

Boulder County Special Events Checklist

What Makes a Full Application

Application form

- All relevant fields on page 1 of application filled out completely
- Identify organization (event sponsor) that is legally and financially responsible for event
- Identify chief officer of event sponsor
- Identify person in charge of organizer the event (primary contact)

Signature

- Chief officer of event sponsor (plan accordingly if chief officer is not local) signature on page 2
- Primary contact signature on page 2

Organizer's Resume

- Required for all new applicants
- Must show experience organizing similar events

Insurance Requirements

- Must be accurate

Site Plan/Route Map

- PDF format
- Drawn to scale
- Show:
 - Boundaries and routes
 - Event infrastructure
 - Event operations components

Operations Plan

- Provide day of event organizer contact information
- Plan elements, as needed for size of event:
 - Communications
 - Emergency Response
 - Medical
 - Sanitation
 - Safety and Security
 - Signing
 - Transportation

Payments and Fees

- Application Fee:
 - Non-refundable \$50 fee
 - Waived for local government event sponsors
 - Waived for First Amendment covered activities
- Performance Deposit:
 - Refundable \$500
 - Boulder County Sheriff's Office Invoice