

# Falcon Field Airport Event Planning

**“Goal” “...to provide you with a planning framework to ensure a safe & successful aviation event at Falcon Field”**

1. Describe the type of event? Where held? Purpose?

Sponsor  
Any sub-sponsors?

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2. When is the planned event? (Date & Time)

3. Food service plan / Will alcohol be served?

4. Garbage pick up plan

5. Please list all of the activities that you might anticipate.

On the ground? Describe air portion of event. Static display? Chairs/bleachers?

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6. How are you advertising? How many people do you anticipate (range)?

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7. Is there a fee that is charged or donation?

8. What is your aircraft parking plan for arriving aircraft? How many?

9. What is your vehicle parking plan? How many? Contingency parking?

10. Crowd control plan?

11. What do you need from the City?

Stanchions/barricades?

12. Have you talked to your neighboring businesses? Who?

13. Communications plan – Single point of contact

Office \_\_\_\_\_  
Cell \_\_\_\_\_  
Pager \_\_\_\_\_  
E-Mail \_\_\_\_\_

14. What are you planning to do to protect the security and safety of the runway/taxiway system?

15. Who should be included in the planning for this event?

16. Fee due to the City? Payment received?

17. Insurance policy showing City of Mesa as additional insured? Received?

18. Other / Misc

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This form may be: Mailed to 4800 E. Falcon Dr., Mesa, AZ 85215  
Faxed to 480-644-2419, or  
E-mailed to [airport.info@cityofmesa.org](mailto:airport.info@cityofmesa.org)

