



SPECIAL EVENTS

CHECKLIST

The following provides a checklist for the Organizers to refer to when preparing for a Special Event. Refer to the Special Event Planning Guide for more detailed information (resources, funding, contact information, etc.)

Pre-Event Planning

(Begin about a year before the event)

- Define the Event
- Name the Event
- Build a Team
- Establish a Budget
- Choose a Date
- Create Timelines
- Choose a Venue
- Letter of Authorization
- Create a Marketing Plan
- Prepare a Potential Exhibitor List
- Identify Activities
- Seek Required Approvals/Exemptions
- Emergency Plan
- SOCAN and RE:SOUND License

Notes: _____

Preparing for the Event

(3 Months prior to the event)

- Submit a Special Event License Application
 - Pay Fees

2025 Fee Schedule	
2 to 10 Businesses	\$ 250.00
11 to 15 Businesses	\$ 375.00
16 to 20 Businesses	\$ 500.00
21+ Businesses	\$ 800.00
Multiple Event	\$ 150.00

- Demonstrate proof of Liability Insurance
- Provide a Floor Plan
- Prepare a Site Plan
- Prepare an Exhibitor List
(Submit a min 15 days prior to the event.)
- Obtain all Permits & Approvals
- Co-ordinate with Emergency Services.
- Schedule necessary inspections:
- Schedule Set-Up the day before.
- Hire Duty Officers
- Security Plan

Notes: _____

Post-Event

- Tear-Down
- Keep the momentum going and share photos, videos and highlights on social media.
- Ensure the site is returned to the way it was before the event.
- Request your deposit for damage and security.
- Celebrate successes.
- Evaluate the challenges.
- Complete the Special Events Survey.

Notes: _____

