

**Granville Island Outdoor Events
2022 Planning Checklist**



Name of Event:	
First Day of Set up:	
Event Date/s:	
Last day of Strike:	

1. Initial Application Process

Timeline: Individuals and organizations that wish to hold an event at outdoor locations on Granville Island, must complete an application and submit it to CMHC Public Affairs and Programming Department, with sufficient lead time for review and processing. **Please reach out at any point by email, if you have any questions with the application process.**

Small to medium sized; single-day events utilizing only one location: Apply a minimum of 8 weeks prior to the event. Ideal lead time 3-6 months.

Larger events that are multi-day and/or utilize a variety of locations: Apply a minimum of 6 months before the event date. Ideal lead time 8-12 months.

1. Review the Granville Island Events Policy
2. Review the Granville Island Event Terms and Conditions
3. Please read through the latest Provincial Health Order for updates to event requirements, your event plan will have to include the latest health measures, listed as the responsibilities of the event organizer.
4. Fill out an Event Form, and submit to Ruhamah Buchanan, at Rbuchana@cmhc.ca

2. Secondary set of Planning Documents

These following documents will be requested by CMHC after the initial review if the application can move forward.

Timeline:

Small to medium sized; single-day, one location: Due minimum 6 weeks before the event date

Larger events that are multi-day and/or multi-location: Due minimum 3 months before the first set-up date of the event, if the event is new to Granville Island

Event Producer Tasks	Due date	Complete
1. Submit a Draft Site map, include the following details:		
a. Total event outline, entrance and exits, sizes of each		
b. Locations of programming, staging, audience, etc.		
d. Location of Registration or Ticket area		
f. Size & height of stage, size and location of tents		
g. Direction of visitor and audience flow		
h. Location of patron line up, direction of line up		
i. Loading zones		
j. Electrical needs. Note the areas and items of your event that will require power. Submit a separate electrical plan for complex events		
i. Additional items such as: First Aid Post, Info Stations, Green Room, Waste Receptacles, etc		
2. Draft Signage Plan		
* This can be submitted as a separate document or included on the site map if all signage is just within the site plan.		
3. Draft Production & Programming Schedule: <i>CMHC Template available</i>		
a. Load-in times, rental deliveries, décor set up, Artists load in etc		
b. Event Times and Schedule – Sound check, programming sets, MC intros etc		
c. Strike Details		
3. Draft In-kind Requests <i>Applicable only if requesting additional support</i>		
4. Draft Submissions of the Following Documents		
a. Event Safety Plan Including a Communicable Disease Prevention Plan		
b. A draft Emergency Contact List		

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3. CMHC Review & Conditional Approval

Timeline:

Small to medium sized; single-day, one location: Approximately 1-2 weeks

Larger events that are multi-day and/or multi-location: Approximately 2-4 weeks depending on project scope.

CMHC will review the Primary and Secondary Event documents event producer may be required to also submit portions of their event plans to other Governing bodies such as:

Vancouver Coastal Health: events containing food & liquor offerings		
City of Vancouver or Vancouver Parks Board: events affecting City Property as well as Granville Island		

4. FINAL APPROVAL STEPS

If the applicant receives conditional Approval on the basis of the above drafts, the following steps are remaining.

Event Producer Tasks		Due date	Complete
1.	Event Health and Safety Plan & Emergency Contact List		
2.	Final Submissions of :		
	a. Site Map		
	a. Parking & Transportation Plan		
	b. Signage Plan		
	c. Programming & Production Schedule		
3.	Administration and Marketing		
	a. Event Insurance, amount to be determined based on project scope		
	b. Website and Social Media Submission Forms		
	c. Sponsorship Recognition if included with event agreement		
x.	Additional Requirements that may be required		
	a. Liquor License		
	b. Food Vendor permits & Licenses		
	c. Building permits for event structures		