

**Checklist for City Resources**

EVENT NAME: EMU Homecoming EVENT DATE: Saturday, October 13  
EVENT START TIME/END TIME: 3pm-7pm \*\*SETUP STARTS AT: 3pm CLEAN UP ENDS  
AT: 7pm  
ORGANIZER NAME: EMU/Lori Gant ORGANIZER PHONE: 914-685-3601

✓ **Public Works Support**

✓ **Street closures** List streets to be closed (with start and end intersections)

Park Rd (Mt. Clinton to Parkwood) from (time) 3pm to 7pm  
\_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_

"Parking is prohibited from (date/time) \_\_\_\_\_ to \_\_\_\_\_"

Post "no parking" signs at (time) \_\_\_\_\_ on (date) \_\_\_\_\_

**Parking lot closures (date/time)**

City Hall Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Court Square Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Municipal Building Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Turner Pavilion Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Rockingham County Admin Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

"Jimmy Madison" Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Newman Ave Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Magnolia's Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Grassy Lot Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Gravel Lot Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_ Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_ Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_ Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Post "no parking" signs at (time) \_\_\_\_\_ on (date) \_\_\_\_\_

✓ **Digital Message Boards**

Location/Date: Ballfield at Mt. Clinton Pike

Location/Date: \_\_\_\_\_

Other Signage

Location/Date: \_\_\_\_\_

Location/Date: \_\_\_\_\_

Barricades/Yodocks (\*\*see map for placement)

✓ Number of Barricades: 3 1) Park + Mt. Clinton, 2) Parkwood, 3) Rd. In front of  
Leham +Park intersection

✓ Number of Yodocks: 3-6

Filled

Unfilled

Refuse & Garbage Removal

Roll off container

Location: \_\_\_\_\_

Flusher Truck (i.e. event with alcohol require the flusher truck afterwards)

Sweeper (i.e. parades require street sweeper after event)

**\*\*Number of PW Staff: 2**

PW Other:

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✓ **Police Support**

Number of officers: 1

Safety demo: \_\_\_\_\_

Traffic Marshall Training

Number Traffic Marshalls Anticipated: \_\_\_\_\_

Reflective vests requested

HPD Other:

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**Fire/EMS Support**

Command Post

Location: N/A

Safety demo: N/A

Access to FDC

Location: N/A

Location: N/A

20'ft fire lane access

Location: N/A

Location: N/A

- Engine
- Fire Marshall
- Fireworks Permit

Shooting Location: \_\_\_\_\_ N/A \_\_\_\_\_

- Building Permit (for tents >900 ft<sup>2</sup>) + Inspection
- Tent Inspection (for tents >400 ft<sup>2</sup>)
- Fire Other:

\_\_\_\_\_ N/A \_\_\_\_\_

**HDPT Support**

Routes affected: \_\_\_\_\_

HDPT Other: \_\_\_\_\_

**ADDITIONAL NOTES:**

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**For HDR Use Only:**

**Water hook up** – Water hook-ups are only available in the Turner Pavilion & Park area

**Electrical hook up**

Courthouse

Pavilion

Park

- Turner Pavilion & Park Rental Fees submitted
- Turner Pavilion & Park Electrical Hook Up & Fees
- Certificate of Insurance and Endorsement(s) submitted
- ABC License submitted
- Workers Compensation document submitted
- Vendor List submitted
- City Hall Employee Notification