



DISTRICT PLANNING GUIDE

EVENT DETAILS:

Event Name:	
Event Description:	<i>(This highlight will be placed on Marketing Material)</i>
Fees:	<i>Are you or vendors charging fees? If so, please list fees:</i>

EVENT DATE(S)/LOCATION:

Day of Week:	Date:	Time:	Location:

Event Goals:	<ol style="list-style-type: none">1)2)3)
Forecasted Budget:	\$_____ <i>(Budget Sheet Required with DPG)</i>

Public Impact:	<i>Will there be an impact to regular operations – For Public Notice.</i>
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EVENT TIMELINE:

Phase	Tasks	Assigned Staff	Time Frame	Notes
Pre-Event	Ex. Arrange seating and tables.	Elmer Fudd	8:00 AM - 10:00 AM	Ensure adequate spacing.
Event	Craft Table Host	Lois Lane	10:00 AM – 3:00 PM	Assist children in bead making.
Post-Event	EzUp Tear Down	Rodney Danger	3:00 PM – 4:00 PM	

EVENT LOGISTICS:

Estimated Attendance:

How many attendees do you anticipate, and what are your reasons for this estimate? *Please refer to previous data.*

Prior Year Attendance _____ (if applicable)

Target Audience:

Who is your target audience (ex. local people to the area) for this event, and why do you believe they will be interested in attending?

Giveaway Requests:

What promotional items will you be distributing before and/or during the event, and how do you plan to use them to engage attendees? *Please note: These items are separate from Marketing Survey items. A team member will need to be assigned for these giveaways.*

Please select from the options below.

<input type="checkbox"/> Frisbees	<input type="checkbox"/> Bandanas	<input type="checkbox"/> Other _____
<input type="checkbox"/> Binoculars	<input type="checkbox"/> Visor	# of Items _____
<input type="checkbox"/> Compass	<input type="checkbox"/> Jump-Rope	
<input type="checkbox"/> Tote-bags	<input type="checkbox"/> Water Bottle	

Event Requests:

What key components are requested for the event:

<input type="checkbox"/> Podium	<input type="checkbox"/> Music Playlist	<input type="checkbox"/> Traffic Cones #__
<input type="checkbox"/> Chairs #_____	<input type="checkbox"/> Large Speaker System	<input type="checkbox"/> Ice Chests #_____
<input type="checkbox"/> Tables #_____	<input type="checkbox"/> Small Speaker System	<input type="checkbox"/> Generators #_____
<input type="checkbox"/> 10 x 20 EzUp	<input type="checkbox"/> Fishing Poles #_____	<input type="checkbox"/> BBQ Trailer
<input type="checkbox"/> 10 x 10 EzUp	<input type="checkbox"/> Fishing Scale	<input type="checkbox"/> Ladder
<input type="checkbox"/> Bounce House	<input type="checkbox"/> Jenga	<input type="checkbox"/> Music Playlist
<input type="checkbox"/> A-Frame Stands	<input type="checkbox"/> Event Trailer	<input type="checkbox"/> Other _____
<input type="checkbox"/> Extension Cords #_	<input type="checkbox"/> Water Monster	<input type="checkbox"/> Other _____
<input type="checkbox"/> Portable Water Fans	<input type="checkbox"/> Portable Lights	<input type="checkbox"/> Other _____
<input type="checkbox"/> String Lights	<input type="checkbox"/> iPad for Registration	<input type="checkbox"/> Other _____

Vendors:

Request for event vendors:

<input type="checkbox"/> Petting Zoo	<input type="checkbox"/> DJ	<input type="checkbox"/> Magician
<input type="checkbox"/> Food Trucks	<input type="checkbox"/> Partner Booths	<input type="checkbox"/> Face Painter
<input type="checkbox"/> Balloon Animals	<input type="checkbox"/> Inflatables (non-RivCoParks)	<input type="checkbox"/> Beer Garden (Chief Approval)
<input type="checkbox"/> Caterer	<input type="checkbox"/> Florist	<input type="checkbox"/> Other _____

Permits:

To be pulled by Parks Facility Coordinator:

<input type="checkbox"/> Fire	<input type="checkbox"/> Environmental Health	<input type="checkbox"/> City Permit
<input type="checkbox"/> Sheriff	<input type="checkbox"/> County Safety	<input type="checkbox"/> Other

Marketing Items

Check each item that you would like us to provide to you. *(Marketing booth to be at every District event)*
***PIS to promote all Park events via the website, county e-blast, and social media. Having a clear list of these assets in advance helps ensure the event is well-supported from a visual and marketing perspective, creating a cohesive and professional experience for attendees.*

<input type="checkbox"/> Flyers (Digital)	<input type="checkbox"/> Presentation	<input type="checkbox"/> Name Tags
<input type="checkbox"/> Flyers (print) #____	<input type="checkbox"/> Event Timeline (Print) #____	<input type="checkbox"/> Website Notice
<input type="checkbox"/> ½ page flyer – front/back	<input type="checkbox"/> Event Timeline (Digital) #____	<input type="checkbox"/> Press Release
<input type="checkbox"/> ½ page flyer - front only	<input type="checkbox"/> Awards (Paper)	<input type="checkbox"/> Marketing Booth
<input type="checkbox"/> ½ page flyer (print) #____	<input type="checkbox"/> Award (Memorabilia)	<input type="checkbox"/> Marketing Material (No Booth)
<input type="checkbox"/> Posters (11 x 17) #____	<input type="checkbox"/> T-Shirt Design	<input type="checkbox"/> Other_____
<input type="checkbox"/> Banner – Size _____	<input type="checkbox"/> T-Shirt Print	<input type="checkbox"/> Other_____
<input type="checkbox"/> Retractable Banner #____	<input type="checkbox"/> Table Tents (print)	<input type="checkbox"/> Other_____
<input type="checkbox"/> A Frame Sign (print) #____	<input type="checkbox"/> Directional Signage L__ R__	<input type="checkbox"/> Other_____
<input type="checkbox"/> Thank You Graphics	<input type="checkbox"/> Highlight Reel	<input type="checkbox"/> Other_____
<input type="checkbox"/> Photography	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other_____

Volunteer Needs:

What specific volunteer roles are needed for the event, and how will each role contribute to its overall success?
Park Facilities Coordinator to work with Volunteer Services Coordinator.

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Event Layout:

How do you envision the event layout, and how will it facilitate attendee engagement and ensure smooth operations? *Please include google map layout in a PDF or JPG.*

Parking Plan:

What is your parking plan for the event, including designated parking areas, accessibility accommodations, and signage to guide attendees? How will you ensure a smooth and efficient parking process? *Please include google map layout in a PDF or JPG.*

Evacuation:

What is your evacuation plan for the event, including designated exits, evacuation routes, and procedures for ensuring the safety of all attendees? How will you communicate this plan to staff and attendees? *Please include google map layout in a PDF or JPG.*

Weather Contingency

If there is a weather event, will the event continue? What adjustments are needed if it is too hot, rains, or snows?

Post Event Summary

To be completed within 14 days of event. To be completed by PFC after post event meeting.

1. Were all the event goals met?

2. Was the event within the projected budget?

