



## **Elements of an Event Site Plan or Route Map**

The event site plan/route map should depict the physical layout of the event. If a site plan is necessary, it should be drawn to scale and legible to visually address the elements listed below. Please consider the following elements when developing a site plan or route map:

### Boundaries of the Event

- Have the boundaries for the entire event venue, including the names of all streets or areas that are part of the venue and surrounding area been identified?
- If the event involves a moving route of any kind, show the particular route(s), indicate the direction of travel, label street and/or trail names and identify any street or lane closures.
- Locate fencing, barriers and/or barricades, points of ingress and egress and any queuing lines. Advertising signs, banners, flags and inflatable devices including size. Show any removable fencing for emergency access, gates and/or door codes.

### Site Improvements

- Where will all stages, platforms, scaffolding, ramps, grandstands, bleachers, chairs, tents, canopies, booths and other temporary structures including allowed capacities be located?
- Where will generators, electricity sources, amplified speakers, soundboards, jumbotron screens and lighting and emergency shut off locations be placed?
- Have location areas for RV's, buses, trailers, vans, tech trucks, or other vehicles been designated?
- Have start and finish areas, as applicable been identified?

### Security, Medical and Safety

- Consider showing security check points and stations and identifying placement of traffic control personnel.
- Have first aid facilities, ambulance stationing, 20' wide emergency/fire lanes and attendee access aisles been identified?
- Have ambulance pick up points for off-road or on-mountain events been designated?

- Have all event components that meet accessibility standards been identified?
- Has all temporary directional signage and portable night lighting been located? Night lighting would be needed if any event operations take place between dusk and dawn.

#### Transportation and Parking

- Have all points of pedestrian and vehicular ingress and egress been identified?
- Have all parking areas, both on and off site, that are needed to service the event and the number of available parking spaces in each location been identified?
- Have the inbound and outbound transit stops that will be utilized been located?
- Have any special bus, shuttle, van or limo drop-off/pick-up areas been identified?
- Identify handicap accessible parking areas. The number of handicap accessible spaces required will be based on Table 4-140 in the Eagle County Land Use Regulations.
- Have all locations been identified and a list of all directional, informational and warning signage been provided?

#### Sanitation and Solid Waste

- Consider locating and identifying the number of restrooms and/or portable toilets and hand wash stations.
- Has the placement of trash and recycle containers and dumpsters been identified? Wildlife resistant trash containers are required if the duration of the event is longer than one day.

#### Alcohol, Food Service, Vending and Tech Areas

- Has the placement of bar areas and/or beer gardens including security fencing and entry/exit gates been identified? The security fencing shall be constructed in a manner that will not allow ingress by underage minors.
- Have food vendor stations been located and those cooking with flammable gases or barbecue grills been identified? Consider showing all vending booths, tech booths/trailers, work areas and/or storage.