



Addendum A – Event Scheduling Instructions

Application for Special Event

REQUIRED for all events.

All event applications must include an “Event Scheduling” document that outlines the expected timing and flow of all activities related to the event, beginning with any set up, including any major time points within the event, and concluding with the event tear down and clean up. If your initial application includes a tentative Event Schedule, you will need to send updates to the Special Events Office as details are finalized. To assist you in organizing and presenting the information, the Special Events Office has developed an Event Scheduling template. Download the template file from the Special Events Page. Use of the template is optional, but your Event Scheduling document must contain the same information.

Run of Show – Example

Event Name:	10K Run and Family Fun Celebration	
Date 1: <u>Sat.</u> <u>08/05/2025</u>	Time	Activity
	10:00 AM	Arrive At Park, Begin Set-Up
	11:00 AM	Rental Tents Delivered And Set-Up
	2:00 PM	Portable Restrooms Delivered
	5:00 PM	Dumpsters Delivered
	7:00 PM	Wrap Set-Up
Date 2: <u>Sun.</u> <u>08/06/2025</u>	Time	Activity
	6:00 AM	Volunteer Check-In And Sound Check
	7:00 AM	Registration Opens To Public
	8:00 AM	Announcements From Stage
	8:30 AM	Streets Close And Runners Line Up
	10:00 AM	Celebration In Park Begins, Vendor Booths Open, Beer Garden Opens
	11:30 AM	Course Cut-Off Time; Remaining Runners/ Walkers Moved To Sidewalk
	12:00 PM	Streets Re-Open To Regular Traffic
	12:30 PM	Bank/ Entertainment Performances Begin
	3:30 PM	Last Call in Beer Garden
	4:00 PM	Event Closes
	5:00 PM	All Guests Cleared and Clean-Up Begins
6-9:00 PM	Vendor Load-Out Complete, Stage and Tent Tear-Down	
Date 3: <u>Mon.</u> <u>08/07/2025</u>	Time	Activity
	6:00 AM	Portable Restrooms, Dumpsters Removed From Park
	7:00 AM	All Tear-Down and Clean Up Complete