



Elements of a Transportation/Traffic Closure/Parking Plan

Safe arrival and departure of event attendees, participants, volunteers, vendors and staff in a timely manner is important to a successful event. A plan should incorporate alternate transportation and include methods for mitigating traffic congestion. Think about how people will arrive and depart from the event (i.e. private vehicles, walk, bicycle, or regularly scheduled public transportation). Some items to consider when planning your event are:

- How many vehicles are anticipated for the event?
- If buses, vans or taxis are to be utilized to transport attendees and/or staff to and from the event site, think about the following information:
 - Is there a transportation point of contact and contact information prior to and throughout the event?
 - Do you have a route description with maps?
 - Is there a route schedule?
 - Think about transport calculations (i.e. Egress Route #1 – Event to Parking Lot)
Total bus capacity X Round Trips/Hour = Passengers/Hour X Length of Egress = Total Passengers/Route.
 - Are transportation companies connected with the point of contact?
- Are there traffic flow maps including location of traffic control signs, barricades and/or cones?
- Is there a detailed plan of how the travelling public and emergency services will operate around the requested road closure?
- Are there road and/or traffic lane closure requests? If so, have they been submitted to the proper agencies?

- Will there be temporary informational signage locations? Is there safety lighting for nighttime egress? If a site plan is necessary, please include signage and lighting locations.
- Consider providing areas for lodge vans, limos and taxis as needed; designate pick up/drop off locations.
- Are there any special transportation needs for artists, staff and/or volunteers?
- Will there be a need for traffic control and flagging on Federal or State Highways or County Roads? If so, you may need to obtain a traffic control plan prepared by a traffic control professional.

Parking

Adequate and convenient parking is necessary for a successful event. Consider these elements when developing your parking plan, whether it is public or private:

- How many total parking spaces (attendees, participants, staff, volunteers, tech vehicles, RV's, etc.) are being provided?
- Will the parking areas be located on site or off site and how will event attendees move from the parking area to the event location?
- Will parking spaces be required for vendors, booth trailers, storage and/or staging? If so, how many spaces each day?
- Has the written authorization from the property owner(s) for use of the parking area(s) been obtained?
- Will the parking be free or paid? If paid, what will the rate be and is the property owner in agreement?
- Will parking attendants be available to monitor and direct traffic?
- Will traffic flow patterns accommodate safe and efficient ingress and egress? If not, what measures will be taken to mitigate the situation?
- Has a towing company been contracted for the duration of the event? If so, has the name of the company and contact information been provided to the parking attendants?
- Please consider providing night lighting for night events.
- Please provide the name and contact information for the person(s) in charge of event parking who will be available to public safety officials at all times during the event.