

Event Parking Traffic Control Checklist

Preparation

- ☐ Obtain permits and approval from local authorities
- ☐ Review site layout and designated parking areas
- ☐ Arrange for signage and barricades
- ☐ Develop traffic flow and parking plan
- ☐

Staff & Equipment

- ☐ Assign staff and volunteers roles
- ☐ Provide safety vests and radios
- ☐ Set up communication protocol
- ☐

Signage & Access

- ☐ Install directional and information signs
- ☐ Mark special parking (VIP, accessible, staff, etc.)
- ☐ Set up entrances, exits, and drop-off zones
- ☐

During Event

- ☐ Monitor traffic flow and parking availability
- ☐ Coordinate with law enforcement/EMS
- ☐ Direct vehicles and pedestrians safely
- ☐

After Event

- ☐ Oversee safe vehicle exit
- ☐ Remove signage and equipment
- ☐ Debrief staff and collect feedback
- ☐