



<b>Calendar Days Deadlines</b>	<b>Intake Date (January or July)</b>	<b>120 Days</b>	<b>90 Days</b>	<b>60 days</b>	<b>45 Days</b>	<b>30 Days</b>	<b>14 days</b>	<b>Day of Event</b>	<b>Post Event</b>
<b>Submit Road Closure request with sitemap</b>									
<b>Book Pay Duty Officers</b> <a href="https://www.guelphpolice.ca/en/crime-prevention-and-community-safety/special-duty-officers.aspx">https://www.guelphpolice.ca/en/crime-prevention-and-community-safety/special-duty-officers.aspx</a>									
<b>Fundraising/Lottery/Raffle/ Bingo/ 50/50 - Submit License application</b> <a href="https://guelph.ca/business/licences-and-permits/business-licences-by-law-background/">https://guelph.ca/business/licences-and-permits/business-licences-by-law-background/</a>									
<b>Submit Food Vendors or Food Trucks - licensing application may apply if vendor is not licensed with the City of Guelph</b> <a href="https://guelph.ca/business/licences-and-permits/business-licences-by-law-background/">https://guelph.ca/business/licences-and-permits/business-licences-by-law-background/</a>									
<b>Selling or serving food - submit Special Event Organizer App to Health Unit</b> <a href="https://wdgpublichealth.ca/">https://wdgpublichealth.ca/</a>									
<b>Final Deadline to submit any Special Event/Tournament application to Eproval/Submit Step 2 - Fireworks and Alcohol will not be permitted</b>									
<b>Submit Emergency Management Plan (Please connect with Coordinator for guidelines)</b> <a href="https://guelph.ca/wp-content/uploads/EmergencyPlanTemplate.pdf">https://guelph.ca/wp-content/uploads/EmergencyPlanTemplate.pdf</a>									



Calendar Days Deadlines	Intake Date (January or July)	120 Days	90 Days	60 days	45 Days	30 Days	14 days	Day of Event	Post Event
<b>Post Event Evaluation Meeting</b>									

**This document is for timing purposes only - additional requirements or conditions may be required for event organizers**

For events @ River Run Centre please contact 519-837-5662  
x. 2804

For events @ Sleeman Centre please contact 519-822-4900  
x 2844