

## HELPFUL HINTS FOR SPECIAL EVENTS & FESTIVALS AN A-B-C CHECKLIST

ABC application/license	Logistics Map
ABC signs & tape	Merchandise
Artwork	Miscellaneous
Awards	News Releases
Bags	Payments
Banners	Participants/Patrons
Beer/Wine	Patron survey
Budget	Parking/passes
Bleachers	Permits (event/parade/street closure) Other: Coast Guard/ Private Property Right of Entries/ Hold Harmless
Camera, Film, batteries, charger	Port-A-Johns (extra service/HC)
Chairman & Steering committee	Promotion Plan
City Team Meeting	Review from previous event
Contract labor	Radios/cellphone/# list
Crisis Management Plan	Safety check/security
Critique / Evaluation	Shirts
Cut Grass	Signage
Date/Time/Location	Soft Drinks/Water/Juices
Deadlines	Snacks
Emergency \$	Sound Engineering
Entertainment	Sponsors
Extra Staff	Special equipment
Fences/Barricades	Staging
Food / Catering	Supplies (staple guns, scissors/tape etc)
GiveAways/Promotions	Tents
Golf Carts	Tables/chairs
HRT Notifications (buses/ferries)	Thank yous
Ice	Trash containers/ cans/bags/collectors
Insurance	Vendors-payments/permits/insurance
Job Duties-Staff/Volunteers	Volunteers—Youth and Adult
	Utilities- Water/power/wastewater/grease/charcoal