

EVENT CHECKLIST

Ready to host your event in Downtown Grand Junction? No matter what kind of event you have planned, let us help you make your event a success! Use our Event Planning Checklist to ensure your application and permits are completed on time. If you have any questions, please contact our Event Coordinator Kyra Seppie, kyra@downtowngj.org.



EVENT STEPS

1. Meet with the Downtown GJ Event Coordinator (Kyra@downtowngj.org) to provide an overview of the event.
2. Submit your application **30-60 days prior** to the event, including:
 - Site plan sketch and electrical or water service map
 - Traffic control plan (if needed)
 - Certificate of insurance & certificate of insurance policy endorsement
 - Provide [Vendor Sales Tax Remittance](#) form for vendors
 - City of GJ permits when applicable. See City of GJ for additional special event permits, including [liquor licensing](#)

3. Adjust plans, if deemed necessary by committee members from the City of GJ, GJPD, and the Parks Department; this process may take 4-6 weeks.
4. Receive approval for your event! Expect to receive confirmation of event approval via email.

For additional questions please reach out to:

KYRA SEPPIE
EVENT COORDINATOR

Kyra@downtowngj.org
Phone: 970.255.4923

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