



### **Special Event Planning** **Pre-Event Meeting**

Once your event check list and any other relevant event forms have been submitted a special event planning meeting will be scheduled. The planning meeting is a time for the event organizer to bring all details of the proposed event. This meeting will provide city staff with information needed to determine event requirements. This is also a time that we can share with you what has worked well at other similar events.

At the planning meeting a representative from the following City of Stockton departments; Community Services, Fire, Police and Risk Management will be present. If your event involves any other city department they will also be at the meeting. The purpose of the planning meeting is to make sure we have a clear understanding of your proposed event. After the meeting you will be provided with a complete list of requirements which must be met in order for your event to move forward. The requirements will include but are not limited to insurance amounts needed, police department cost, fire permits needed and deadlines for submitting required documentation.

Please bring the following information to the planning meeting:

1. Completed special event checklist that was submitted.
2. Alcohol management plan if you plan on serving alcohol.
3. Layout for the event.
4. A list of all confirmed vendors.

Following are common topics of discussion at production meeting:

- Type of Event
- Set - up and Dismantle Plan
- Event Components (such as music and other activities)
- Security responsibilities
- Insurance requirements
- Traffic Management Plan
- Business License
- Storm Water Management

Pre-event meetings also provide event organizers with feedback regarding proposed new events. If you would like to meet with the City of Stockton Special Event Committee, please contact (209)937-8119.