CARROLLTON TEXAS

Special Event

This section office use only					
Application #		Receipt #			
Cash ☐		CC ☐		Phone order ☐	
Check #		Balance due			
Permit type		Plan #		TIFF #	

Date		Tax ID # (If applicable)	

● All application fees are non-refundable ● All credit card transactions include a 3% convenience fee ● Permits and approved plans must be posted on site as failure to post may result in re-inspection fee ● City will call when permit is ready for pickup ● Application must be completed in its entirety prior to submittal

Job Address			
Property owner name		Contact name	
Phone		Email	
Organization		☐ Profit ☐ Non-profit	
Event title		Event location	

Note:

- $25.00 administrative processing fee will be added to all special events, parade and block party permits, per the ordinance.
- $250.00 deposit required for barricade setup/cleanup for special events on City property or parks, or within City R.O.W.
- **Special Events** permit application shall be made **10 business days** prior to the event date.
- **Block Party** permit application shall be made **7 business days** prior to the event date.
- Parade participant shall be defined as any unit of the parade such as an animal, a person, vehicle, float, band, identifiable group, or other similar unit
- All parades require $25 application fee plus $25 administrative fee plus Police involvement fee (TBD by Police Dept.)
- **Parade** permit application shall be made not less than **20 business days** nor more than 60 business days prior to the date and time of the commencement of the parade

Check type of event

☐ Special Events ☐ Picnic/party ☐ Festival ☐ Other: _____ Fee: $50 plus $25 administrative fee	☐ Parade (attach a separate map specific route) ☐ Political rally ☐ Religious procession ☐ Other: _____ Fee: $25 plus $25 administrative fee plus Police fee, if applicable	☐ Block Party ☐ Citizen Night Out ☐ HOA function ☐ Other: _____ Fee: $25 plus $25 administrative fee

Start date		End date		Setup time		Teardown time	

Indicate start and stop times for each day involved for event/parade

Event day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time							
Stop time							

Parade staging location	
Parade ending location	
Parade route	

Stationary performance Yes ☐ No ☐		Location	

# of persons		# of motorized vehicles		# of other units	
# of animals		# of floats		Total # of units	

Application continues on next page

Parking spaces will be utilized Yes ☐ No ☐	# of parking spaces provided	
Fire lanes will be utilized Yes ☐ No ☐	Off-site parking will be utilized Yes ☐ No ☐	If yes, submit owner's permission letter
Provide site plan and location of all food vendors		

Place a check next to the items that will be utilized and indicate on site plan. Additional fees and other permits or reservations may be required.						
☐ Alcohol	☐ Giveaway	☐ Sales*	TABC permit required for alcohol sales prior to Special Events application submittal. For more information contact TABC at 214-688-1603; Dallas 214-678-4000; Denton 940-349-2877. *SUP – Special Use Permit required for sales; contact Planning 972-466-3040.			
☐ Animals						
☐ Banners						
☐ Barricades/traffic cones, applicant provided			Provide barricade locations. All barricades will be supplied by the applicant. No barricades will be placed on City R.O.W.			
☐ Barricades/traffic cones, City provided			Fee charged based on barricades needed. A $250.00 deposit may be required. Failure to meet approved setup and removal timeframes shall result in forfeiture of deposit fees established in Section 31.01. Traffic Division 972-466-9872			
☐ Bleachers						
☐ Electricity						
☐ Fencing						
☐ Fireworks			Fire Department 972-466-3210			
☐ Food/beverage/merchandise			☐Giveaway ☐Sales	Environmental Services 972-466-3060		
☐ Food sales vendors			# Associated with event			
☐ Hot air balloon	#		Supplier		Fire retardant letter-200 sf. or more	
☐ Inflatable device	#		Supplier		Fire retardant letter-200 sf. or more	
☐ Liquid propane gas			Fire Department 972-466-3210			
☐ Music (amplified)			Not allowed after 11:00 p.m. per ordinance			
☐ Park property (City)			Parks & Recreation Department 972-466-9800 or 972-466-9810			
☐ Parking (special)						
☐ Police officers	#		Additional cost TBD by Police Department. For larger parades or Special Events security paid for by applicant, services must be arranged by applicant through Police Department prior to event. Police Dept./Extra Job Unit 972-466-3290			
☐ Restrooms (portable)						
☐ Rides/equipment (motorized)	#		Lot		Special Use Permit & insurance required; contact Planning 972-466-3040	
☐ Tent	Size			Fire retardant letter-200 sf. or more		
☐ Toilets	# Regular		# Handicap		# Other	
☐ Water hydrant						

Application continues on next page

PUBLIC NOTIFICATION

If the estimated number of participants and spectators exceeds 500 during any day of the special event, or for a block party/street closure, the applicant shall, at least 30 days before the special event begins, deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the special event will be conducted, including all owners or occupants of real property abutting the route of a progressive event such as a parade or block party. The notice must include the following information: (1) event date, time and location, (2) statement that an application for a special event has been filed with the City of Carrollton.

