



CITY OF ORTING SPECIAL EVENT WORKSHEET

The following checklist is provided to help event organizers meet all required deadlines from the City of Orting for special events.

90+ DAYS PRIOR TO EVENT DATE:

Submit COMPLETE application, including:	<input type="checkbox"/>	Notes:
• Proof of insurance	<input type="checkbox"/>	
• Event map & timeline	<input type="checkbox"/>	
• Payment of application fee	<input type="checkbox"/>	
Submit Sponsorship application (if applicable).	<input type="checkbox"/>	
Submit required sponsorship documents, including:	<input type="checkbox"/>	
• Sponsorship letter	<input type="checkbox"/>	
• Proof of insurance	<input type="checkbox"/>	
• Proof of non-profit status	<input type="checkbox"/>	
Submit Banner Application (if applicable).	<input type="checkbox"/>	
Begin road closure process w/WSDOT (if closing WA-162).	<input type="checkbox"/>	

60+ DAYS PRIOR TO EVENT DATE:

Present at CGA meeting (if applying for sponsorship).	<input type="checkbox"/>	Meeting date:
Confirm services to be provided by the City.	<input type="checkbox"/>	
Check-in w/City via email, phone, or in person.	<input type="checkbox"/>	

30+ DAYS PRIOR TO EVENT**DATE:**

Submit Insurance Certificate citing City of Orting as additional insured.	<input type="checkbox"/>	Notes:
Submit any other required insurance documents.	<input type="checkbox"/>	
Submit payment for any remaining fees.	<input type="checkbox"/>	
Submit updated map & timeline if necessary.	<input type="checkbox"/>	
Notify neighboring businesses and residents about event.	<input type="checkbox"/>	
Check-in w/City via email, phone, or in person.	<input type="checkbox"/>	
Provide road closure permit from WSDOT (if closing WA-162).	<input type="checkbox"/>	

14+ DAYS PRIOR TO EVENT**DATE:**

Submit safety plan (if required).	<input type="checkbox"/>	
Check-in w/City via email, phone, or in person.	<input type="checkbox"/>	

7+ DAYS PRIOR TO EVENT**DATE:**

Final check-in w/City via email, phone, or in person.	<input type="checkbox"/>	
Site walk-through.	<input type="checkbox"/>	

AFTER EVENT**DATE:**

Debrief meeting w/City via phone or in person.	<input type="checkbox"/>	
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