



## Eanes ISD Special Event Planning Document

### Initial Requirements

\_\_\_\_\_ Click the QR Code or click [HERE](#) for EISD's Application and Agreement

\_\_\_\_\_ Meet with EISD Representatives; Jerri Ann Yznaga 512-732-9046 or  
Lisa Groover 512-732-9045

### Maps

\_\_\_\_\_ Provide Map of Event Set Up (Indoor or Outdoor), 14 days before event

\_\_\_\_\_ If Event is Outside, Provide Rainy Day Map, 14 days before event

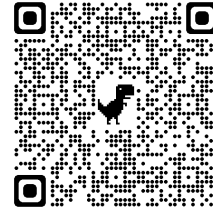
\_\_\_\_\_ On Map, show locations for:

\_\_\_\_\_ Water, with a **W**

\_\_\_\_\_ Electrical, with an **E**. Please specify volts and wattage for each appliance or activity

\_\_\_\_\_ Trash, with a **T**

\_\_\_\_\_ Amusements using name, include generators with a **G**



### Work Orders

\_\_\_\_\_ Request and list number of Electrical Cords, (We have a limited number)

\_\_\_\_\_ Mowing, edging of field

\_\_\_\_\_ Pest Management of Grounds

\_\_\_\_\_ Irrigation shut off for event

\_\_\_\_\_ Custodial Support

\_\_\_\_\_ HVAC Requirements

\_\_\_\_\_ Determine if you need a Port A Can

\_\_\_\_\_ Audio Visual Needs?

\_\_\_\_\_ Exterior Door Schedule

### Safety and Security

\_\_\_\_\_ Designate and keep areas clear for Emergency Vehicles during event

\_\_\_\_\_ Assign one person in charge of making safety announcements

\_\_\_\_\_ All vendors operating at the school have to be "Raptored" on the day of the event or at set up

### Vendors

\_\_\_\_\_ Please provide a list of vendors, and any special requirements

\_\_\_\_\_ Attendants are responsible for Amusement, not volunteers

\_\_\_\_\_ ALL must have Certificate of Insurance following [District Guidelines](#)

\_\_\_\_\_ Food Vendors need to provide Food Certificate and insurance

\_\_\_\_\_ "Open Events" Require a [Temporary Food Permit](#)