

Special Event Planning Checklist

- Pick your date and location; check availability with City of Lethbridge Recreation, Parks & Culture Department
- Decide on time for event (including set up and take down times)
- Determine what amenities will be required for the event
 - Bleachers
 - Electrical Access
 - Water Access
 - Extra Garbage Cans
 - PA System
 - Tables
 - Chairs
 - Extra Washrooms
 - Vests/Signage
 - Staging
 - Tents
 - Picnic Shelters
- Fill out and submit Special Event Application Form to Recreation, Parks & Culture Department at least one month prior to event
- Contact first call to do locates if any structures that require staking into the ground are going to be erected
- Obtain Insurance Certificate and provide a copy to Recreation, Parks & Culture at least 2 weeks prior to event
- Compile a route/site map and provide a copy to Recreation, Parks & Culture at least 2 weeks prior to event
- Set up a site meeting (if necessary) with City of Lethbridge staff and event organizers at least 2 weeks prior to event
- Determine what other service providers you may need and contact them for help
 - Police
 - Fire
 - Chinook Health Unit
 - ALCB (Alberta Liquor Control Board)
 - Transit
 - St. John's Ambulance (or other first aid provider)
 - Security
- Ensure you have a contingency plan in place to accommodate weather which may affect your event