PARADE ORDINANCE STATEMENT

We, the undersigned, acknowledge that we have read, and agree to the following statements relating to the City of Carrollton, TX's Parade Ordinance (Ordinance No. 3121 of the City of Carrollton, amending the Code of Ordinances, Chapter 117).

1) That no individuals under the age of 11 years old will be allowed to walk, march, or ride any self-propelled vehicle in the parade on arterial streets as defined by the City of Carrollton's Thoroughfare Plan.
2) That each marching unit or organization will only be allowed to conduct a maximum of one stationary performance at a specified and approved location during the parade route.
3) That the undersigned has received authorization from the property owner(s)/manager(s) for use of their property for the parade assembly and disassembly areas.
4) That the parade assembly and disassembly will be directed and orderly so as not to block traffic flow.
5) That, if necessary, the Transportation or Police Departments may change the parade route.
6) That the City Manager or designee may revoke a parade permit for any of the stated reasons below, though not limited to:
   a) If the information contained in the application for a parade permit is found to be inaccurate in any material detail.
   b) If the parade fails to begin within 30 minutes of the appointed time of commencement.

If the applicant of a parade with more than 100 estimated participants or more than 25 parade units does not provide the final parade participation count at least seven days before the scheduled date of the parade.

INDEMNITY AGREEMENT

1) As a condition of a special event permit being issued, the permit holder acknowledges that they have voluntarily applied for a special event permit that in consideration of the privileges associated therewith, we agree to PROTECT, INDEMNIFY and HOLD HARMLESS, the City, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.
2) We agree that this INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the laws of the State of Texas, and that if any portion is held invalid, then it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
3) This agreement contains the entire agreement of the undersigned and the City of Carrollton, and may not be modified or altered without the express written consent of the City of Carrollton.
4) This agreement is interpreted by Texas law and is performable for all purposes in the County of Dallas, State of Texas, the County of Collin, State of Texas or the County of Denton, State of Texas.

SECURITY, CROWD CONTROL AND TRAFFIC CONTROL

The applicant may be required to provide police officers for security, crowd control, and traffic control at the special event. The total number of police officers working at the special event is determined by the Carrollton Police Department, and in some cases may use planning variables, including: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) topography and size of the event location; (4) weather conditions; (5) the time of day during which the special event is conducted; (6) the need for street closures or rerouting of vehicular or pedestrian traffic; and, (7) the history of the particular special event.

