

Parks, Forestry and Recreation Official Event Procedures Checklist

Item (check ✓ when complete)	Responsibility	Notes /Status
○ Approval from Branch Director	Branch Manager	4 to 6 weeks prior
○ Submit Event Proposal	Upon approval from the Branch Director, the Branch Manager, or Event Lead completes & submits and Official Event Proposal form to distribution list provided.	4 to 6 weeks prior
○ Liaise w/ politicians & dignitaries	Event Lead in consultation & coordination w Communications Unit	
○ Set event date	Event Lead in consultation with Communications Unit, Senior Mgmt, Politicians & Stakeholders	
○ Agenda & speakers	Communications Unit in consultation with Event Lead and other event partners	
○ Flyers	Copy & Design: Communications Unit Distribution: Communications (Event Lead to provide catchment area)	Distributed 2 weeks prior
○ Invitations	Copy & Design: Communications Lists & Labels: Event Lead Distribution: Communications	Distributed 2 to 3 weeks prior
○ Media relations	Communications Unit (Approved by GM's Office)	

○ Speaking notes	Communications Unit with assistance from Event Lead	
○ Information package for platform guests & briefing notes	Communications Unit with assistance from Event Lead	
○ Community liaison	Event Lead	
○ Event programming	Event Lead	
○ Site preparation & preparedness	Event Lead	
○ Event Logistics: Staging PA System Part-time staff chairs, stanchions, podium, Decorations, food Displays Parking Security/First Aid	Event Lead	
○ Rain-Back-up Plans	Event Lead (Communications Unit to support)	

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