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.
SITE PLAN DURING HOURS OF OPERATION AND OCCUPANCY

KEY
- 6 FT CHAIN LINK
- 4 FT BIKE RACK
- TABLE (SPACED MIN 6 FT)
- ADA TABLE (SPACED MIN 6 FT)
- 12 FT FIRE LANE
- MOVIE SCREEN
- 6 FT EXIT
- BAR
- EXISTING PATIO
- FULL WATER BARRICADE
- EMPTY WATER BARRICADE
- CHAIR / STOOL
- A FRAME / ROAD CLOSED
- ADA TABLE (SPACED MIN 6 FT)

SIDEWALK OPEN TO PUBLIC

ENTER

EXIT
entrance / exit
inflatable
50' x 25'
screens
61' x 28'
gorillas
8' – 10' x 8'
generator
lane
18' - 25'
holding area
stage
32.5' x 30'
porta potties
food vendors
holding area for arriving cars

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'
holding area
porta potties
food vendors
holding area for arriving cars
SAFETY HIGHLIGHTS

Eliminate Food Vendors.
Eliminate Outreach Booth.

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.

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.