Application continues on next page

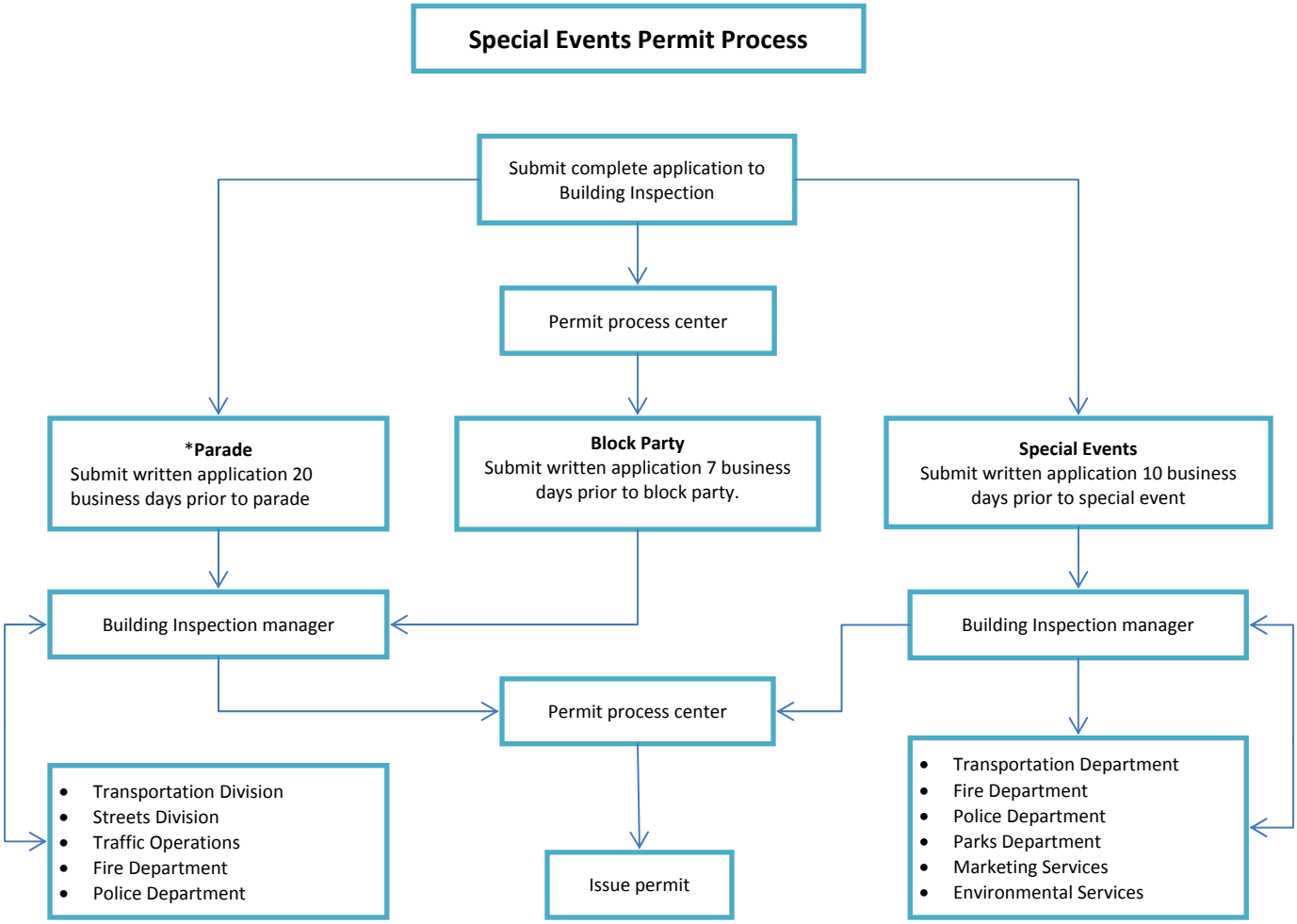
☐ By signing below, I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

Permits are not emailed to applicant. To have the City mail the permit, please provide a stamped, self-addressed envelope.
Check ensuing pages of application for more information

Name		Signature	
Phone		Email	

THIS SECTION OFFICE USE ONLY	
Special Events	**Parade or Block Party**
☐ Scott Whitaker, Parks & Recreation	☐ Tom Hammons, Transportation
☐ Kelli Lewis, Marketing Services	☐ Scott Tittle, Fire Prevention
☐ Mark Haseloff, Fire Prevention	☐ Mark Haseloff, Fire Prevention
☐ Ta' Soriaga, Environmental Services	☐ Michael Brighton, Traffic
☐ Michael Brighton, Traffic	☐ Charles Monroe, Police
☐ Charles Monroe, Police	

Application processed by: _____ **Date:** _____



Special Events with Food Vendors		
No food sales		$50.00 plus $25 administrative fee
Food sales with	1 – 2 vendors	$90.00 plus $25 administrative fee
Food sales with	3 – 5 vendors	$130.00 plus $25 administrative fee
Food sales with	6 – 10 vendors	$210.00 plus $25 administrative fee
Food sales with	11-15 vendors	$290.00 plus $25 administrative fee
Food sales with	Over 15 vendors	$370.00 plus $25 administrative fee
No food sales		$50.00 plus $25 administrative fee

Services Provided by the City			
	Parade (*Note below**)**	**Block Party**	**Special Events**
Traffic Operations 972-466-9872	Barricades/cones	Barricades	Call for barricades
Police Department 972-466-3290	Officers provided as required—call for service	Call for service	Call for service
Fire Department 972-466-3070	Provide fire equipment as available	Call for service	Stand by for emergency at larger events
Parks & Recreation 972-466-9800 Or 9810			Call for reservations
Environmental Services 972-466-3060		Health & sanitation Contact Environmental Services for more information	Health & sanitation Contact Environmental Services for more information
***Note: Carrollton Police Dept. will require additional officers and an additional fee if parade has more than 100 participants.**			

Special Events Ordinance Requirements
Code of Ordinance Chapter 117

DEFINITION: Special events are temporary activities that are abnormal to the specific site when needs of traffic, parking, restrooms, crowds, zoning, etc. exceed the original design and intent of the site.

This article does not apply to temporary activities occurring on property appropriately zoned to permit the activity.

In the event that provisions contained herein conflict with other ordinance provisions regulating temporary activities, the provisions contained herein shall govern.

