

Georgetown Divide Recreation District

Special Event Plan

Submit plan at least 6 weeks in advance of event

Community Partner/Applicant: _____

Event: _____ Expected # people: _____

Contact Person: _____ Phone: _____ E-Mail: _____

Facility Requested: _____ Date: _____ Time: _____
(Community Center, Park, Bayley Barn etc.) (Include set-up Time)

Include the following in your plan

(The event plan assists you in planning your event and helps GDRD help you make your event successful.)

• Equipment needed from GDRD

- | | | | |
|------------------------------|-----------------------------|------------------------|---------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Tables, How Many _____ | Pick-up Date _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Chairs, How Many _____ | Pick-up Date _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | EZ-Up Tent | Pick-up Date: _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Sound System | Pick-up Date: _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Barricades | Pick-up Date: _____ |

• Set-up and clean-up plans

Who will set-up? _____

With events of 100 or more participants, you will need to supply extra dumpsters or porta-potties, etc.

• Special Services needed from GDRD staff

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Power |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Water shut off, Date: _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Banners (If yes, complete a Banner Application form) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Extra Trash Cans, Recycle bins |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Dumpster key |

• Map of Event — showing where things will be set up to insure emergency access and facility safety (GDRD has maps of facilities to help you)

• Food/Alcohol Plans

Outside vendors (may have their own permits) or
Do-it-yourself, plans for permits or food handling requirements, etc.

• Security Plan (for food, alcohol, dance, festival or admission events)

How will you keep the event safe? _____

• Publicity Plan

Include a sample flyer or what you will use to promote event (must include "GDRD Community Partner Event")
If you want it on GDRD website and in Partners' Post, email: carquette@gdrd.org a complete description of the event,
see website for deadlines

For Office use Only: Facility Reserved by: _____ Equipment Reserved by: _____