

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: _____