

2013



The City of Greater Sudbury Special Events Checklist



SPECIAL EVENT CHECKLIST

Administrative:

- ☐ Signed Facility Agreement
- ☐ Contract paid in full
- ☐ Certificate of Insurance (min. \$2,000,000 liability coverage with the CGS listed as an Additional Insurer)

Alcohol Sales:

- ☐ Provide Copy of Special Occasion Permit or Caterer's Endorsement
- ☐ Provide Copy of Notification Letters
- ☐ Review of Alcohol Risk Management Policy
- ☐ License Area Review
 - ☐ Fencing
 - ☐ Signage
 - ☐ Location
 - ☐ Hours of Service
 - ☐ Security
 - ☐ ID - Acceptable forms and Verification
 - ☐ Alcohol being served – alcohol content and method of service (cups only)
 - ☐ Power/ Utilities requirements
 - ☐ Tent Review
 - ☐ Equipment Requirements
- ☐ Provide list of servers and Smart Serve Numbers

Emergency Management Plan:

- ☐ Provide copy of First Aid/ Emergency Services Contract
- ☐ Provide copy of Notification to EMS
- ☐ Review Fire and Evacuation Plan, Pre-show announcements
- ☐ Review Inclement Weather Plan
- ☐ Provide List of Organizers and Primary Volunteers with Contact Information
- ☐ Provide copy of Site Plan

Food Service/ Vendors:

- ☐ Provide Copy of Special Occasion Food Permit - SDHU
- ☐ Provide List of Vendors including:
 - ☐ Full Business Name
 - ☐ Primary Contact with address and phone numbers
 - ☐ Size Requirements and shelter type (tent, trailer, bus etc.)
 - ☐ Electrical Requirements
 - ☐ Licensing and Insurance
 - ☐ Equipment Requirements
 - ☐ Menu or Product Information
- ☐ Review Fire Code Regulations
- ☐ Review Vendor Location

Live Entertainment/ Stage Production:

- ☐ Provide Copy of Itinerary including:
 - ☐ Concert Times
 - ☐ Load-In Times
 - ☐ Sound-Check Times
 - ☐ Back of House Set-Up/ Production Vehicle Parking
 - ☐ Man Lift Requirements
 - ☐ Technical Requirements – Additional Lights – follow spot, special effects
 - ☐ Artist Rider Requirements
- ☐ Provide Copy of Notification Letter and Noise By-Law Exemption Letter (if applicable)
- ☐ Review Sound Technician Role and Schedule
- ☐ ESA Inspection (if applicable), Electrician on stand-by
- ☐ Provide Copy of Fall Arrest Certificates (if applicable)

Security:

- ☐ Provide Copy of Greater Sudbury Police Service Paid Duty Contract
- ☐ Provide Copy of Paid Security Contract
- ☐ Review Security Plan/ Event Controls
 - ☐ Coverage of main gate, entry and exit points
 - ☐ Egress (EMS Routes)
 - ☐ Front of Stage and Back of House(if applicable)
 - ☐ Parking (if applicable)
 - ☐ Duties (volunteers, security, police)

- ☐ Security Orientation (Pre-Show)

Staff Schedule:

- ☐ Review Staff Schedule and Contact Information

Tickets:

- ☐ Review Will Call Location and Procedures
- ☐ Assigned Seating / General Admission
- ☐ Review Re-Entry Policies
- ☐ Review Refund/ Cancellation Policies
- ☐ Review Accessible Seating

Waste Management:

- ☐ Recycling
- ☐ Additional Washrooms (if required)
- ☐ Site Clean-up

Additional Resources Available:

- ☐ Municipal Alcohol Policy
- ☐ Amended Parks By-Law
- ☐ Sample Notification Letter
- ☐ Other:

