

First Time Electronic Dance Music Event Checklist

- Possess a valid City of Edmonton business licence (Producer)
- Confirmed venue for your event
- Confirmed artist(s) for your event
- Regulatory approval(s) in place for your event such as Alberta Gaming, Liquor & Cannabis Commission (AGLC) for liquor service, Fire Rescue Services for occupancy
- Control Plans in place including:
 - Medical Plan** outlining
 - the medical response plan including the number of certified medical professionals on-site to respond to medical incidents and emergencies in and around the venue, their shift schedules and qualifications
 - Developed plan for any medical transports, if required (Pick up location, route to pick up location from inside the venue)
- Safety / Security Plan** outlining the emergency response plans for any security incidents and includes information such as
 - Estimated attendance: Determined number of patrons you'll have in attendance and provide the City of Edmonton and venue with an update on ticket sales.
 - Site Layout including: Entrances, exits, washrooms, line up area(s), patron search area, stage and dance floor placement, medical, harm reduction, festival health and safer spaces and chill spaces, etc.
 - Number of Security personnel available
 - Edmonton Police Service involvement. Have you contacted the special duty officer and confirmed availability?
 - Crowd management plans during ingress, circulation, egress and in the event of an emergency
 - List entry/re-entry policy and procedures
 - List of items that are prohibited from the venue and event
 - Smoking area. Will cannabis consumption be permitted
- Patron Welfare Plan including:**
 - Harm Reduction (drug education)
 - Safer Spaces (patron conduct and education / information related to sexual assault and harassment)
 - Festival health (patron wellbeing, ear protection, post-event transportation strategy)

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- Noise control plan** (if the event is outdoors)
- Bylaw Requirements
 - Access to free water for patrons (free of charge)
 - Access to a chill space where dancing is not permitted and stimulation and temperature are reduced
 - Designated Incident Command Post

For liquor permissions:

Contact AGLC at 1-800-272-8876

Contact EFRS at 780-496-3628

Contact EPS at 780-391-5126

Contact AHS at 780-735-1800