



Arizona Department of Transportation

Special Event Checklist

To be submitted with the permit application and proof of insurance

1. What type of event are you applying for (i.e. parade, bike event, marathon, etc.)? _____
2. What date and time will the event take place? _____
3. What is the estimated number of participants? _____
 - a.) Will there be anyone under 18 years of age participating? _____
 - b.) (If yes to "a") what is the age range of the participants? _____
 - c.) (If yes to "a") in what capacity will minors be participating? _____
4. What portion of roadway/right of way will be occupied or affected?
 - a.) Will there be any disruption of traffic during event? _____
 - b.) What part of roadway will be affected, (i.e. shoulder, lane)? _____
 - c.) Will there be any road closure, lanes closures, or both? _____
 - d.) Will traffic be detoured? (If yes, then how?) _____
5. Professional signed Traffic Control Plan should include:
 - a.) Event route with mile posts, streets, major intersections & railroad crossings. Detour for traffic as applicable.
 - b.) Location of traffic control officials and their affiliation.
 - c.) Staging areas and list of equipment placed there.
 - d.) Rest or Break areas, Aid Stations and activities at these locations (water, medical, etc.).
 - e.) Who is responsible for setting up and removing the traffic control?
 - f.) Identify beginning and ending points.
 - g.) Identify all accesses that will be disrupted. Notification to all parties affected by the event is required.
Submit copies with the application.
6. Will Law Enforcement be used for this event? Yes _____ No _____.
7. Names & mobile numbers of the event officials, event Law Enforcement office and person in charge of the traffic control staying in compliance during the event.
8. Written concurrence from the proposed Law Enforcement working the event.
9. Will there be automobiles used in the event? Yes _____ No _____. If yes:
 - a) Are the automobiles privately owned or belong to the event? _____
10. Will the entire event be utilizing volunteers? Are Volunteers signing waivers? If not, how many paid employees will there be (excluding law enforcement)?
11. Is there any emergency response plan in place?
 - a.) Will there be emergency response vehicles present? _____ How Many? _____
 - b.) Will there be aid stations set up along the route? _____ How Many? _____
 - c.) How will emergencies be communicated (i.e. cell phone, amateur radio)? _____
12. Will there be spectators watching the event? If yes, will they be in a designated area and parking off of ADOT's right of way? Yes _____ No _____ Please indicate parking area on route map; as parking in ADOT right of way is not allowed.
13. How many years has this event taken place? _____ Have there been any serious incidents, injuries or losses. (If so, please describe) _____
14. What provisions are in place to ensure that participants and staff are off of the road at the end of the event?

What Media outlets will be used to notify drivers (i.e. paper, radio, message boards)? _____

Submit this questionnaire along with the Special Event Permit application, Insurance and other supporting documentation to the District Permits Office. Once submitted, ADOT Risk Management will be in contact with you if there are any questions regarding insurance coverage for your event.