

EVENT TIME LINE & CHECK LIST

120-365 DAYS PRIOR TO THE EVENT

- Visit www.pavingtheway.org to find out about construction that could impact the event
- Check to see what other activities are scheduled on the proposed date of your event
- Select a date
- Secure location
- Contact City Divisions to discuss plans for the event
- Prepare event budget
- Obtain city permit applications
- Secure funding
- Post event dates, location and contact information on area web sites and event calendars

90-120 DAYS PRIOR TO THE EVENT

- Secure liability insurance
- Request permission for selling alcohol on city property
- Consult with Columbus Public Health, License Section, and Div. of Fire regarding vending
- Verify park use and restrictions
- Recruit vendors
- Recruit volunteers

60-90 DAYS PRIOR TO THE EVENT

Begin logistical arrangements:

- Identify streets to be closed
- Obtain electrical contractor and file for necessary city permit
- File city event permits and pay fees
- File temporary alcohol permit with State of Ohio, Division of Liquor Control
- Rent portable restrooms
- Develop a recycling plan
- Rent waste water collection tanks, grease and ash containers for vendor waste
- Rent tents and file for necessary city permit
- Rent traffic barricades and equipment
- Rent tables and chairs
- Rent communications equipment (radios/cell phones)
- Rent golf carts

30-60 DAYS PRIOR TO THE EVENT

- Obtain property owner signatures on Street Closure Application (street festivals only)
- Obtain and file Certificate of Liability Insurance
- Arrange temporary water service for filling tent barrels and for vendors
- Arrange street sweeping services (street festivals only)
- Develop a detailed site map

- Verify accessibility for persons with disabilities and arrange handicapped parking
- Develop an emergency plan and submit to the Division of Fire for review
- Locate parking for vendor support vehicles, event staff, volunteers, VIP's and performers
- Rent a stage and arrange for stage lighting and sound equipment
- Secure police for event security, crowd control, and traffic control
- Arrange first aid and emergency medical services

Arrange litter/site management:

- Secure temporary trash receptacles and liners or recycling containers
- Rent 90 gallon or 300 gallon containers from Division of Refuse Collection
- Rent dumpsters
- Secure labor/volunteers to perform clean up
- Obtain a power washing contractor (if vending food)

30 DAYS PRIOR TO THE EVENT

- Meet with ALL CITY DIVISIONS regarding operations and services

15 DAYS PRIOR TO THE EVENT

- Confirm all city requirements have been met and permits obtained
- Confirm use of park and street electricity
- Confirm arrangements and equipment for street closures
- Notify Central Ohio Transit Authority of streets to be closed
- Confirm arrangements for police (traffic officers, cash control, crowd control and security)
- Confirm details of temporary water service
- Confirm installation of electric equipment

Confirm delivery time and drop-off location:

- Tents and side walls
- Tables and chairs
- Restrooms/hand wash units
- Rolled asphalt roofing (for booth flooring and under waste containers)
- Ice
- Beverages trailer/booth supplies and product
- Golf carts
- Dumpsters, trash receptacles and liners
- Vendor waste containers (grease, ash, wastewater containers)
- Radios and communication equipment
- Traffic barricades and equipment

- Confirm arrangements for First Aid and emergency medical services
- Print event signage
- Notify Fire Prevention Bureau, Columbus Public Health and License Section of need for food

vendor inspections

- Issue parking passes, vehicle access passes, and credentials
- Contact Paving The Way with street closure information

GREEN IDEAS FOR GREENER SPECIAL EVENTS

- Make a decision to think of recycling prior to arranging trash collection.
- Consult with an experienced waste reduction professional at the Refuse Collection Division. Contact Al Bohanan Jr., 614-645-5930, for advice.
- Identify your recycling and waste reduction needs prior to your event. For example, banning Styrofoam products can decrease trash generation and lower disposal fees.
- Use computer or electronic displays to reduce the amount of printed material on site.
- Distributed materials should be recyclable and include the recycling logo.
- Purchase materials and supplies that are sourced locally. Rent equipment locally too.
- Add information about your recycling plan into vendor and exhibitor applications.
- Require vendors, exhibitors and concessionaires to flatten and neatly stack cardboard behind their tents, trailers or food trucks. Cardboard recycling reduces potential safety hazards and removes discarded cardboard boxes from public view.
- Proper recycling containers are the key to any successful recycling program.
- Meet with your local hauler to determine the number of containers and dumpsters needed.
- Identify an event staff person or committee member to monitor your recycling program.
- Train volunteers in setting up and taking down recycling containers.
- Containers must be well marked, properly placed, regularly monitored and serviced often.
- A uniform and consistent container style and color must be used throughout the venue.
- All trash containers should be boldly labeled “TRASH” and all recycling containers should be boldly labeled “RECYCLABLES.”
- Both type of containers should be placed side by side and paired at each event site.
- We recommend clear bags for recycling and dark color bags for trash to reduce contamination.
- Set-up recycling containers the day of the event to reduce theft or damage.
- Dumpsters should be clearly marked “TRASH,” “RECYCLABLES,” and “CARDBOARD.”
- Recycle fats, oils and grease discarded by food concessionaires.
- Use cleaning supplies that are certified environmentally preferable products.
- Educate vendors, exhibitors, staff, volunteers and patrons about your recycling program.
- Post recycling promotional signage and banners around your venue. Recycle signage after the event.
- Track, monitor and evaluate your recycling and waste reduction program.
- Work with recycling staff and others to document what worked well and where to make improvements for next year.
- Promote your recycling achievements so your hard work is recognized by others!

