



Park Activity Planning Guide

Park Activity Planning Guide documents can be located at:
intranet.rivcoparks.org/special-event-files

EVENT ORGANIZER/SITE SUPERVISOR

Staff coordinating the event will begin the PAPG, the beginning of the prior season. The staff member will submit to the PFC to verify dates
60 Days prior to event.

PARK FACILITIES COORDINATOR

PFC will check and verify dates of Park Activities. Once approved, PAPG will be sent to corresponding Superintendent or Interpretive Services Supervisor
55 days prior to event.

ISS/PARK OPERATIONS SUPERINTENDENT

Will review PAPG for completion and accurate information & verify budget
45 Days Prior to event.

BUREAU CHIEF

Manager to approve PAPG and budget approval.

Once approved, create & submit a marketing ticket **30 days prior to event.**

MARKETING

Requested marketing material will be completed **14 days prior to event.**