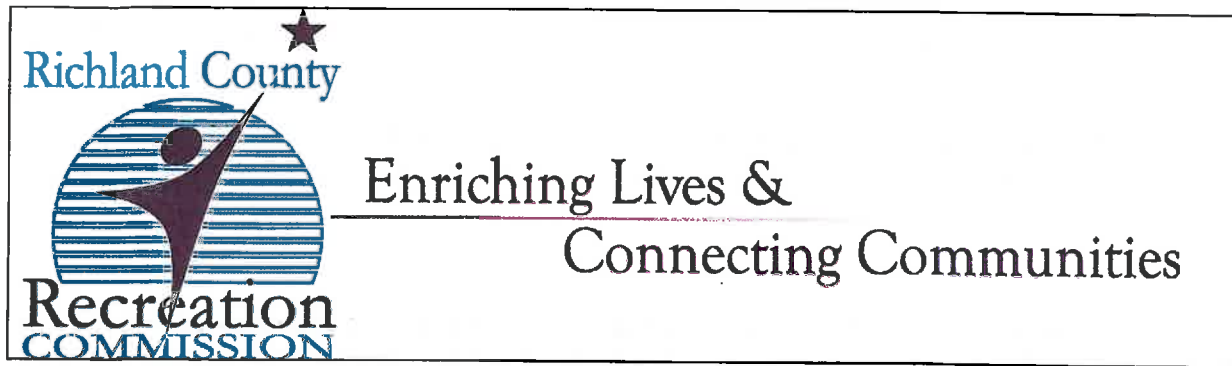


# SPECIAL EVENTS

## PLANNING PACKET

- County Wide Special Event Policy No. 13012
- Compliance Pre-Event Checklist
- Compliance Pre-Event Safety Checklist





## County–Wide Special Events

Community Relations: Special Events:  
Policy No. 13012

Revision Date: November 18, 2013

### Policy Statement

The Richland County Recreation Commission offers a variety of innovative, seasonal, and community oriented special events throughout the year. These events provide opportunities for families to enjoy an array of traditional, unique, and memorable experiences which can improve the quality of life in Richland County.

The purpose of this policy is to establish specific guidelines that the Richland County Recreation Commission will use in the process of a Special Event. It is the Responsibility of the Special Events Manager to ensure these guidelines are followed.

#### Approval:

Upon deciding on a specific event, it is the responsibility of the Special Events Manager to secure approval from the Executive Director or his designee prior to beginning the event planning process.

#### Risk Management:

Risk Management Plans for individual special events shall be developed and implemented by Special Events Manager with cooperation from the Director of Safety and Security and Risk Manager. The Risk Management Plan shall involve all staff, including volunteers and participants.

#### Insurance/Liability:

The Special Events Manager shall meet with the Human Resources Manager to insure proper coverage is obtained for individual events prior to event date.

#### Permit Requirements:

When using facilities other than Richland County Recreation Commission Parks or Community Centers, the Special Events Manager must secure proper permits for facility usage, concession sales, etc., according to the size, purpose and length of individual events.

#### Marketing Plan:

The Special Events Manager shall work closely with the Community Relations Director in order to develop a comprehensive marketing plan for individual events. Analysis should be done to

determine the most effective event promotion tools to include RCRC publications, website, social media and facilities in addition to working to ensure the involvement of external media, signage, and other forms of advertisement.

Funding:

It is the responsibility of the Special Events Manager to establish partnerships essential to the planning and funding of individual events. This includes securing sponsorship dollars, entry and registration fees, as well as vendor agreements and fees.

Property Management:

Property Management shall be notified a minimum of one month in advance of any upcoming special event. This includes submission of Maintenance and/or Table and Chair Requests in order to allow sufficient time to plan for care and delivery of any equipment, supplies or services necessary for individual events.

Adverse Weather:

It is the responsibility of the Special Events Manager to establish and publish an action plan prior to the event day stating what will occur in the case of inclement weather. If any vendor agreements are sent out, this policy should be attached, along with cancellation and refund procedures, to each vendor agreement in order to insure the policy is noted by all parties involved.

