

## WASTE COLLECTION AND RECYCLING WORKSHEET

Describe the waste disposal and recycling plan for your event.

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What, if any, concessions products will be sold or distributed during the event?

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What type of container products will you use during your event?

- Recyclable       Compostable (biodegradable)       Other: \_\_\_\_\_

## TRAFFIC CONTROL PLAN WORKSHEET (Attach event map)

Describe the traffic and parking control plans for your event. How will you control traffic and parking to keep traffic and pedestrian lanes open?

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If the event will impact neighbors and other park users, (such as Chippewa Valley Museum, Paul Bunyan Camp or Neighborhood and Business Associations) how will you notify them of alternate routes and parking options?

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Yes	No	Will you contract with a private company or organization to provide such services?
<input type="checkbox"/>	<input type="checkbox"/>	If yes, what company will you use: _____

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Yes	No	Will the event have off-site parking agreements with other parties or shuttle bus services?
<input type="checkbox"/>	<input type="checkbox"/>	If yes, include information on those agreements.

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## EMERGENCY ACTION PLAN WORKSHEET

### ITEMS TO CONSIDER:

- Communication plan with staff and volunteers
- Designated "Lost Child" area
- Evacuation
- First Aid
- Securing valuables
- Crowd control
- Emergency response procedures and contact information
- Protecting event participants and volunteers
- Weather conditions

Describe your first aid and emergency action plans for the event. Will you have first aid kit(s) available, and/or more advanced medical care, including AED and/or medical personnel available for participants and spectators? How will you advise participants and spectators of locations for first aid if needed?

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How will you monitor weather during the event? Who will monitor the weather? How will you notify participants and spectators of emergency situations?

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How will you provide access to ambulance and fire trucks for the event in case of medical emergencies?

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During an emergency, what communication tools will be available to you at the event and along race routes? If the event extends outside Eau Claire city limits or on UWEC property, what plans do you have in place with other local authorities?

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