



**Tucson Police Department**  
**Specialized Response Division/ Special Events**  
**7575 E. Speedway Tucson, AZ 85710**  
**(520) 791-4855 Phone**  
**(520) 791-4385 Fax**

**Special Event**

## **EVENT CHECKLIST FOR PROMOTERS / SPONSORS**

This checklist is provided to assist you as a Promoter or Sponsor of a Civic Event. By insuring the criteria on the list are met, will provide a smooth processing by the Civic Event Committee. These items **MUST BE** on file with the Tucson Police Department's Civic Event Coordinator **thirty (30) days** prior to your scheduled event.

### 1. Barricade Plan

A letter from the Barricade Company stating they have been contracted to provide Barricades for the event. The Barricade Company is responsible for the set up, monitoring of the barricades during event, and the prompt removal of the barricades upon conclusion of the event.

City of Tucson Transportation Director approval will be required for:

1. Full closure of arterial or collector streets.
2. Partial closure of arterial streets during 6-8 AM or 4-6 PM.

### 2. Insurance

Copy of Liability Insurance naming the City of Tucson as additionally insured. Special Event Liquor Licenses for events will require a \$1,000,000.00 Certificate of Liability naming the City of Tucson as additionally insured.

### 3. Security

Confirmation of Police Officers and Security for the Event.

Tucson Police Department-

Contact with Special Duty Coordinator 791-4855 and complete a signed contract. Events in size requiring a Lieutenant and Sergeants will be contracted through the Tucson Police Department. The Special Event Coordinator will advise of the number of officers required for the event.

Other Agencies-

Name/ Badge or Payroll # and Agency Name for Officers not with the Tucson Police Department.

4. Communication with Other Departments  
Review department listing and contact appropriate agency based on the needs for event.
- Sun Tran #623-4301  
*(Rerouting for Street Closures & Shuttles)*
  - Tucson Convention Center, Sales and Marketing Department #791-4101  
*(Call to verify any Downtown event conflict) [www.TucsonConventionCenter.org](http://www.TucsonConventionCenter.org)*
  - Parks & Recreation #791-5909  
*(Park Facilities/booths)*
  - Tucson Fire Department #791-4502  
*(Adherence to TFD fire codes regarding booths, tents, etc)*
  - Environmental Services #791-3171  
*(Refuse collection/Recycling services)*
  - ParkWise #791-5071  
*(Meter hoods, loading zones in the Downtown or University areas)*
  - Development Services #791-5550  
*(Electrical, Tent, Canopy Permits)*
  - City Clerk #791-4213  
*(Liquor License/Liquor Board Approval)*
  - Pima County Health Department #740-2760  
*(Food Sales to the Public)*
  - Risk Management #791-4728  
*(Event Liability Insurance)*
  - Real Estate #791-4181  
*(Use of City Property)*
  - Streets Division #791-3154  
*(Street Maintenance)*

If you have questions or need information, please feel free to contact the Special Event Coordinator at 791-4855.

The Civic Event Committee wants you to have a safe and successful event.