



## Tips for Planning a Community Event

Below are some basic items to take into consideration when planning a community event in the Town of Parker. In addition to utilizing this checklist, please be sure to fill out a Community Event Permit. Permits can be found at [www.parkeronline.org/events](http://www.parkeronline.org/events).

### Event Date

- Check the Town's online Community Calendar to see what else may be planned on that day around Town.

### Location

- Will you be utilizing a Town park? If so, be sure to put in for a reservation through the Parks Department at 303.805.6311.
- If utilizing a Town park or trail, the Town will assist you in ensuring that the grounds are prepped and irrigation has been scheduled accordingly.
- Road closure: Does your event require the closure of a road? Please note that all road closures must be administered by the Parker Police Department. You will need to provide reason, schedule and a map for such a request. The Town's Public Works Department will assist you in providing barricades for a closure.
- Will your event require traffic control? Contact the Parker Police Department at 303.841.9800

### Attendance

- How many people do you anticipate attending your event?
- Restroom availability: How many are available at your event's location?
- When ordering portable restrooms, be sure to order handicap accessible units as well.

### Activities

- Will your event include inflatables (bounce houses, slides, etc.), large tents or cooking? These items must be permitted as well.
- Always be sure that you are renting inflatables through a reputable company that can provide you with specifications and safety certifications for their equipment. Have the company provide a copy of their insurance.
- Food: Sale of food and beverage must be permitted through the Tri County Department. Be sure to visit [www.tchd.org](http://www.tchd.org) for necessary forms and paperwork for your event.
- Alcohol: You must obtain liquor licenses from the state, fencing for designated drinking areas and employ off-duty officers when selling alcohol at an event. Find more information at [www.colorado.gov](http://www.colorado.gov).

### Power, Stages and Tents

- Will there be use of generators or temporary structures?
- Both of these items require permits and inspections. Please contact the Town's Building Division to find out if you'll need permits or inspections at 303.841.1970.

### Event Promotion

- How do you plan to get the word out about your event?

- Fill out a Request for Publicity Assistance at [www.parkeronline.org/publicity](http://www.parkeronline.org/publicity) and the Town will assist you by posting your event on the online calendar, Talk of the Town calendar and electronic signs where applicable and based on availability.
- Mainstreet Banners: please fill out a banner permit request to ensure there will be ample space for your banners before printing at [www.parkeronline.org](http://www.parkeronline.org).
- Yard signs and banners: Be sure to follow Town code when placing signs and banners or they may be confiscated. The Neighborhood Services Department can assist you in making sure you follow the proper parameters.
- Be sure not to use any signage with flashing, blinking, animation, nor balloons, flags or streamers.

### **Sales Tax**

- Will items be for sale at your event? If so, it is your responsibility to be sure that sales tax is collected. The Town's Sales Tax Division can provide you with forms and instructions to help you along the way.
- Download a Community Event Promoter and Vendor Packet from [www.parkeronline.org](http://www.parkeronline.org) or call 303.805.3228.

### **Safety Tips**

- First Aid: Be sure that your event has a form of designated first aid.
- Be sure to maintain emergency access for first responder vehicles.
- Cords: Be sure that all electrical cords, ropes and generators are safe from foot and vehicle traffic.
- Tents: All tents must be weighted down as staking is not permitted in Town Parks. Cooking is not permitted under tents.
  - Large tents or many tents placed together may require a tent permit through South Metro Fire Protection District.
  - Fire extinguishers may be required.
- Remember that ADA access must be maintained.
- Maintain a minimum 3 ft. clearance around all fire hydrants.
- Does your event require security at the event and over night?

### **Trash/Recycling Plan**

- Are you selling food or drink? This will increase the amount of trash your event produces. Temporary trash cans can be ordered from waste management. Large amounts of trash may require a roll-off/dumpster.
- Do you plan to implement a recycling plan for the event? If so, be sure to place a recycling can with each trash can and ensure that the recycling cans have different lids with clear guidelines as to what can be recycled and what cannot. Recycling stations with volunteers work best.

### **Volunteers**

- Who will be “working” your event? How many volunteers do you need and how do you plan to solicit them?

### **Funding**

- How will you be paying for the upfront costs of the event?