

Special Event Planning Checklist

This optional tool can be used as a guide through the special event process. This tool is intended to be used a companion to the Special Event Permitting Handbook.

Part I: Before Applying for your Event (Date, Type and Location Details)				
	Yes	No	N/A	Comments
Date of event confirmed?				
Have you determined the location of your event? (page 6)				
Have you determined the type of event? (page 6)				
Have you determined the complexity of the event? (page 6)				
Have you determined the deadline to submit your event application and documents?				
Have you prepared the appropriate documents (pages 27-36)				
Site map (required)				
Traffic Management Plan (if applicable)				
Green event form (required)				
Production schedule (required)				

Part II: Event Application Process				
Use this section as a guide after you've submitted an online event application and have been assigned a Special Event Officer				
	Yes	No	N/A	Comments
Have you submitted your online special event application (to all appropriate City of Vancouver event offices)? (pg.22)				
Has your special event application been accepted by the Film and Special Event office?				

	Yes	No	N/A	Comments
Have you been assigned a Special Event Officer?				
Have you assembled the following additional documents? (pages 27-36)				
Event safety checklist				
Communicable Disease Plan (Worksafe BC)				
Communication Plan (Event Notification)				
Insurance (mandatory before a permit can be issued)				
Signed and returned Letter of Agreement (mandatory before a permit can be issued)				
Greenhouse Gas Emissions Calculator				

Part III: Additional Approvals- Food at your Event (page 37)				
	Yes	No	N/A	Comments
Will your event include either food that is not pre-packaged or non-perishable?				
If you answered "yes" to the above question, have you contacted Vancouver Coastal Health?				
Do you require permits from Vancouver Coastal Health				
If you have vendors at your event, are they permitted by Vancouver Coastal Health?				
If you have food trucks, do they have a business license and roaming permits from the City of Vancouver?				

Part IV: Additional Approvals- Alcohol and Cannabis (page 38)				
	Yes	No	N/A	Comments
Does your event include alcohol or cannabis use or sales?				
If you answered "yes" to the above question, have you contacted the BC Liquor and Cannabis Regulation Branch (LCRB)?				
Have you contacted your Vancouver Police Department assigned EOPS Planner?				

Part V: Additional Approvals- Stages and Structures (page 39)				
	Yes	No	N/A	Comments
Will your event include any of the following?				
Bleachers (grandstands)				
Stages higher than 1.2m (4 ft.) or larger than 40m ² (430 f ²)				
Tents Larger than 60m ² (645 ft ²)				
Where a series of structures are placed within 10ft. of each other with a combined square footage of 640ft ²				
A cluster of 10 x 10 tents or any cluster of undersized tents exceeding 60m ² unless placed 3m apart.				
If you answered "yes" to the above question and the item(s) are on private property, have you contacted the City of Vancouver's Development Services for a permit?				
If you answered "yes" to the above question and the item(s) are on City property have you obtained a stamped drawing(s) from a Structural Engineer?				
Have you submitted the stamped drawings to your Special Event Officer?				

Part VI: Additional Approvals- Temporary Electrical, Plumbing and Gas (pages 40-41)				
	Yes	No	N/A	Comments
Will your event require the use of a generator, or the use of a building's power supply?				
If you answered "yes" to the above question, have you contacted the City of Vancouver's Electrical Inspection Branch?				
Will your event require the use of plumbing or gas features on private property?				
If you answered "yes" to the above question, have you contacted the City of Vancouver's Plumbing and Gas Inspection Branch?				
Will your event require the use of gas features on City property?				
If you answered "yes" to the above question, have you contacted Vancouver Fire and Rescue Services?				

Part VII: Additional Considerations				
	Yes	No	N/A	Comments
Will your event have any impacts to transit (including bus stops and routes, taxi zones, Skytrain)? (pg. 42)				
If you answered "yes" to the above question, has the appropriate transit authority been engaged and do they approve of the impact?				
Will your event include fireworks? (pg. 43)				
If you answered "yes" to the above question, do you have the appropriate approvals from Vancouver Fire and Rescue Services?				

Part VIII: Before your Event				
	Yes	No	N/A	Comments
Have you submitted your parking request (if applicable) to your Special Event Officer?				
Have you paid your deposit (if applicable)? (pg. 45)				
Have you executed your approved Community Engagement Plan?				
Have you printed a copy of your permit?				