



# Communications Plan for Special Events

Due 5 weeks before the event. Please email completed form to the Special Event Permit Manager.

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Event Time \_\_\_\_\_

Communication Manager's Name: \_\_\_\_\_

Communication Manager's Phone Number During Event: \_\_\_\_\_

How will you communicate with event staff during the event? (examples: cell phone calls, text message, smart phone app)

How you will communicate with event staff in case of an emergency?

How did you inform the surrounding businesses and residents of the event? Please include dates they were contacted.

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Who is the person who has overall responsibility for the event? \_\_\_\_\_

How will they be contacted during the event? Include phone number(s)

\_\_\_\_\_

Who is the alternate point of contact for the day of the event? \_\_\_\_\_

How will they be contacted during the event? Include phone number(s)

\_\_\_\_\_

Who is the Safety Officer for the event? \_\_\_\_\_

How will they be contacted during the event? Include phone number(s)

\_\_\_\_\_

Who is responsible for security during the event? \_\_\_\_\_

How will they be contacted during the event? Include phone number(s)

\_\_\_\_\_

In the event of an emergency, describe how you will communicate with the public (examples: public address system, loudspeaker)

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**Weather Information:** The Event Organizer will monitor weather radar and obtain regular reports from National Weather Service (NWS) using [www.weather.gov](http://www.weather.gov). In the event severe weather becomes imminent, either by observed conditions or by NWS issuing a "Warning," the Event Organizer will immediately contact City Emergency Management officials assigned to the event and follow the direction given by officials.

**Missing and Lost Persons:** The Event Organizer must designate a location at the event to unite missing and lost persons with their parties. All event personnel working at the event will be made aware of how the Event Organizer will manage missing and lost person reports. The Event Organizer must obtain the description of the person including age, gender, clothing, and last known vicinity of the person.

If the person is missing and is under 18 years of age, immediately notify the police and provide their description. Immediately notify event staff at each entrance/exit, and have additional staff walk through the event to visually locate the missing person. Once they are located, escort them to the designated location to be reunited with their party and notify the police they have been found.

If the person is lost and is under 18 years of age, two event staff must remain with the lost person at all times. Make an emergency announcement using the public address system for the event using the following script: "[Name of lost person] please report to the [name designated location]."

**Lost/Found Property:** Describe your plan for managing lost/found property safely and how you will determine who the owner is.

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**Evacuation Plan:** The purpose of an evacuation is to provide for safe, efficient, and orderly evacuation of the event site should severe weather, fire, or other situations that warrant such action. Describe how event staff will be notified of the need to evacuate.

Describe how the event attendees will be notified of the need to evacuate.

Where will event attendees be directed to go if an evacuation is needed?

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