CITY OF MASON
SPECIAL EVENT CHECKLIST

The following is intended to provide event organizers with a helpful list of items to consider when planning a Community Event or Celebration. The City has an established Events Team that is committed to helping organizers answer questions, connect with City resources and navigate processes that may be needed for public safety, welfare and success of the event. We strongly encourage organizers to reach out to Barbara Bennett-Heck, Events Manager, and her team early and often at:

Events Manager: Barbara Bennett-Heck **Phone:** 513.229.8500 **Email:** EventsTeam@masonoh.org

HAVE YOU REVIEWED?

- ☐ The Event Guidebook
- ☐ Mason Community Calendar
- ☐ City of Mason Facilities and Locations Available for Use/Rental
- ☐ Mason Permit Portal

As event organizers navigate the below list of questions, we encourage you to prepare a map of the location and layout of the details of the event described below to be used to help our Events Team understand your vision for the event.

Once a date, start time, end time and location have been selected, the following may be helpful to consider:

- ☐ In case of inclement weather will the event be canceled or postponed to another date?
- ☐ Will adjacent property owners be impacted by noise, traffic, congestion?
- ☐ Are you planning entertainment/stage?
- ☐ Have you prepared for guest parking and traffic management?
- ☐ Will your event impact traffic or roadway access?
- ☐ Will shuttles be used for transporting guests to and from the event?
- ☐ Have you planned for guests entering and leaving the event?
- ☐ Are tents planned as part of the event (food, vendor, guests)?
- ☐ Will mobile food units participate in the event?
- ☐ Will there be power needs for tents/entertainment (lighting, generators, concessions, etc.)
- ☐ If the event extends into the evening, has lighting for the safety of your guests been considered?
- ☐ Has the location for vendors, exhibitors, mobile food units been established?
- ☐ Is signage planned?
- ☐ Is the serving of alcohol planned?
- ☐ Is Wi-Fi needed?
- ☐ Have you planned for trash removal (i.e. receptacles, dumpster)?
- ☐ Have you planned for portable toilets and hand washing stations?
- ☐ Have you established an Event Command Post and prepared a safety plan, in case of emergency (including fire, EMS, and police)?
- ☐ Have you established a security plan/ lost child procedure?
- ☐ Do you have a plan for cash/credit card handling and collection protocols?
- ☐ If hosting an event is downtown Mason, have you contacted the MADECDC?

CITY OF MASON OHIO
more than you imagine.