PERMITS:

1. PERMIT REQUIRED. It shall be unlawful for any person to conduct a special event, parade or block party without first having obtained a permit from the office of Building Inspection and paying the prescribed fee.

2. PERMIT FEE. The fee for a special event is $50.00, plus $25.00 administration fee.

3. APPLICATION FOR PERMIT. A person seeking a special event permit shall file an application with the Building Official upon the form provided herein at least ten (10) business days before the date of the special event.

4. SIGN PERMITS. Temporary signage will be allowed without permits; however, all off-site signage must comply with city ordinances governing temporary signs.

5. SPECIAL USE PERMIT (SUP) REQUIRED. Traveling circuses, carnivals, amusement rides and large entertainment events will be allowed on private property by an SUP even if in conjunction with a special event permit. Each amusement ride will provide the insurance and inspection certificate as required by the State Board of Insurance. Special use permits require a minimum of ninety (90) days for approval.

6. REVOCATION OF PERMIT. At any time the Building Official may, after notice to the applicant, revoke the permit on a finding that the preparations for the event have not been carried out as stated in the application or the conditions imposed by the permit have not been met.

REQUIREMENTS:

1. DURATION OF THE PERMIT. Special events are limited to three (3) per calendar year for a site. The permit granted under the terms of these guidelines shall not exceed a seven (7) consecutive day period

Exception: The downtown area may have ten (10) special events per calendar year. "Downtown area" is more particularly described as the area having boundaries that prescribe a trapezoid formed by Belt Line Road, Missouri-Kansas Texas Railroad, Fifth Street and the I-35N service road.

2. LOCATION. Special events will be allowed on property that is used for non-residential uses.

3. USE OF PUBLIC RIGHT-OF-WAY PROHIBITED. Any use of the public right-of-way is prohibited.

Exceptions:

1. In conjunction with the Old Downtown Association located in the downtown area as described in Requirement No. one (1), listed above.

2. As approved by City Council after a public hearing. Only one (1) event per site per calendar year shall be allowed on a public street designated by the Transportation Plan as a Major Collector Undivided (C4U) or smaller. The following shall be provided by the applicant:

    a. Written agreement to indemnify the city for claims of injury or damage supported by a policy of insurance for $500,000 of General Liability.

    b. All costs for preparation, implementation, and clean-up related to the event.

    c. Traffic Impact Analysis which includes, at a minimum, the following:

        1. Alternate traffic routes and detours
        2. Parking plan
        3. Provision for alternate site access for adjacent property or permission of property owner and occupant to block access
        4. Expected vehicle volume for event and rerouted traffic
        5. Traffic-Control Officer scheduling
        6. Duration and scheduling of event

The request will be processed by the Planning Department (972-466-3040) as a Miscellaneous Development Case upon receipt of application and appropriate fees. The city shall mail notice to all property owners within 200 feet of the street area to be closed at least fifteen (15) days before the public hearing.

4. OUTSIDE DISPLAY. Outside display and activities currently prohibited by the zoning code will be allowed.

HEALTH & SANITATION:

1. FOOD HANDLING. A separate food permit is required. Temporary food guidelines are attached. Permit holder, however, will distribute guidelines to each food vendor.

2. SANITARY FACILITIES. Adequate sanitary facilities as required by Environmental Services (972-466-3060) shall be provided to accommodate the estimated attendance of the special event.

Block Party Guidelines, Petition and Release
Building Inspection Department

The Building Inspection Department is responsible for coordinating block parties for the City of Carrollton. All block party requests are handled in the following manner:

1. Contact Building Inspection at (972) 466-3225 to acquire a block party request form.

2. Complete the request form in its entirety. At least 75% of all properties involved in the block closing must sign the petition and release from liability agreement. Return the form to Building Inspection, 1945 East Jackson Road, Carrollton, Texas 75006. This must be done at least 7 working days before the date requested for the block party.

3. To cancel a block party due to inclement weather, contact Police Dispatch at (972) 466-3333. Police Dispatch will notify the Traffic Operations' On-Call personnel to cancel the barricading. Contact Building Inspection at (972-466-3225) the following Monday to confirm the desired reschedule date.

4. When the form is returned a $25 nonrefundable fee will be required to cover the costs and labor involved in setting up and retrieving the barricades. In addition, another nonrefundable administrative fee of $25 will be required for permit processing by Building Inspection department.

Once the participants of the block party have met all obligations, the Transportation Department will come to the location on the date specified for the party and set up the barricades. Barricades must be maintained by the residents as installed by the Transportation Department (phone 972-466-9872).

It is the obligation of the participants of the party to set the barricades to the side of the street for the Transportation Department to pick up following the party.

