsor _____
Name of Contact Person _____
Phone: Home _____ Business: _____
Date Of Event _____
Starting Time _____
Ending Time _____
Rehearsal/Set-up Time _____
Time To Vacate Facilities _____
Attendance _____
Type of Event _____
Any Special Equipment Needed _____

Impact On Instruction:

- ___ Will The Event Affect Classes?
- ___ Will Classes Have To Be Moved?
- ___ Will Access To Classrooms Be Affected?
- ___ Have Alternative Locations For Classes Been Assigned?
- ___ Have All Affected Faculty Been Notified?
- ___ Will Noise, Congestion, Or Other Environmental Factors Impact Instruction?

Additional Factors To Consider:

Parking And Traffic Management:

- ___ Has Parking Been Assigned?
- ___ Will Money Or Tickets Be Collected At The Entrance To The Lots?
- ___ Have Traffic Routes Been Established?
- ___ Will Parking Be Assigned With Other Persons Not Attending The Event?
- ___ Will Barricades Or Cones Be Needed?
- ___ Will Equipment Be At The Lot On The Day Of The Event?
- ___ Will Special Parking Be Assigned For The Loading And Unloading Of Equipment For TheEvent?
- ___ Will Dignitary Parking Be Needed?
- ___ Where Will They Park?
- ___ Will They Unload And Leave Or Remain At The Site?
- ___ Will Busses be Loading and/or Unloading?
- ___ Will Busses Unload And Leave Or Will They Remain On Site?
- ___ Must Special Bus Parking Be Arranged Off Site?
- ___ Will A Shuttle Lot Be Needed For Overflow Parking?
- ___ Where Will The Lot Be Located?
- ___ Who Will Operate The Shuttle?
- ___ Will Security Personnel Be Needed At The Shuttle Lot?
- ___ Will Sports Teams Need Special Bus Parking?
- ___ Will The Event Impact Traffic On Off Site Streets?
- ___ Have Traffic Mitigation Procedures Been Established?
- ___ Will Local Law Enforcement Be Needed?

Money Collection:

- Will Money Be Collected At The Door/Gate?
- Is The Location Secure?
- Will Police/Security Personnel Be Needed At The Door/Gate?
- Will The Money Be Deposited?
- Who Will Deposit The Money?
- Will Officers Be Paid From The Evening Receipts?
- Have Audit Procedures Been Established For Tickets Etc.?

Security Procedures:

- Who Will Open The Facility?
- Who Will Lock The Facility?
- Who Will Insure Restrooms, Ticket Booths, Press Boxes, Stage Facilities, And Other Special Areas Are Unlocked And Locked?
- Will Patrons Be Inspected At The Door?
- Will Pat Downs Be Permitted?
- Will Metal Detectors Be Employed?
- Will Ice Chests, Coolers, Open Drink Containers Be Permitted?
- Who Will Inspect?
- Have Jurisdictional Procedures Been Established?
- Will Arrests Be Made And By Whom?
- Who Will Receive And Process Evidence?
- Who Will Be The Contact Person For The Outside Agency (Local Police, Private Security, Fire, Other)?
- Has Perimeter Security Been Evaluated?
- Will Fixed Posts Be Needed?
- Is The Facility In Proper Repair (Fences, Gates, Doors)?
- Has Communications Equipment Been Provided (Radios, Pagers, Telephones, Cellular Phones,)?
- Have Clear Lines of Authority And Responsibility Been Established (Arrest Authority, Notification Of Incidents, Closing The Event (If Necessary), Limiting Access To The Event, Summoning Outside Assistance, Fire Access And Facility Capacity)?

Protection Of Personnel:

- Have Routes Of Entrance And Exit Been Established For Dignitaries?
- Will Officers Be Assigned To Dignitaries?
- Will The Presence Of Any Dignitary Be Controversial?
- Has A Threat Assessment Been Made?
- Have Appropriate Security Measures Been Established?

Property Protection:

- Will Valuable Property Or Equipment Remain On Site?
- Will Police/Security Personnel Be Assigned To The Equipment?
- Will Outside Security Be Assigned?