

Event Planning Checklist

1. Contact Perry Downtown Merchants Association ASAP to ask if businesses will be open.
 - a. Coordinate with merchants on promotions and if outside vendors will set up in front of stores.
2. Get special event alcohol permit from City one month before event if serving alcohol.
 - a. Perry City Council meets on the first and third Tuesday of the month at 6 p.m. For inclusion on their agendas, please, submit information one week before the meeting date to Annie Warren at (478) 988-2736 or annie.warren@perry-ga.gov.
 - b. Request permission from City Council for special event alcohol permit. Contact Janet Duffin at Perry Police Department first to complete required paperwork at (478) 988-2804 or janet.duffin@perry-ga.gov. Once the police have received the completed paperwork and have all required information, the request will be included on the next council agenda for mayor and council to consider whether to approve. The police department will determine whether additional officers are required to police the event.
 - c. Explain who will have the alcohol license under which you will operate and the process for checking identification when serving when talking with the police department. Will you use armbands?
 - d. The police will recommend setting up barricades to prevent open containers outside the designated event footprint. This may require street closures.
 - e. Attendees are not allowed to carry glass containers, only approved plastic cups or cans, when leaving a building. Please, notify all participants serving alcohol to ensure that glass bottles do not leave their establishments.
3. Request permission from City Council for street closures one month before event.
 - a. This can be done at the same time as the alcohol request. Please, submit a letter stating the requested closure locations and times to Catherine Edgemon at (478) 988-2758 or catherine.edgemon@perry-ga.gov or Annie Warren at (478) 988-2736 or annie.warren@perry-ga.gov at City Hall for inclusion on the next council agenda.
 - b. Make any necessary arrangements for power, location of stage, etc. If other City assistance is required beyond street closures, please, make those requests in the street closure request letter.
 - c. Understand that sometimes environmental issues or special concerns may occur with proposed location and necessitate changing the event footprint. For example, portable restroom trailers can only be placed where there is adequate water and electricity available.
 - d. If the council approves the request, the City will notify affected businesses and residences about the event.
 - e. If co-sponsoring an event, please, provide written confirmation from participating co-sponsor(s).
4. Schedule required Health Department inspections of food vendors two weeks before event.
 - a. **The City of Perry does not schedule Health Department inspections.**
 - b. Houston County Health Department, 98 Cohen Walker Drive, Warner Robins, (478) 987-2020.
5. Exchange phone numbers with public works, police and volunteers two weeks before event.
6. If you want to include your event in the downtown events calendar and/or in the *What's Happening? FYI Newsletter*, please, send information to Catherine Edgemon at catherine.edgemon@perry-ga.gov one month before the event.