Petition for Neighborhood Block Party and Release from Liability and Agreement Not to Sue

1. We, the undersigned, are the residents of _____ Street from_____ Street to _____ Street and do request that the City of Carrollton allow us to conduct a block party on _____ from _____ to _____.
   (date) (time) (time)

   *From 9 a.m. to 10 p.m. Maximum

   Due to inclement weather, desired reschedule date for block party _____ from _____ to _____. (date) (time)
   (time)
   *From 9 a.m. to 10 p.m. Maximum

   We, the undersigned, acknowledge that we have voluntarily applied for a permit to conduct a block party, and that, in consideration of the privileges associated therewith, I do, for myself and my heirs, executors, administrators, personal representatives, successors, and assigned hereby RELEASE AND AGREE NOT TO SUE THE CITY OF CARROLLTON OR ANY OFFICE, AGENT OR EMPLOYEE THEREOF ON ANY AND ALL CLAIMS FOR ALL LIABILITY FOR ANY INJURIES, DEATH OR OTHERWISE, WHETHER CAUSED BY THE NEGLIGENCE OF THE CITY OF CARROLLTON OR ITS OFFICERS, AGENT OR EMPLOYEE OR OTHERWISE while the applicant is exercising the privileges granted by this permit.

2. I agree that this RELEASE FROM LIABILITY AND AGREEMENT NOT TO SUE is intended to be as broad and inclusive as is permitted by the laws of the State of Texas, and that if any portion is held invalid, then it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

3. This Agreement contains the entire agreement of myself and the City of Carrollton, and may not be modified or altered without the express written consent of the City of Carrollton.

4. This Agreement is interpreted by Texas law and is performable for all purposes in the County of Dallas, State of Texas or the County of Denton, State of Texas.

5. In consideration of the rights and privileges granted by this permit, I agree to indemnify the City of Carrollton, Texas, from and against all claims, suits, damages, costs, losses and expenses in any manner arising out of or connected with the exercise of the privileges granted herein.

6. I further warrant, state and represent that I have entered into this RELEASE from liability and agree not to sue of my own free will, and execute and deliver this RELEASE FROM LIABILTIY AND AGREEMENT NOT TO SUE, and that I have otherwise complied with the laws of the State of Texas which would allow me to assume full contractual duty and liabilities of the applicant therein, and I further warrant, state and represent that I have been given sufficient time to read carefully, and in fact, have read carefully, this RELEASE FROM LIABILITY AND AGREEMENT NOT TO SUE, that I know fully and understand the contents hereof and that my signature represents my acceptance by my

free will of any and all of its provisions. I further understand that I have a perfect right and opportunity to have advice of legal counsel prior to the execution of this RELEASE FROM LIABILITY AND AGREEMENT NOT TO SUE.

We understand that the City Transportation Department will provide and set up the necessary barricades and that there will be a minimal charge for this service of $25.00. We also understand that at the end of the Block party (no later than 10:00 p.m.) we will be responsible for setting the barricades to the side of the street for the Transportation Department to pick up. The person who will be responsible for the block party is:

_____
Name

_____
Address

_____
Phone

Dated this _____ day of _____, 20 ____

_____ _____
Petitioner's Signature Witness

I have been given sufficient time to read this RELEASE FROM LIABILITY AND AGREEMENT NOT TO SUE and fully understand the contents hereof and that my signature represents my acceptance by my free will of any and all of its provisions.

SIGNATURE	ADDRESS

Environmental Services Food Safety Program
Temporary Food Establishment Guidelines Checklist

- Submit a list of all food items to Environmental Services.
- All food products must be from an approved source. Where was it purchased? Where was it prepared? (NOTE: Home preparation is not permitted.)
- Provide information on how the food will be transported and from where.
- The stand must have approved flooring.
- The stand must have suitable covering.
- A metal stem meat thermometer with readings from 0 degrees to 220 degrees or above must be provided. See section (C) of Guidelines for food temperature requirements. (Below 45 degrees or above 140 degrees.)
- Provide separate empty container for hand washing waste water.
- Provide five (5) gallons of potable water in a sturdy plastic-dispensing container with spigot to be used for hand washing, utensil cleaning and sanitizing.
- Provide three (3) sturdy pails or tubs:
  1. One pail for soap and water
  2. One pail with plain water
  3. One pail with water and small amount of bleach (sanitizer).
- Provide paper towels, hand cleaning soap or detergent, chlorine liquid bleach, and chlorine test papers (sanitizer test strips).
- Provide an adequate sized solid waste container.
- All wastewater from the operation must be disposed of in a sanitary sewer system.
- All condiments, including onions, relish, peppers, catsup, mustard, etc. must be in individual single service packets or should be dispensed from sanitary automatic dispensers.
- Please review remaining items of the Guidelines for Temporary Food Establishment.

