

SPECIAL EVENTS CHECKLIST



The following provides a checklist for the Organizers to refer to when preparing for a Special Event. Refer to the Special Event Planning Guide for more detailed information (resources, funding, contact information, etc.)

Pre-Event Planning

(Begin about a year before the event)

2026 Fee Schedule	
2 to 10 Businesses	\$ 255.50
11 to 15 Businesses	\$ 383.25
16 to 20 Businesses	\$ 511.00
21+ Businesses	\$ 817.60
Multiple Event	\$ 150.00

- ☐ Define the Event
- ☐ Name the Event
- ☐ Build a Team
- ☐ Establish a Budget
- ☐ Choose a Date
- ☐ Create Timelines
- ☐ Choose a Venue
- ☐ Letter of Authorization
- ☐ Create a Marketing Plan
- ☐ Prepare a Potential Exhibitor List
- ☐ Identify Activities
- ☐ Seek Required Approvals/Exemptions
- ☐ Emergency Plan
- ☐ SOCAN and RE: SOUND License

A Special Event that takes place more than once a year shall pay a one-time annual multiple event fee of 153.30.

Preparing for the Event

(3 Months prior to the event)

- ☐ Submit a Special Event License Application
- ☐ Pay Fees
- ☐ Demonstrate proof of Liability Insurance
- ☐ Provide a Floor Plan
 - Businesses and their locations, Fire exits, Garbage receptacles, Gross floor area, Proposed seating, Public washrooms, Fire extinguishers
- ☐ Prepare a Site Plan
 - Road closures, Emergency access and egress points, Businesses (food/vendor stalls) and their locations, Hazardous/combustible materials, Incident center, Location of all structures, Medical and first aid stations, Property boundaries, Restricted areas, Water stations, Vehicle access entry
- ☐ Prepare an Exhibitor List
(Submit a min 15 days (about 2 weeks) prior to the event.)
- ☐ Remember to Obtain Permits:
Building, EOHU, TSSA, Fireworks, Road Closure, Liquor, Lottery
- ☐ Co-ordinate with Emergency Services.
- ☐ Schedule necessary inspections:
EOHU, Building, By-Law, Fire, ESA, TSSA
- ☐ Schedule Set-Up the day before.
- ☐ Hire Duty Officers

- ☐ Security Plan

Post-Event

- ☐ Tear-Down
- ☐ Keep the momentum going and share photos, videos, and highlights on social media.
- ☐ Ensure the site is returned to the way it was before the event.
- ☐ Request your deposit for damage and security.
- ☐ Celebrate success.
- ☐ Evaluate the challenges.
- ☐ Complete the Special Events Survey.

May 6, 2025