Staff/Volunteer:

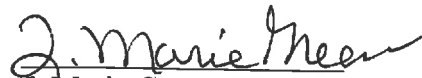
The use of staff/volunteers by RCRC is critical in order to serve patrons and successfully carry out special events. The Special Events Manager shall work closely with the Volunteer Manager to recruit a sufficient number of volunteers in order to supplement and assist RCRC staff at each individual event. Volunteers and staff shall work under the supervision of the Special Events Manager to help ensure a quality experience for all event participants.

Event Evaluation:

The Special Events Manager should complete an evaluation after each individual event as a tool to improve future events. This should include gathering input from sponsors, staff and event participants to effectively gauge the success of individual events.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013  
(Date Approved)

  
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.

## Compliance Pre- Event Checklist

The Richland County Recreation Commission offers a variety of innovative, seasonal, and community oriented special events throughout the year. These events provide opportunities for families to enjoy an array of traditional, unique, and memorable experiences which can improve the quality of life in Richland County.

The purpose of this checklist is to assist the Event Coordinator in planning a safe and successful event and to ensure that the guidelines in the Special Event Policy No:13012 are followed. This checklist should be used for events that impact the facilities' surrounding community, to include road closures, vendors, safety concerns, large crowds, etc. A copy of this completed checklist should be in the event file and copy sent to the Compliance Manager. It is the Responsibility of the Event Coordinator to ensure these guidelines are followed.

Event: \_\_\_\_\_ Location: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Special Event Policy Requirements (refer to policy 13012)	Yes/ No	Date	If no, why?
Was the event approved by your supervisor?			
Did the Special Events Coordinator and the Safety and Risk Manager meet to develop a Risk Management Plan?			
Did the Special Events Coordinator meet with the HR Manager to ensure that the proper insurance coverage is obtained?			
Did the Special Events Coordinator secure and verify the proper permits and/or licensures?			
Did the Special Events Coordinator and the Communications Director meet to implement a marketing plan?			
Did the Special Events Coordinator establish funding for the event to include sponsorships, entry fees, registration fees, and vendor fees? Please see Fee Setting Policy 8010.			
Was Property Management notified at least one month prior to the event for the need of equipment, supplies, tables, chairs or staff?			
Was an adverse weather policy established, published and given to appropriate persons and vendors?			

Did the Special Events Coordinator meet with other staff about volunteering at the event?			
Was an evaluation created to give to participants, staff, vendors and sponsors? Note: An Evaluation is required for all events.			
Is the venue physically accessible to persons with disabilities including but not limited to, accessible parking, compliant portable and/or permanent restrooms, accessible paths of travel, accessible seating, ramps, etc. ?			
Is there adequate signing to your event?			

\_\_\_\_\_

Director Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Division Head Signature

\_\_\_\_\_

Date

Comments: \_\_\_\_\_

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## Compliance Pre-Event Safety Checklist

Planning is an essential part of event success. When planning your event it is important to remember that each event is different, from the type and number of people attending to the nature of the event. The Pre- Event Safety Checklist is a guide to many of the issues that must be considered when planning an event. Depending on the nature of your event some of these issues may require more detailed attention. **This Checklist must be signed by the Safety Manager.**

Event: \_\_\_\_\_ Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date of Event: \_\_\_\_\_

<b>Pre-Event Safety Checklist</b>	<b>YES</b>	<b>No</b>	<b>N/A</b>
Did the Special Events Coordinator and the Safety and Risk Manager meet to develop a Risk Management Plan?			
Is the site free from tripping hazards, such as cables, potholes, tent pegs?			
Are there sufficient entrances/exits and clearly marked?			
Can emergency vehicles gain access?			
Will the site be suitable for the weather conditions expected on the day of event?			
Are there specific hazards at the site, such as open water, overhead power lines, steep changes in level and are the public protected from them?			
Is there separate vehicle and pedestrian access?			
If you have any perimeter fences are they safe?			
Is there adequate signage, e.g. for car parking, first aid points, toilets?			
Is there adequate provision for parking?			
Do you have sufficient staff to manage parking?			
Is there adequate lighting in the car parking area?			
Do you have you measures to retrieve broken down vehicles or ones that may become stuck due to poor weather condition?			
Do you have plans in place to deal with over flow parking?			
Have you obtained the necessary permission to close a road?			
Has Emergency Services been contacted i.e. Highway Patrol, EMS, etc.? (If needed)			
Has the ADA Accessibility Standards been met?			

Comments:

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_