

Special Event Checklist



- Name of Event:
- Location:
- Date and Time:
- Event Type (complete description and any history if applicable):

Estimated number of participants:

- Estimated number of spectators:
- Will your event meet the Mass Gathering criteria? Yes / No
 - A “mass gathering” is a gathering held outside city limits that attracts or is expected to attract:
 - (i) more than 2,500 persons; or
 - (ii) more than 500 persons, if 51 percent or more of those persons may reasonably be expected to be younger than 21 years of age and it is planned or may reasonably be expected that alcoholic beverages will be sold, served, or consumed at or around the gathering; and
 - (iii) at which the persons will remain:
 - (A) for more than five continuous hours; or
 - (B) for any amount of time during the period beginning at 10pm and ending at 4am
- Parking plan
- Trash management plan
- Verify adequate number of restrooms. Yes / No
- Sponsors:
- Licensee:
- Type of organization:
- Primary contact name:
 - Title:
 - Address:
 - Phone numbers:
 - Email:
- Secondary contact name:
 - Title:
 - Address:
 - Phone numbers:
 - Email:
- Insured by:
- Proposed concessionaires/vendors:
- Will alcohol be served? Yes / No
- Special requests:

The site visit (if needed) will determine the following:

- Site layout
- Law enforcement needs
- EMS needs (must be A/TCEMS certified)
- Parking issues to be addressed (# volunteers, signage needed, barricades, etc.)
- Access and traffic flow issues (ex. Cross traffic, race direction, Start/Finish Line, # volunteers, signs needed, barricades, etc.)
- Restroom needs (1 toilet per 50 people)
- Additional dumpsters required (10yd dumpster per 1,000 people)
- Trash/Ground litter removal needs
- Park fee collection issues
- Public notices required (if any)
- License Agreement coordination
- Other items as necessary (ex. Use of off-road vehicles?)

Submit to parks@traviscountytexas.gov