

# Event Planning 101




## Parks and Recreation Department

Items to think about when planning your event in a Phoenix park.

### Weather -Temperature

- Think about the time of day and the forecast
- Do you plan to provide water

### Event Layout

- Needs for an electrical outlet
  - Do you need to bring a generator
  - Consider the irrigation lines and/ or trees
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### Set-Up/ Break Down

- Will you be working with an event equipment company
- What type of supplies are needed

### Marketing

- Flyers, email, social media
- How many participants are you expecting?
- Do you have sponsors?

### General Park Event Rules

- Are you familiar with the code of conduct
- Amplified sound, staking and fencing rules
- No petting zoos/ pony rides, no glass beverages

### Clean-Up

- Are you providing or purchasing trash receptacles
- Schedule trash pick up after event
- Clean area and surrounding areas

**Please note that Parks and Recreation staff does not loan equipment for community events.**

Contact

City of Phoenix Parks and Recreation Department

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<https://www.phoenix.gov/parkssite/Pages/events-parks.aspx>