Guidelines for Temporary Events:

XXIII. Off-Premise Temporary Events

A. Applications for Temporary Food Establishment Permits must be made with the City of Carrollton Environmental Health Department at 1945 Jackson Rd. Application must be made at least seven days in advance of the event.

B. A list of all foods to be served must accompany the application for the permit and must be approved in advance by the Health Authority. Only those food items requiring a minimum of handling, mixing or preparation (including but not limited to foods such as hot dogs or pre-portioned hamburgers), are allowed to be prepared inside the temporary facility. If the facility is fully equipped with sinks and hot and cold running water, preparation of other food items may be allowed as permitted by the Health Authority. (ONLY FOODS APPROVED BY THE DEPARTMENT WILL BE ALLOWED FOR SALE AT THE EVENT. ALL OTHER FOOD ITEMS MUST BE DISCARDED OR CITATIONS WILL BE ISSUED).

C. Events consisting of 10 or more booths should have a designated representative to coordinate the affair with the Environmental Health Department. This representative should be a Certified Food Manager.

D. Permitted Food Items.

1. All food distributed to the public must originate from an approved/permitted source and may not be prepared or stored in a facility not permitted by the appropriate Health Authority.

2. Home preparation or storage is not permitted unless the home kitchen is permitted and routinely inspected by the Health Authority. However, certain baked desserts may be prepared at home, with approval of the Health Authority.

3. All applicants that are not routinely inspected by the City of Carrollton Health Authority must provide past inspection records from the appropriate Health Authority of jurisdiction.

E. Establishment Requirements

1. All temporary food establishments are required to have approved flooring, which includes concrete, asphalt, or tight-fitting plywood. If a booth is located on grass, a four-inch high platform will be required to elevate the floor to allow for proper runoff of rain water.

2. All stands must have suitable covering over food preparation, cooking, washing, and serving areas. Such cover must meet Fire Code Requirements.

F. Food Care in Temporary Establishments

1. All meat, dairy and perishable food products while being stored, prepared, displayed and transported must be kept at the following safe temperatures:

a. Cold foods must be maintained at 41° F or below

b. Hot foods must be maintained at 140° F or above.

c. Hamburger patties must be cooked to an internal temperature of 155° F during preparation.

2. A metal stemmed thermometer must be provided for checking food temperatures during preparation and storage.

3. All condiments, including onions, relish, peppers, catsup, mustard, etc. for customer self-service should be dispensed from sanitary, automatic dispensers or in individual single service packets.

4. All foods, food containers, utensils, napkins, straws, etc., must be stored well above the floor and adequately protected from splash, dust, insects, weather or other contamination. No open displays of food products will be permitted. Baked goods such as cakes, cookies, pies, etc., should be sold wrapped as a whole or provided as wrapped, individual servings.

5. When self service ice dispensers are not provided, ice scoops are required. Handles of ice scoops must extend out of ice. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans or cartons. Ice storage units must have open drains to prevent submergence of chilled drink cartons, cans or bottles in melted ice water.

G. Sanitation in Temporary Establishments

1. All stands in which open food will be handled or prepared will be required to have convenient hand washing and utensil washing facilities. The size, type, and number of sink compartments will depend upon the type of operation and will be determined by the Health Authority.

2. Food handling personnel must wash hands as frequently as necessary, even though disposable gloves may be used and are recommended.

3. Those facilities which are in operation for more than 96 hours, and that sell non-packaged, potentially hazardous foods must provide both hot and cold running water in quantities sufficient for hand washing by employees and for cleaning and sanitizing utensils and equipment.

4. Those establishments which are in operation for 96 hours or less, and that sell non-packaged, potentially hazardous foods must furnish the following facilities if hot and cold running water and sanitary sewage facilities are not conveniently available:

   a. At least five gallons of potable water in a sturdy plastic dispensing container to be used for hand washing, utensil cleaning and sanitizing. If potable water replenishment is not readily available, additional containers of potable water may be required.

   b. One empty sturdy pail or tub to collect wastewater from washing hands.

   c. An adequate size container of household liquid chlorine bleach and chlorine test strips for verifying a chlorine concentration of at least 50 parts per million (ppm).

   d. Disposable paper towels and hand cleaning soap or detergent.

   e. Three sturdy plastic pails or tubs at least two gallons capacity; one for washing (fill with water and dish soap), one with plain water (for rinsing off soap), and one with water and liquid chlorine bleach solution of 50 parts per million or greater (for sanitizing).

   f. A sturdy five gallon plastic container with a small opening and funnel to receive and store liquid wastes until proper disposal can be made to a sanitary sewer system.

   g. Convenient solid waste containers, preferably with plastic liners.

