

# Special Event Checklist

(Camps, Tournaments, and Other Special Events)



Each organizing group or individual is required to have a pre-tournament/camp/special event meeting with Scott Lahman, the Park District Business Specialist, or his designee before a final permit will be issued. **Bring completed form to the meeting.** The organization representative must contact Scott Lahman, (513) 474-0003 ext. 4512 to review all pertinent details.

*Office Use*

Pre-event meeting attendees:

Date of pre-event meeting:

1. Name of Tournament, Camp or Special Event \_\_\_\_\_

2. Name of Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Best way to distribute information (please circle)      Mail      Email

3. Date(s) of Tournament/Camp/Special Event \_\_\_\_\_

4. Time(s) or Tournament/Camp/Special Event \_\_\_\_\_

5. Please refer to your copy of the Special Event Request Form, which includes specific field request. Outline any changes since the original request was submitted specifically, the number of fields needed, sizes needed, and preferred fields.

Location Change \_\_\_\_\_ Number of fields, from \_\_\_\_\_ to \_\_\_\_\_

Size(s) needed \_\_\_\_\_

- Does your event require goals?    Yes      No    If yes how many sets \_\_\_\_\_
- Does your event require lines?    Yes      No    If yes how many fields \_\_\_\_\_

**All game or event schedules must be submitted to the Anderson Park District for review as soon as they become available.**

6. Revisions to anticipated number of participants from the original request form:

- Players/Coaches \_\_\_\_\_
- Spectators \_\_\_\_\_

7. Sanctioning of Tournament from local governing body, (if applicable). Please attach sanction verification. Name of sanctioning body: \_\_\_\_\_

8. Please attach a copy of certificate of insurance with the Anderson Park District named as a certificate holder.

Insurance Company Name \_\_\_\_\_

Insurance Company Address \_\_\_\_\_

Agent's Name \_\_\_\_\_

Agent's Address \_\_\_\_\_

Agent's Phone Number \_\_\_\_\_

9. The number of additional portable toilets needed, will be determined by the Operations Manager or his designee. It will be based on the game schedule, frequency of the games, and other information on the event. **When scheduling more than 75 games of play for the weekend, additional portable toilets may be required at the rate of one toilet per 12 games.** Contracting the portable toilet service will be the responsibility of the Park District, however, extra units and required extra cleanings will be billed to the tournament/camp/special event organizing group.

# Of Portable Toilets to order \_\_\_\_\_

# Of Portable Toilets to provide extra cleaning \_\_\_\_\_

10. Separate permits are required for all merchandise vendors. Please list contacts, with phone numbers, for all sales. All fees related to vendor sales must be paid prior to the event. It is the responsibility of the vendor to contact the Business Specialist to make arrangements for a permit; however, all fees are ultimately the responsibility of the organizing group. **The Anderson Park District reserves the right to sell park accessories from any or all locations.**

Vendor Name \_\_\_\_\_

Vendor Phone Number \_\_\_\_\_

Vendor Name \_\_\_\_\_

Vendor Phone Number \_\_\_\_\_

11. The event organizers must have a communication plan for contacting emergency services during the event.

Please briefly outline your plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Prior to the event, the event organization should make arrangements to pick-up all necessary keys and other APD material(s) for your event.

13. No vehicles may be parked in any location other than marked parking lots without prior authorization. All vehicles authorized to park in such spaces must be clearly marked.

14. Overnight stays for some events may be authorized with prior arrangement. In such cases all vehicle models, makes, and license numbers must be on file with the APD prior to the stay.
15. Event organizations may be required to provide or pay for parking attendants depending on the specific parks they are utilizing and the type of event that is occurring. The Operations Manager or his designee will determine parking attendants and security.

**16. Fees for Additional Equipment or Services. See Fees and Charges**

The Anderson Park District has additional equipment and/or services available for rent.

*(Revised 12/6/2022)*