



TEMPORARY EVENT CHECKLIST

Please complete this form and upload to the message board for your temporary event permit along with any required documentation.

1. How many attendees do you expect at your event? _____

2. If selling tickets, how many do you expect to sell? _____

3. If there is a flyer for your event, please provide a copy of the flyer.

4. Do you have a security plan for your event? Yes No

5. If yes to a security plan, please provide the following information:

Number of armed security: _____ Number of unarmed security: _____

Security name: _____

Contact person: _____ Phone #: _____

Provide a map of the area showing the location of the entrance, exit, and any bars.

6. If there is music at your event have you reviewed the Baltimore City Health Dept.

guidelines on a noise exemption permit? Yes No

Information can be found at Health | Baltimore City Health Department under the following link:

[How do I apply for a noise exemption for an event?](#)

7. Will there be alcohol (beer/wine/liquor) at this event? Yes No

8. Do you have a garbage disposal plan? Yes No

If yes to garbage disposal plan explain details: _____

9. Are EMS services required? Yes No

If yes, please advise if are you using a private service or if you have contacted the Fire Dept.

to provide services: _____

10. Do you have a traffic plan? Yes No

Will the event have an impact on the right-of-way? Yes No

Do you have a parking plan? Yes No

If yes to traffic plan, impact on right-of-way, or parking plan have you received approval from the Dept. of

Transportation (DOT)? Yes No

If yes, please provide the approval documentation.