



Events Checklist:

As your event approaches, it is a good idea to go through a checklist to make sure you have everything you need. The City Of Chattanooga has put together a helpful checklist to use to make sure you don't forget anything for your event. You can also download this list to print out and check off things to make sure you have everything covered.

- Appropriate permits; (Parks, Street Closure, Alcohol, Sound Amplification...)
- Paid all application fees and deposits. Different permits have different fees, please be sure to make notes of fees and deadlines for each permit you may have.
- Signed and returned all license agreements and contracts.
- Notified residents/merchants along your route/street closure. To be done 30 days before your event.
- Submitted a copy of insurance listing the City Of Chattanooga as additionally insured. List address: 101 E. 11th Street, Chattanooga TN 37402.
- Contact your barricade company and provide them with a copy of your traffic control plan. (this is provided to you after all paperwork and payment has been received and in your approved event packet)
- Notified Chattanooga Police Department.
- Recycling: is required at all events, make sure you have enough recycling bins.
- Emergency Action Plan: designated locations for first aid and emergency services.
- List of important contacts associated with your event for the day of.
- Posted your event to social media? – getting the word out there not only promotes your event for people to attend, but it also let's others know what's going on downtown so advanced planning can be made if need be.

Post Event:

- Clean up your event space. All areas need to be returned the way they were found to avoid any additional fees.
- Remove any barricades and signs and face away from the street.
- Return any rented cones.
- Complete and return your Post Event Report of Results.
- Follow up to receive any deposits back.
- Plan your next year's event!