

5. Application Timeline Checklist

Whether you're organizing an event for the first time or an event expert, below is a breakdown of what's due and when. Please note that some of these items may not apply to your event. You can find more details in the corresponding sections of the Special Events Guidelines.

For Advanced Special Event Permits:

The following plans, fees, and information are included as part of your application submission:

- Special Event Permit Application Fee (see Section N of the Guidelines)
- Site Plan (see Section X of the Guidelines)
- Event Route Map (for races and parades) (see Section T of the Guidelines)
- Clean-up details (see Section H of the Guidelines)
- Parking management details (see Section R of the Guidelines)
- Amplified Sound / Loudspeaker request (see Section B of the Guidelines)
- Security Plan details (see Section V of the Guidelines)
- List of food purveyors (see Section P of the Guidelines)
- Severe Weather Plan details (for Advanced-Level 1 only) (see Section W of the Guidelines)
- Unique event aspects (see Section 6 Special Event Guidelines)

The following actions should be taken at least forty-five (45) days before your event start date:

- State of Kansas Temporary Alcohol Permit (see Section A of the Guidelines)

The following plans, actions, and information are due at least thirty (30) days before your event start date:

- Certificate of Insurance (see Section F of the Guidelines)
- City of Salina Alcoholic Beverage Special Event Retailers Permit (*NOTE: You will not receive a permit without notice of Temporary Permit confirmation from the State of Kansas*) (see Section A of the Guidelines)
- Emergency Management Plan (see Section K of the Guidelines)
- Final request for Salina Police Department presence (see Section V of the Guidelines)

The following plans, actions, and information are due at least fifteen (15) days before your event start date:

- Courtesy Community Notification (see Section I of the Guidelines)
- Electrical and/or Mechanical Permit submission (see Section J of the Guidelines)
- Confirm food purveyor details (including menus, items to be sold, and associated Certificates of Insurance) (see Section P of the Guidelines)
- City of Salina to issue Permit Fee Invoice (see Section N of the Guidelines)

The following plans, actions, and information are due at least five (5) days before your event start date:

- Schedule any required inspections (e.g., tent, electrical, mechanical, fire, etc.). Specific contacts are included in the respective Special Event Guideline sections.
- Pay Permit Fee Invoice (see Section N of the Guidelines)

Day of your event:

- Have a printed copy of the signed Special Event Permit and associated event details. *(NOTE: There may be a delay in receiving a Special Event Permit if any of the above steps are not completed as required per your event details)*
- Be prepared for any required inspections per the details of your Special Event Permit.

Please contact the Department of Community & Development Services at (785) 309-5715 if you have any questions about the timeline or requirements for your event before completing the Special Event Permit Application. For inspection questions and scheduling, contact the specified department on the application.