



Duncanville
City of Champions

DUNCANVILLE
The Perfect Blend of Family, Community & Business

SPECIAL EVENT CHECKLIST

EVENT:			DATE:
Item	Needed	Handled or Submitted	Comments
Cleanup Crew			
Electricity/Generators			
Fire Extinguishers			
First Aid			
Gray Water Stations			
Health Permits			
Insurance			
List of Vendors			
Map			
Parade Permit			
Park Rules			
Park Vendor Permits			
Restroom Facilities			
Safety Plan			
Security			
Special Event Application			
Special Event Application Fee			
Stage			
Street Banners			
Tent Permits			
Trash Cans/Dumpsters			
Alcohol			
Do You Have Alcohol?			
If Yes, Do You Have:			
Event and Alcohol Insurance			
Temporary TABC License			
Street Closures			
Barricades/Cones			
Traffic Control Plan			
Traffic Directional Signage			