

Jim Deva Plaza Event Checklist

3 - 6 months prior to event:

- Contact the Jim Deva Plaza coordinator(info@jimdevaplaza.ca) with preliminary information about your event to find out if your event can be held in the plaza and if the date is available
- [Submit an application](#) to City of Vancouver's Film and Special Events Office (FASE)
- Apply for relevant insurance for your event once your event receives conditional approval from FASE
- Ensure your application fee has been paid to FASE
- Apply for any grants from the City of Vancouver (information found [here](#))

1 - 3 months prior to event:

- Review the site diagram on the website
- Order any other materials you may need for your event such as audio equipment (see preferred suppliers)
- Create a listing for your event for the Jim Deva Plaza website if desired and submit to info@jimdevaplaza.ca. Include event name, hours, brief description, 120x120 logo (jpeg).

1 month prior to event:

- Submit all plans to your FASE liaison (Safe Event Plan Checklist, Green Events Form and Production Schedule including your set up and take down).

1 - 2 weeks prior to event:

- Meet with Jim Deva Plaza Coordinator to review site setup, audio hookups and noise and cleanliness policies
- Create any social media posts you would like shared on the Jim Deva Plaza Facebook and Instagram accounts and send to info@jimdevaplaza.ca
- Ensure physical copy of insurance forms and event permits are printed and brought to event