# SPECIAL EVENT PROCESS FLOW CHART *(REFERENCE CMC 8.17)*

Sponsor initiates event by contacting staff 90 days to 2 years prior to event.
*(9-12 months prior is preferred for most events)*

## ANNUAL EVENT

**STAFF INITIATES**
Review of previous after-action items
- Advise of any changed requirements
- Checklist of outstanding documentation
- Schedule of timeline for Applicant

## FIRST TIME EVENT

**STAFF EXPLAINS**
- Municipal Code requirements
- Special events process & timeline
- Available reference materials
- Referrals to other involved agencies
- Billing estimate

## EVENT APPLICANT RESPONSIBLE FOR:

- Parks & Recreation Facility Use Permit
- Insurance
- Site Plan/Route Map
- Traffic Control/Signage Plan
- Parking Management/Shuttle Plans
- Affected Party Meeting/Notifications
- NCTD/Caltrans Permits
- Environmental Impact Plans
- FD Inspections &/or Permit
- Medical Plan
- Massage Licensing
- Business Licensing
- Staffing Plan
- ABC Permit
- SD County Health Permit
- Other requirements set forth by staff

Present (for new) &/or submit completed application
with fee(s) to Special Events Committee

Special Events Committee reviews &
provides feedback to Applicant

Re-submittal with corrections &/or
supplemental documentation

Matriculate process with
Special Events Coordinator

**DENIAL**
minimum of 28 days' notice

**APPROVAL**
minimum of 28 days' notice

City Manager can
authorize alternate
date/time/venue

**EVENT DATE**

Appeal process to
City Council

After-action letter & billing