

STEP 1 - APPLY	
A.	Review the Granville Island Events Policy and Terms & Conditions
B.	Submit an Event Application online or by email
STEP 2 - EVENT PLAN DOCUMENTS	
<i>Once a location or date is tentatively confirmed after first review, event applicants may be required to submit additional documentation, as a first Draft of the Event Plan:</i>	
Submission Timeline:	
Single-day or one-location events: due 8 weeks before the event date	
Multi-day and/or multi-location events: due 2-3 months before the first set-up date of the event depending on event complexity	
A.	Site Map to include the following details:
	<ul style="list-style-type: none"> a. Event footprint; entrances & exits, with dimensions b. Indicate location of programming, stage, audience, etc. d. Location & size of tent(s); size & height of stage e. Location of registration or ticketing area g. Direction of visitor and audience flow h. Location of guest line up, direction of line up i. Loading zone for event vehicles j. Power Requirements: note areas & items that require power. Submit a separate plan if complex k. Additional items: First Aid station, Information Station, green room, waste receptacles, etc l. Event Signage Plan: If signage is to be placed inside the event zone only, details can be added to the Site Map. If the signage is to be added elsewhere on island, please provide a separate plan or map
B.	Production & Programming Schedule: (<i>CMHC template available</i>)
	<ul style="list-style-type: none"> a. Load-in: crew arrival, rental delivery times, décor set up, artist arrivals, etc. b. Event schedule: for sound check, programming, music sets, MC intros, etc. c. Strike details, staff schedule, load-out times, décor removal, clean up
C.	In-kind Requests List:
	<i>CMHC template available; applicable only if you are requesting additional support</i>
D.	Emergency Contact list and/or an Event Health & Safety Plan
E.	Parking & Transportation Plan - <i>include requests for parking spots or parking passes</i>
STEP 3 - CMHC REVIEW AND CONDITIONAL APPROVAL	
<i>CMHC will review all event documents submitted, and provide conditional approval if the event plan meets the requirements of the Terms & Conditions and the GI Events Policy.</i>	
<i>At this time, event producers may also be required to submit portions of their event plans to other Governing bodies such as: City of Vancouver, Vancouver Coastal Health, Liquor & Cannabis Licensing Board, etc for review.</i>	
Review Timeline:	
Small to medium event (single-day, one location): Approx. 1-2 weeks	
Large event (multi-day and/or multi-location): Approx. 2-4 weeks depending on project scope	
STEP 4 - FINAL APPLICATION PHASE	
<i>If conditional event approval is granted, the following final documents are required:</i>	
A.	Final submissions of the Event Plan:
	<ul style="list-style-type: none"> a. Site maps & Signage plan b. Production & programming schedules, Contact list c. Parking & Transportation Plan d. Health & Safety plan
B.	Administration and Marketing:
	<ul style="list-style-type: none"> a. Website and Social Media submission forms; <i>please submit 4-8 weeks in advance of the event</i> b. Event Insurance; <i>due 2 weeks before the event date</i> c. Sponsorship Recognition; <i>if included with event agreement</i>
C.	Submission of Additional Permits as Required:
	<ul style="list-style-type: none"> a. Liquor License b. Food Vendor permits & Licenses c. Building permits for event structures
STEP 5 - AFTER THE EVENT	
A.	Closing Checklist completed
B.	Final Report due - 30 days after the event, <i>if applicable</i>