



City of Johnson City
Tennessee

SPECIAL EVENT CHECKLIST

Festival - Downtown Special Events, Road Races and Parades

APPLICATION SUBMITTAL

<input type="checkbox"/>	Applicant is a Johnson City civic based organization or non-profit organization
<input type="checkbox"/>	Authorized Representative completed application
<input type="checkbox"/>	Site Plan A attached to application
<input type="checkbox"/>	Site Plan B attached to application (Founders Park, Pavilion at Founders, King Commons, etc.)
<input type="checkbox"/>	Course Map attached to application
<input type="checkbox"/>	Notice to Residents and Businesses attached to application
CHECKLIST COMPLETE = SUBMIT APPLICATION (no less than 90 days prior to date of event)	

EVENT PLANNING

<input type="checkbox"/>	Event requires Special Event Review Committee meeting
<input type="checkbox"/>	Scheduled For: _____ a.m. Friday, _____
<input type="checkbox"/>	Submitted Revisions to Site Plan A/Course Map (if required)
<input type="checkbox"/>	Submitted Revision to Site Plan B (if required)
<input type="checkbox"/>	Contacted Traffic for Barricades/Cones @ 975-2733
<input type="checkbox"/>	Contacted Police for Traffic Control/Officer Assistance @ 434-6159
<input type="checkbox"/>	Contacted Public Works for Recycle Bins/Trash Bins @ 975-2761
<input type="checkbox"/>	Contacted Water & Sewer for Water Taps @ 975-2624
<input type="checkbox"/>	Contacted Parks and Recreation for Portable Restrooms @ 283-5870
<input type="checkbox"/>	Contacted Fire Marshall for Tent Permits/Food Vendor Inspection @ 434-6183
<input type="checkbox"/>	Contacted Public Works for Power Box Hookups @ 975-2854
<input type="checkbox"/>	Submitted Temporary Occasion License (no less than 13 days prior to City Commission meeting)
<input type="checkbox"/>	Vendors completed Special Events Transient Vendor License (\$75 fee)
<input type="checkbox"/>	Submitted Final List and Location of Vendors to Fire Marshall (no less than 7 days prior to event)
<input type="checkbox"/>	Submitted Certificate of Insurance (no less than 7 days prior to event)
<input type="checkbox"/>	Posted Notice to Public Signs along closed streets (no less than 5 days prior to event)
<input type="checkbox"/>	Food Vendor to schedule inspection of site w/ Fire Marshall (no less than 3 days prior to event)