

Grand Traverse County Road Commission Event Checklist

Today's Date: _____

Each application shall include the following information:

(this checklist can be attached to the permit when submitted if more space is needed)

- A. Name of Event:

- B. Activity in connection with which the Event is being conducted.
 - i. Date:
 - ii. Times:
 - 1. Start
 - 2. Finish
 - 3. Preliminary work Start Time (signs, banners, barricades, ect.)
 - 4. Cleanup finished

- C. Description of the Event:

- D. A Map of the proposed event, including:
 - 1. Locations of event signs
 - 2. Locations of Marshals (law enforcement)
 - 3. Location of Parking and Staging area
 - 4. Law enforcement and Emergency Services Staging
 - 5. Banner locations, if any.

- E. Proof of Insurance in accordance to GTCRC requirements. See gtcrc.org web site for specifications. Please be sure to follow them accurately.

- F. Documentation of Traffic Control methods, Law Enforcement notification, and contact information for emergency services, law enforcement, volunteers, primary staff or/and event security.

- G. Tax Exempt Status (Fees waived for Non-profits, need letter of 501(c) 3 status).

Contact person during event: _____

Cell phone number: _____