

Special Event Timeline

Name of Event: _____

Event date(s): _____

Pre-event setup:

(list dates & times)

Garbage/recycle delivery _____

Sani-can delivery _____

Street barricades _____

Sound system _____

Equipment setup _____

Other _____

Day of Event:

(list times)

Setup _____

Arrival of Participants _____

Amplified sound start time _____

Street closure - begin _____

Street closure - end _____

Amplified sound end time _____

Event End _____

Post-event Take-down:

(list times)

Clean up _____

Garbage/Recycle pick-up _____

Sani-Can pick-up _____

Barricade removal _____

Other: _____

*This form is a **guide** to the information needed by the Committee. However, please feel free to add any additional information specific to your event or submit your own documents as long as all of the information is provided.*