



Equipment Delivery Schedule for Special Events

Due 5 weeks before the event. Please use additional sheets if necessary. For tents, include size, how they will be anchored to the ground, and (if possible) the serial number matching the tent's flame resistance certificate under Type of Equipment. Email completed form to the Special Events Permit Manager.

Event Name _____

Event Date _____ Event Time _____

Event Organizer Name: _____ Event Organizer Email Address: _____

Type of Equipment	Quantity	Load-In Date	Load-In Time	Load-Out Date	Load-Out Time	Name of Delivery Company	Delivery Company Contact Name & Phone Number

For Office Use Only

Received by: _____ Date Received: _____ Approved: _____