

This Questionnaire shall be submitted with the permit application along with the Certificate of Insurance.

1. What type of event are you applying for (i.e. parade, bike event, marathon, etc.)? _____
2. What date and time will the event take place? _____
3. What is the estimated number of participants? _____
 - a. Will there be anyone under 18 years of age participating? Yes No
 - b. (If yes to "a") what is the age range of the participants? _____
 - c. (If yes to "a") in what capacity will minors be participating? _____
4. Description of occupied or affected portion of roadway/right of way:
 - a. Will there be any disruption of traffic during the event? _____
 - b. What part of the roadway will be affected, (i.e. shoulder, lane)? _____
 - c. Will there be any road closure, lane closures, or both? _____
 - d. Will traffic be detoured? Yes No If yes, then how? _____
5. Professional signed Traffic Control Plan should include:
 - a. Event route with mile posts, streets, major intersections & railroad crossings. Detouring of traffic.
 - b. Location of traffic control officials and their affiliation.
 - c. Staging areas and list of equipment placed there.
 - d. Rest or Break areas, Aid Stations and activities at these locations (water, medical, etc.).
 - e. Who is responsible for setting up and removing the traffic control?
 - f. Identify beginning and ending points.
 - g. Identify all accesses that will be disrupted. Notification to all parties affected by the event is required. Submit copies with the application.
6. Will Law Enforcement be used for this event? Yes No
7. Provide names & mobile numbers of the event officials in charge of the event and traffic control compliance during the event. _____
8. Provide written concurrence from the proposed Law Enforcement working the event. Yes No
9. Will there be automobiles used in the event? Yes No If Yes:
 - a. Are the automobiles privately owned or belong to the event? _____
10. Are all the event workers volunteers? Yes No Are Volunteers signing waivers? Yes No
If not, how many paid employees will there be (excluding law enforcement)? _____
11. Is there an emergency response plan in place? Yes No How Many? _____
 - a. Will there be emergency response vehicles present? Yes No
 - b. Will there be aid stations set up along the route? Yes No How Many? _____
 - c. How will emergencies be communicated (i.e. cell phone, amateur radio)? _____
12. Will there be spectators watching the event? Yes ____ No ____ If yes, will they be in a designated area and parking off of ADOT's right of way? Yes No If yes please indicate parking area on route map; as parking in ADOT right of way is not allowed.
13. How many years has this event taken place? _____ Have there been any incidents, injuries or losses?
Yes No (If so, please describe) _____
14. What provisions are in place to ensure that participants and staff are off of the road at the end of the event?

15. What Media platforms will be used to notify drivers and the public? (i.e. paper, radio, message boards)?

Submit this questionnaire along with the Special Event Permit application, Insurance and other supporting documentation to the District Permits Office. Once submitted, ADOT Permit Office will be in contact with you if there are any questions regarding your application or insurance coverage for your event.