

SPECIAL EVENTS STATUS TRACKER

Date Application Received _____ **Date Applicant Receives Intro Email** _____

Emails: _____ **Phone Calls** _____

☐ ☐

_____ **Date reserved in Special Events Calendar** _____ **Event Distributed to Parks Staff**

(Needed/Received)

☐ ☐

Park Board

_____ **Copy in Folder** _____ **PB Meeting Submitted**

_____ **Alcohol Letter Sent & Invoice** _____ **Approval Email (Amplification & Fundraising) & Invoice Sent**

☐ ☐

Invoice

_____ **Made** _____ **Holding for PB** _____ **Sent** _____ **Paid**

☐ ☐

COI (NEED/RECEIVED)

_____ **General** _____ **Inflatable** _____ **Liquor** _____ **Other**

☐ ☐

Liquor Documents

_____ **TBAC** _____ **Beer Board** _____ **Outside Caterers**

☐ ☐

Sanitation Plan

_____ **Vendor** _____ **Sanitation Plan Requested** _____ **Parks Maintenance Hired** _____ **Approved by Maintenance**

☐ ☐

Security Plan

_____ **Vendor** _____ **Action Plan Requested** _____ **Park Police Hired** _____ **Approved by Park Police**

☐ ☐

Site Map

_____ **Requested** _____ **Received** _____ **Uploaded to Calendar**

☐ ☐

Work Orders

_____ **Electrical** _____ **Water** _____ **Picnic Shelters Blocked** _____ **notified of KEYS and Deposit**

☐ ☐

Event Vendors (Company – Name & Contact) submitted to Metro Health & Nash Fire Department _____

Electrical _____ **Tenting** _____