



Arizona Department of Transportation
Special Event Questionnaire

To be submitted with the permit application and proof 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. How many years has this event taken place? _____
 - a.) Have there been any serious incidents, injuries or losses. (If so, please describe)

4. Portion of roadway/right of way that will be occupied or affected? _____
 - a.) Will there be any disruption of traffic during event? _____
 - b.) What part of roadway will be affected, (i.e. shoulder, lane)? _____
 - c.) Will there be any road closure, lanes closures, or both?

 - d.) What Media outlets will be used to notify drivers (i.e. paper, radio, message boards)?

 - e.) Will traffic be detoured? (If yes, then how? _____
5. Provide a Traffic Control Plan that included the following:
 - a.) Staging and dispersing areas and where they are located in respect to the roadway
 - b.) Location of signs, cones, barricades and other traffic control devices
 - c.) A complete list and phone numbers of officials responsible for traffic control (i.e. DPS, sheriffs department, barricade company etc.)
6. What is the estimated number of participants? _____
 - a.) Will there be anyone under 18 years of age participating? _____
 - b.) (If yes to "a") what are the age limits of participants? _____
 - c.) (If yes to "a") in what capacity will minors be participating?

7. Is there any emergency response plan in place? _____
 - a.) Will there be emergency response vehicles present? _____
 - b.) Will there be aid stations set up along the route? _____
 - c.) How will emergencies be communicated (i.e. cell phone, amateur radio)? _____
8. Will there be spectators watching the event? If yes, will they be in a designated area and parking off of ADOT's right of way? Please indicate parking area on route map; as parking in ADOT right of way is not allowed.

9. What provisions are in place to ensure that participants and staff are off of the road at the end of the event? _____
10. Will the entire event be utilizing volunteers? Are Volunteers signing waivers? If not, how many paid employees will there be (excluding law enforcement)?

11. Will off duty law enforcement be used for the event? Yes ____ No ____
12. Will the only autos being used belong to private individuals? If not, describe

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