5. The use of tobacco, eating food or drinking beverages is prohibited in food preparation and food service areas. Sitting on tables and counters is prohibited.

6. Suitable hair restraints, including hair nets, caps or hair sprays, are required in food preparation and serving areas.

7. Animals are prohibited in all food establishments.

8. Wastewater from sinks, steam tables, etc., must be drained into the city sanitary sewer system or disposed of in accordance with liquid waste disposal ordinances and regulations.

Tents, Canopies, Temporary Membrane Structures

1. A permit is required for tents and membrane structures in excess of 200 square feet and canopies in excess of 400 square feet.

2. An 8½" x 11" drawing showing property lines, existing buildings, access roads, and parking is required.

3. A copy of the Certification of Flame-Retardance is required.

4. Plans will be reviewed for compliance with current International Fire Code.

5. A CANOPY is any temporary structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

6. A MEMBRANE STRUCTURE is any air-inflated, air-supported, cable or frame-covered structure as defined by Building Code Appendix Chapter 31, Division II, which is erected for less than 180 days and not otherwise defined as a tent, canopy, or awning.

7. A TENT is any temporary structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

Carrollton Fire Department, Fire Prevention Division: 972-466-3210

Event Planning Checklists

This basic checklist outlines suggested steps to make a success of the event. All activities may not be necessary for every event.

Determine Event Goals

- Who are the target audiences?
- What is the target message?
- What action do we want participants to take?
- What is the purpose?
- What will the event accomplish?
- Is it compatible with sponsor's mission and core values?
- Who are possible co-sponsors and volunteers?
- What is the event budget?
- Be sure the event is worthwhile and high quality.
- Timing and location are crucial to the success of the event.
- Successful marketing and promotions geared to the target market are needed to attract people to the event. Develop a promotion/marketing plan that explicitly states what will be publicized, when and how. Have this plan in writing and include calendar dates for action.
- Follow through with the details to ensure success.

Determine Theme (90 Days in Advance)

____ Evaluate resources
____ Attendance projections
____ Strategic goals alignment
____ Designate coordinator(s)
____ Committee assignments

Set Date and Time

____ What day of the week
____ What time of day
____ Does the event conflict with another event?
____ Confirm date with key participates
____ Set rain date

Get Permit(s)

____ Tent permit
____ Special events permit (Ord. 117)
____ Parade
____ Block party
____ Carrollton Mobile (reservation: Parks & Recreation)

Select Location

____ Site preparations
____ Facilities reservations
____ Layout of the area
____ Attendance projections

Bad Weather Planning

____ Alternate location and set-up

____ Announcement of postponement
____ Media/participants contacts
____ Sign at entrance

Site Arrangements

____ Room area sizes
____ Accessibility/transportation issues
____ Acoustics/lighting
____ Parking/validations/attendants
____ Electric outlets/energy sources
____ Trash containers/ice chests
____ Tents
____ Arrange for refreshment serving area
____ Reserve rooms
____ Consider weather; if outside, plan for cover/tents
____ Plan physical set-up (tables, chairs, podium, generator, trash cans, etc.)
____ Keys/access to area
____ Pre-event preparations: painting, lawn mowing, repairs, cleaning
____ Chairs, tables
____ Electrical sources
____ Arrange security and first aid resources/command post
____ Restrooms/port-a-johns/sanitation
____ Directional parking signs/traffic control
____ Raised platform, podium
____ Evacuation/emergency plans
____ Flags (follow protocol)
____ Public address system/microphones
____ Barricades/cones

Reserve seats for:

____ Dignitaries
____ Disabled
____ Media, photographers
____ Other

Set up welcome and presentation area

____ Mementos
____ Projector, podium
____ Name badges
____ Displays
____ Tape recorder and back-up machine, extra tapes, batteries
____ Other _____

Produce map sites/signage for traffic and safety

____ Tour routes and directional signs
____ Telephones
____ Restrooms
____ Parking

Print Program

____ Plan schedule
____ Speaker biographies and photos

____ Organization information
____ List of officials, committees, participants
____ Print programs
____ Coordinate plans with appropriate parties
____ Stage presentation area
____ Schedule speakers and activities
____ Scripts for speakers
____ Plan entertainment/activities

Invitations

____ Determine guest list
____ Print and send
____ RSVP, returned cards/telephone
____ Reminders (optional)
____ Print nametags from RSVP list

Decorations

____ Coordinate with site arrangements
____ Designate personnel for set-up and take-down
____ Plan budget
____ Centerpieces/flowers/tablecloths
____ Color/theme scheme
____ Entrance and exits
____ Speaker's platform

Refreshments

____ "Carrollton Mobile" (reserved from Marketing Services; if event is co-sponsored by the city)
____ Staff, hosts
____ Supplies, signage
____ Menu and drinks
____ Serving materials (napkins, cups, plates)
____ Caterer
____ Electricity, propane, trash collection
____ Permits, licenses

Personnel

____ Coordinator(s) – Manage budget, monitor schedules & deadlines, checklists, status reports
____ Speakers, emcee (honorariums)
____ Staff/hosts/guides/escorts/parking attendants/tour guides
____ Volunteers/sponsors/partners (document specific contributions; follow-up with acknowledgements)
____ Photographer
____ Audio visual staff (sound system, videographer)
____ Custodians
____ Committees/ staff (mailing lists, decoration, refreshment, R.S.V.P.'s)
____ Nametags

Equipment/ Materials

____ Displays
____ Handouts/tables
____ Projector/screen
____ Sound and audio visual equipment
____ Microphones

____ Lighting
____ Tables/displays
____ Easels
____ Podium

Entertainment

____ Music: ____ Live or ____ Recorded
____ Location(s)
____ Scheduling, confirmations
____ Fireworks
____ Amusement rides
____ Booths
____ Animals

Finances/ Budget

____ Revenue sources (sponsors, sales, get bids)
____ Expenses (estimate in advance and monitor)
____ Wages, honorariums, fees, rentals, utilities, supplies, postage, printing, travel, repairs, maintenance, decoration, awards, food, permits
____ Petty cash
____ Prepare budget and invoice controls
____ Check requests for vendors
____ Final financial report

Publicity

____ Fax news release to all media; offer photo if available to print media
____ First Release – general story
____ Second Release – program highlights, committee/speaker's names
____ Third Release – feature story
____ Fourth Release – final plans, day before the event
____ Invite reporters and photographers to cover event
____ Determine advertising strategy
____ Promote the event and sponsor's name
____ Mayors proclamation (contact City Secretary at 972-466-3582)
____ Banners, T-shirts
____ Calendar listings
____ Arrange for photographer(s); videotaping
____ Interviews
____ Press conference
____ Press kit (photo, maps, press releases, copy of prepared speeches, brochures, fact sheets)
____ Press invitation
____ Advertisements
____ Newsletters (internal & external)
____ Posters
____ Displays/exhibits
____ Feature stories
____ Personal contracts/word-of-mouth
____ Bulletin boards/information racks
____ Public Service broadcast announcements
____ Sponsorships/endorsements
____ Direct mail/mailing lists/RSVP lists
____ Audio-visual presentations

____ Trade shows
____ Special parking for media personnel
____ Brochures/fliers/fact sheets/artwork/banners/posters
____ Order give-a-ways/souvenirs
____ Call news media to confirm attendance, clarify directions

Tickets

____ Advance sales
____ Ticket/money control
____ Printing and distribution
____ Sales reports
____ Complimentary tickets
____ Collection at event

Other Plans

____ Inclusion issues (discrimination provisions, handicap accessibility to event)
____ Vehicle/equipment safety and security, first aid
____ Crowd management plans
____ Shuttle buses/routes
____ Contracts, permits and licenses processing
____ Count and record attendance three times during the event
____ Insurance coverage
____ Post signs; assign people to direct traffic flow
____ Bring extra copies of officials' speeches
____ Background music
____ Awards/presentations
____ Sponsorship signs
____ Order mementos to giveaway
____ Tours and signage

Follow – Up

____ Schedule post-event news coverage
____ Confirm total attendance
____ Pay outstanding bills/receipts for donations
____ Return supplies/equipment
____ Clean-up activities
____ Review comment cards; prepare final reports
____ Debrief staff, partners/sponsors, participants
(What things went right?)
(What things went wrong?)
____ Thank all who participated and worked
____ Mail printing program to officials who did not attend

City Events

The following events are typical city sponsored and co-sponsored events:

- Ribbon cuttings, ground breakings, open houses
- Dedications or services commemorating an event or service
- Any event where elected officials may be present or are scheduled to speak
- Breakfasts, luncheons, dinners, and receptions

- City events (Examples)
  Old Fashioned Christmas at Perry Museum
  Pool Trout Fish-Out
  Community Garage Sale

- Co-sponsored events (Examples)
  Book Sale
  Dr. Martin Luther King Jr. Commemoration
  Holiday Tree Lighting