

Special Events Task Force Guidance for Creating a Site Plan

A comprehensive site map is an essential document in your application process.
Please refer to the tips and samples below for what to include.

- A detailed site map includes:
 - An aerial view, i.e. start with Google Maps
 - current location/brick and mortar premises showing on it (for liquor the complete licensed premises including contiguous/noncontiguous patios)
 - key/legend
 - compass
 - all items labeled
 - depict entry/exits
 - dimensions on everything
 - table placement showing COVID guidelines
 - type of fencing or barriers
 - pictures of what your expansion or event will look like are helpful

See below for some great examples of site maps for business expansions and special events.

KEY

6 FT CHAIN LINK

4 FT BIKE RACK

FULL WATER BARRICADE

EMPTY WATER BARRICADE

TABLE (SPACED MIN 6 FT)

ADA TABLE (SPACED MIN 6 FT)

CHAIR / STOOL

A FRAME / ROAD CLOSED

SITE PLAN DURING HOURS OF OPERATION AND OCCUPANCY

6 FT
EXIT

MOVIE SCREEN

BAR

EXISTING
PATIO

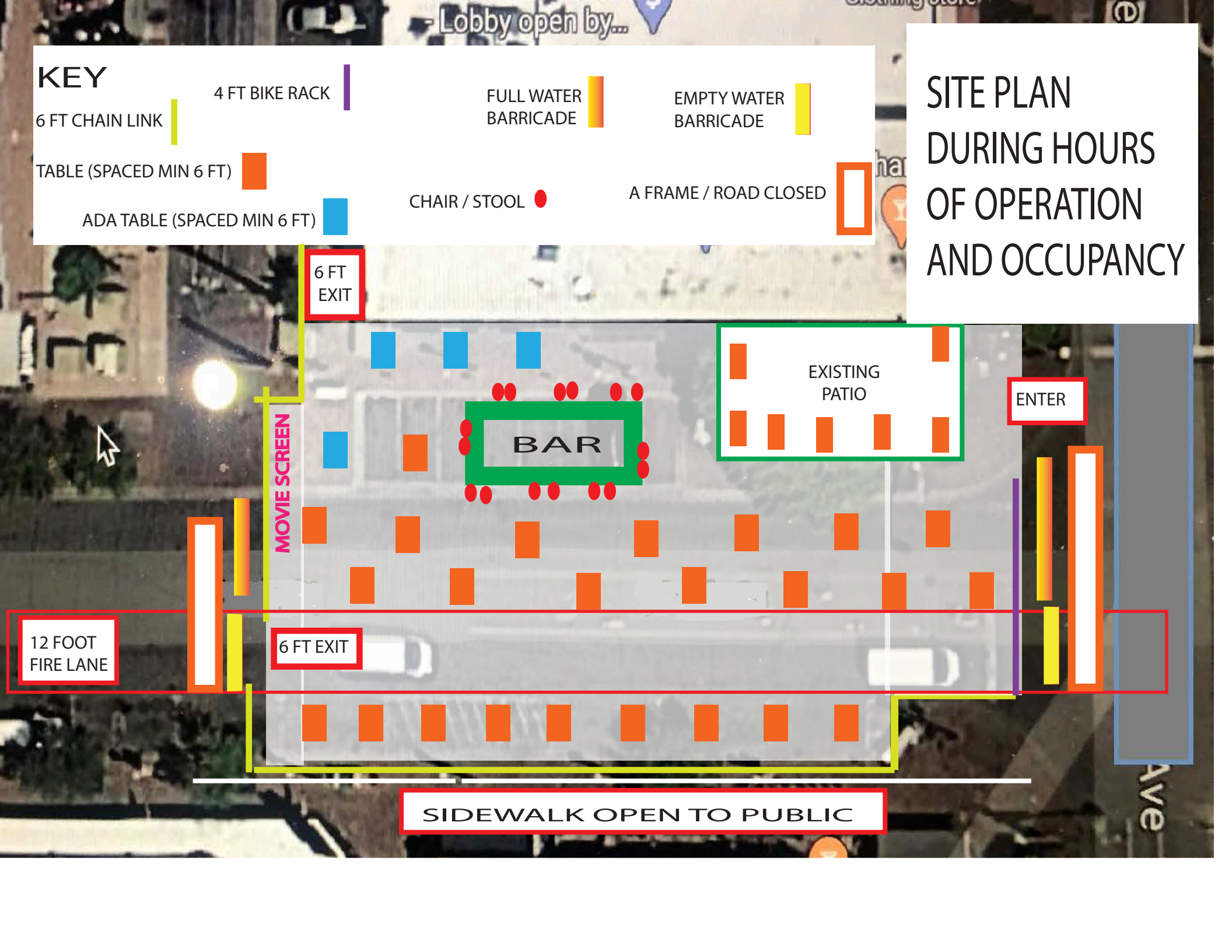
ENTER

12 FOOT
FIRE LANE





6 FT
EXIT





SIDEWALK OPEN TO PUBLIC


Ave



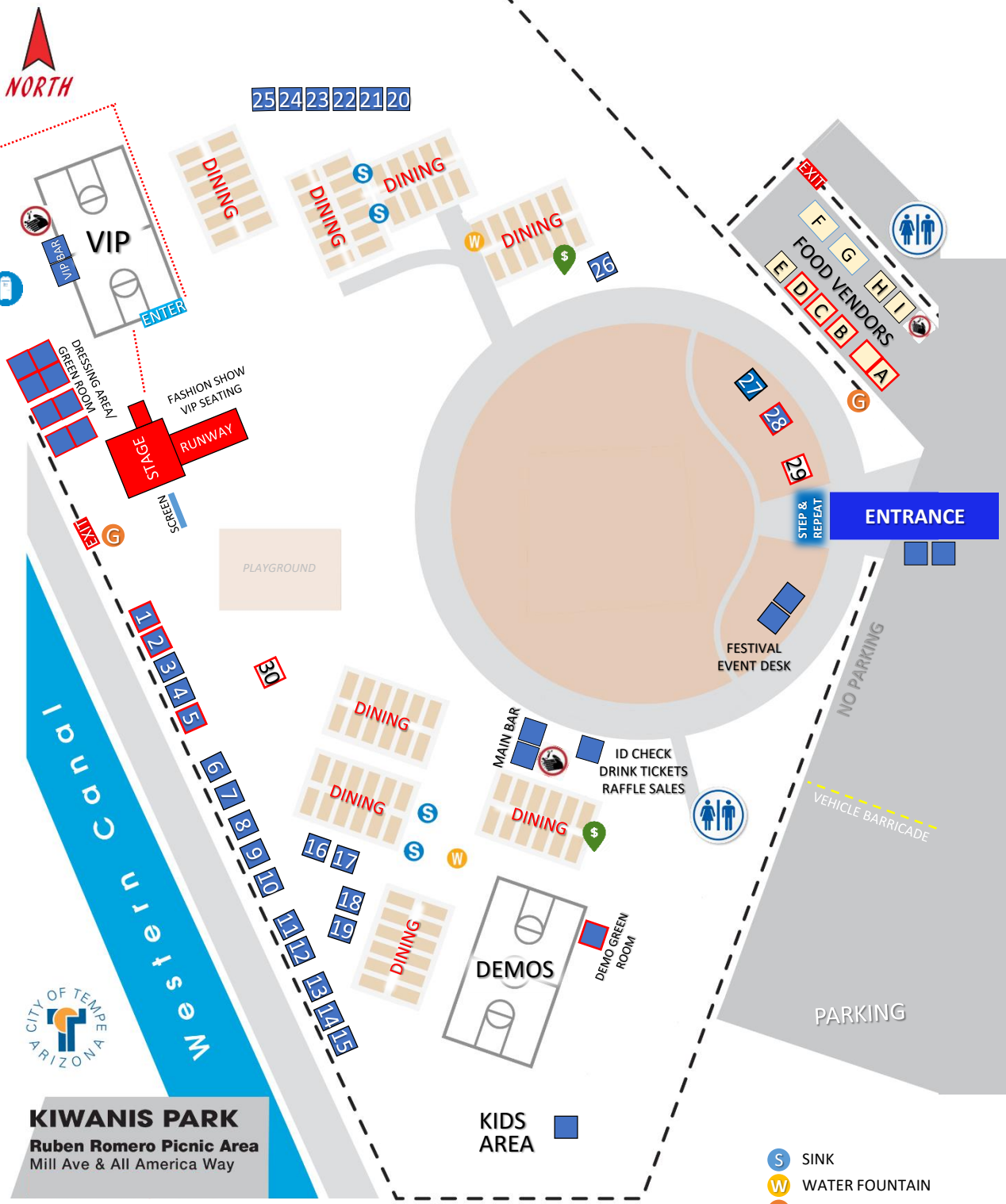


-  event layout
330' x 280'
