

EVENT CHARACTERISTICS QUESTIONNAIRE

This two-page questionnaire will be used to help us understand the characteristics of your proposed event and will facilitate review and discussion. (Events must be approved and are subject to conditions.) Please complete the blanks and check all the boxes that may apply to your event.

Event Name: _____

Completed By: _____ **Date:** _____

Setting:

- First Time or Rare Event Past Similar Events Past Identical Event
- Inside Event Outside Event Event is at a Licensed Premise
- Event is at a Public Park Church Shopping Center
- Other Business Personal Private Property Government Building
- Athletic Field Street Parking Lot Open Field

Location/Address/Room: _____

Normal crowd for this Venue (unexpanded) is between _____ and _____

Event Peak Crowd Optimistic Estimate: _____ Pessimistic: _____ Likely: _____

Nature:

- Community Event Non-Profit Event Benefit Event Commercial Event
- Local Crowd Metro Crowd Regional Crowd National Crowd
- Open to Public Invitation Event Private Event Part of Larger Event
- No Cover Cover Charge Ticketed Event Non-Ticketed
- Stationary Event Two Locations Crawl – three or more locations
- Crowd Influx/Efflux Primarily at Beginning/End of the Event Gradual In/Efflux
- Mostly Families Broad age mix Mostly People in 20's to 30's
- Mostly People in 20's Mostly People in Late teens to Early 20's
- No Underage Persons Present Underage Persons Present
- Greater # of female patrons Females = to males Greater # of males
- 1-Day Event 2-Day Event 3-Day Event Regular/Recurring
- 2-4 Hours 4-6 Hours 6-8 Hours 8-12 Hours 12 + Hours
- Amplified Announcement DJ Acoustic Musician
- Band Sporting/Spectator Event Performance
- Celebrity Wedding Presenter/Speaker

- Trade Show
- Corporate Event
- Art/Craft Show
- Vendors
- Radio Remote
- Theme Event
- No Patron Physical Activities
- Patrons involved in Physical Activities
- Meal Served
- Food Available
- No Food/or Only Salty Food (Nuts/chips)

Expected Food to Alcohol Sales Rate: _____ % Food to _____ % Alcohol

- Patrons can Walk to & From Event
- Public Transport
- Taxis
- Majority of Patrons Will Drive
- Everyone Must Drive
- Venue Parking
- Street Parking
- Authorized to Use Nearby Lots
- Remote Parking w/Conveyance
- Traffic Control Needed
- Road Closure
- Temp No Parking
- Outside Grill – Type: _____
- Tent
- Power Source: _____

Alcohol:

- Most Attendees will not Consume Alcohol
- Consumption of alcohol is a social adjunct to some other principal purpose of the event
- Alcohol is a principal part of the event
- Non-Alcohol Beverages Available
- Light Beer
- Regular Beer
- Fortified Beer (greater than 6% ABV)
- Intoxicating Liquor
- Wine

Single Serving Size: _____ Largest Single Serving Size: _____

Are the number of beer servings limited? Yes No If Yes, how many _____

Standard Drink Equivalency for fortified beers and/or greater than a pint serving: _____

- Standard Drink Equivalency will be Posted
- Will Not be Posted
- Plastic Cups/Mug
- Plastic Bottles
- Other: _____

Staff:

- Volunteers
- Paid PT Staff
- Regular Paid Staff
- Production Comp.
- Licensed or Professional Servers
- Adult Servers Only
- Underage Servers
- Underage Servers are Regular Employees
- Underage Servers are Licensed
- Absolute Sobriety for Bartenders/Servers
- Bartenders/Servers Allowed to Consume Alcohol
- Normal Number of Staff for Event
- Increased Staff for the Event # _____
- No Security
- Volunteer Security
- Non-Security Staff Serving as Security
- Regular Security Staff in Distinctive Attire
- Outside Security Firm in Distinctive Attire
- Sworn Law Enforcement Officers
- Middleton Police Officers