

## Special Event Checklist & Timeline

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_



**60 Days Out** Date: \_\_\_\_\_

- Site Plan
- Traffic Plan
- [Sign Placement Layout](#)
- [Private Property Owner Approval \(if applicable\)](#)
- Add event to [ExperienceFountainHills.org](http://ExperienceFountainHills.org) Event Calendar

**45 Days Out** Date: \_\_\_\_\_

- [Liquor License](#)

**30 Days Out** Date: \_\_\_\_\_

- [Certificate of Insurance \(COI\)](#)
- [MCSO Security Booked](#)
- Electrical Boxes Needed (If Applicable) Qty: \_\_\_\_\_
- Dumpster Acquired
- Restrooms Acquired
- Committee Approval

**14 Days Out** Date: \_\_\_\_\_

- [Vendor List](#)
- Food Vendors Submitted to [Maricopa County](#)
- [Business/Vendor Licenses](#)