



## \* Event Checklist

EVENT NAME and DATE: \_\_\_\_\_

### FOR THE TOWN OF RED RIVER

- Provided event layout/map?
- Provided event schedule and logo to be included in Town of Red River marketing
- Provided a copy of DOT permit with closure of highway?
- Provided vendor list with Town of Red River Business Licenses numbers or CRS letter of compliance?
- Provided vendor list with electrical needs?
- Has your insurance company named the Town of Red River as the additional insured?  
\*\*CERTIFICATE HOLDER\*\* IS NOT ADEQUATE
- Outdoor entertainment permit approval received from the Town?
- Notified all Town department heads?

### FOR THE EVENT

- Received proper permits or licenses for any food concessions, sales tax, or alcohol sales?
- Arranged for use of electricity?
- Rented generator?
- Designed a plan for inclement weather?
- Arranged for trash receptacles and pick up?
- Arranged security?
- Planned for clean-up of the event site?

**\*TO BE SUBMITTED TO TOURISM DEPARTMENT TWO WEEKS PRIOR TO THE EVENT\***