PLANNING FOR SUCCESS CHECKLIST

Did you...

**All listed phone numbers are (614) area code*

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| 1. Develop an event budget? | Set aside funds for emergencies |
| 2. Reserve the park? | Recreation and Parks - 645-3337 |
| 3. Close the street(s)? | Recreation and Parks - 645-3337 |

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| 4. | Verify insurance coverage required by City? | Recreation and Parks - 645-3335 |
| 5. | Get an Occupancy Permit? | Right-of-Way Permits Section - 645-7497 |
| 6. | Obtain a Parade Permit? | License Section - 645-6009 |
| 7. | Obtain a Temporary Event Permit? | Division of Fire - 645-7641x5602 |
| 8. | Obtain a Marine Event Permit? | Recreation and Parks - 645-3337 |
| 9. | Filed a Tent Registration? | Building & Zoning Services Dept. 645-4685 |
| 10. | Obtain an Electrical Permit? | Building & Zoning Services Dept. 645-4685 |
| 11. | Get a Fireworks/Pyrotechnics Permit? | Division of Fire - 645-7641x5602 |
| 12. | Get a Temporary Food Service Permit? | Columbus Public Health - 645-7005 |
| 13. | Obtain a Commercial Sales/Promoter License? | License Section - 645-6009 |
| 14. | Secure a Carnival/Circus License? | License Section - 645-6009 |
| 15. | Obtain permission for alcohol sales? | Recreation and Parks - 645-3335 |
| 16. | Arrange use of parking meters? | Parking Violations Bureau - 645-4070 |
| 17. | Obtain temporary water service? | Division of Water - 645-3034 |
| 18. | Hire special duty police? | Division of Police - 645-4844 |
| 19. | Arrange for power to support street vendors? | Division of Power - 645-7688 |
| 20. | Arrange for refuse/recycling containers? | Refuse Collection Division - 645-5930 |
| 21. | Get enough trash bags/liners? | Change liners often during events |
| 22. | Arrange for use of park electricity? | Recreation and Parks - 645-3335 |
| 23. | Arrange for power distribution? | City Divisions don't offer power distribution |
| 24. | Consider generators and cables? | Often there is not enough power in parks |
| 25. | Rent tent(s)? | Tents must be secured for wind |
| 26. | Create signage? | People need to know basic locations |
| 27. | Obtain sound equipment | Sound does not carry well outside |
| 28. | Rent portable restrooms? | Labor/staff need access to facilities |
| 29. | Secure sufficient parking? | Parks have limited parking - rent extra lots |
| 30. | Arrange for street cleaning? | Street Maintenance Operations - 645-7999 |
| 31. | Consider additional lighting in tents? | Tents get dark - plan for evening events |
| 32. | Contract for traffic cones and barricades? | Street closures require proper devices |
| 33. | Provide grease/ash containers for vendors? | Vendors must legally dispose of grease/ash |
| 34. | Provide gray water containers for vendors? | Vendors must legally dispose of gray water |
| 35. | Provide for a first aid station? | Event participants may need medical care |
| 36. | Obtain staff for ground maintenance? | Events require constant ground attention |
| 37. | Arrange to have restrooms on site for set up? | Labor/staff need access to facilities |
| 38. | Rent tables and chairs? | For information booths, vendors, public |
| 39. | Rent golf carts for staff? | For transportation of staff and supplies |
| 40. | Secure fire extinguishers? | Fire Division requires these in tents, etc. |
| 41. | Plan event access for the disabled? | Restrooms, parking, seating, ramps, etc. |
| 42. | Recruit enough volunteers? | Get twice as many as you think you need! |
| 43. | Develop an emergency plan? | Tornado, blizzard, thunderstorm, fire, etc. |
| 44. | Develop a detailed site map? | A must in parks, a strategic foundation |
| 45. | Recognize sponsors and supporters? | Essential for starting next year's event. |

Conclusion

Planning a successful special event takes a tremendous amount of time, energy, money, and organizational skill. As an Event Coordinator you are responsible for all aspects of the event. The above lists were intended to be used as a guide, but are by no means all-inclusive as every event is different. Several things you can do to create a successful event include developing a dedicated, experienced committee, consulting with all involved City departments, keep all details organized, and verifying all plans and arrangements.

It is our goal to assist Event Coordinators and organizing committees in planning safe and successful events that create a minimal impact on the communities surrounding the events while providing fun and enjoyable experiences for the residents of Columbus. On behalf of the City of Columbus, we thank you for contributing to the spirit and vitality of Columbus through the staging of your event in Columbus. Best wishes for a successful event!
