

FAIRGROUNDS EVENT CHECKLIST

- ___ CONFIRM AVAILABILITY OF FAIRGROUNDS FOR EVENT DATE
- ___ SECURE EVENT DATE BY SUBMITTING REQUIRED DEPOSIT
- ___ COMPLETE FAIRGROUNDS EVENT REQUEST FORM
- ___ REVIEW FAIRGROUNDS POLICY AND PROCEDURES MANUAL
- ___ (NEW USER) ARRANGE FOR TOUR OF FACILITIES
- ___ (NEW USER) MEET WITH FAIRGROUNDS PROMOTIONAL COMMITTEE
- ___ REVIEW EVENT SET-UP WITH MAINTENANCE DEPT PRIOR TO EVENT
- ___ COMPLETE KEY REQUEST FORM TO OBTAIN ANY NEEDED KEYS
- ___ RECEIVE EVENT CONFIRMATION LETTER FROM COUNTY
- ___ FILE PROOF OF INSURANCE WITH COUNTY
- ___ FILE COPY OF ANY LICENSES AND PERMITS REQUIRED FOR THE EVENT
- ___ SIGN LICENSE AGREEMENT FOR EVENT DATE(S)
- ___ SET-UP OF EVENT
- ___ CONDUCT ACTIVITIES/EVENT AS AUTHORIZED IN FAIRGROUNDS LICENSE
- ___ CLEAN-UP AFTER THE EVENT
- ___ ATTEND FINAL INSPECTION WALK-THRU WITH MAINTENANCE DEPT
- ___ RETURN ANY KEYS ISSUED
- ___ PAY BILL FOR EVENT WITHIN **30 DAYS** OF RECEIPT
- ___ SUBMIT DEPOSIT TO RESERVE SAME EVENT DATE FOR NEXT YEAR
- ___ COMPLETE USER SATISFACTION SURVEY