**City of Sandy – Special Event Process & Timeline**

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| Step | Action | Time Frame | Details |
| 1 | Initial Planning | Ideally 4–6 months before event (Required: at least 60 days) | Begin internal planning. Identify needs, budget, location, and logistics. Start early if the event includes publicity, vendors, alcohol, or street closures. |
| 2 | Application Submission | Minimum: 60 days before event | Submit the Special Event Application with the $100 non-refundable fee. Include as many details and documents as possible. |
| 3 | Preliminary Review | Within 1–2 weeks of submission | City staff reviews your application for completeness. If complete, a tentative hold is placed on your date. |
| 4 | Permit Approval & Event Fee Payment | Typically 1 week after preliminary review | You’ll be notified of approval and sent an invoice for your event fee. Payment is required to secure your reservation. |
| 5 | Planning Meeting | Within 1–2 weeks of permit approval | Meet with City staff to finalize logistics, review site layout, and confirm requirements. |
| 6 | Submit Required Documents | Due within 14 days of application approval | Submit outstanding documents: Certificate of Insurance, Hold Harmless Agreement, OLCC license (if applicable), site maps, traffic/parking plan, vendor list, etc. |
| 7 | Final Prep & Required Notices | 2–3 weeks before event | Finalize logistics. Ensure event signage is posted at all public entrances stating: “This is a non-City sponsored event, organized by a third party.” Include disclaimer in all promotional materials. |
| 8 | Event Day | Day(s) of event | Conduct the event according to your approved permit. Always Have the permit and all supporting documents on-site. |
| 9 | Same-Day Site Restoration | By end of final event day | Tear down, clean up, and restore the site. The area must be cleaned and returned to its original condition the same day. |