-  entrance / exit
-  inflatable
50' x 25'
-  stage
32.5' x 30'

-  screens
61' x 28'
-  gorillas
8' - 10' x 8'
-  generator
-  lane
18' - 25'

-  porta potties
-  food vendors
-  holding area





KIWANIS PARK
Ruben Romero Picnic Area
 Mill Ave & All America Way



- S SINK
- W WATER FOUNTAIN
- G GENERATOR

- 10x10 Tent
- 10x10 Tent with Power
- Tabletop Only
- Handwashing Station
- Festival Fence Line
- VIP Area
- P Portable Restrooms
- P Existing Park Restrooms
- Food Trucks/Vendors with/without Power
- \$ ATM

SAFETY HIGHLIGHTS



Movie screen and projector with staff 6ft. away from public.



Designated marked circles for seating areas per family. Spaced out 6ft. apart from each other. Circles are 10ft in diameter.



Eliminate Food Vendors.
Eliminate Outreach Booth.



Prior to beginning a shift, staff must undergo self temperature check and sign symptomatic City of Tempe waiver.



Asking public to refrain from attending event if they are experiencing symptoms. Signage and announcements prior to movie starting.



Everyone attending (including staff) will be asked to wear a mask while traveling to and from their designated area. If they do not have a mask, one will be provided to them.

Kiwanis Park North Soccer Field

