



## Major Event & Emergency Management Section

### CPS Pay Duty event questionnaire (to be completed for all new event requests)

Event date: \_\_\_\_\_

Event name: \_\_\_\_\_

Event location: \_\_\_\_\_

Type of event (e.g. community festival, sporting event, concert, boxing match, etc.): \_\_\_\_\_

Will there be entertainment? If so, who/what? (e.g. band name, DJ name, performer, etc.) \_\_\_\_\_

What time do the doors open? \_\_\_\_\_

What time does the event start? \_\_\_\_\_

What time does the event end? \_\_\_\_\_

Number of CPS officers requested: \_\_\_\_\_

Will you require marked police vehicles? If so, how many? \_\_\_\_\_

Requested start and end times for police officers: \_\_\_\_\_

What roles and responsibilities will officers be required to perform? Please be specific (e.g. crowd control, traffic control, general security, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Background:

Have you hosted this event before? If so, when and where?

\_\_\_\_\_  
\_\_\_\_\_

History of problems or concerns:

\_\_\_\_\_  
\_\_\_\_\_

Present information on potential problems or concerns:

\_\_\_\_\_  
\_\_\_\_\_

Groups or persons of interest expected to attend: (e.g. gangs, extremists, etc.)

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High profile people or dignitaries expected to attend:

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Maximum capacity of the venue: \_\_\_\_\_

Will tickets be sold for this event? If so, how many? \_\_\_\_\_

Is alcohol being served?    YES    NO

Will there be private security on site? If so, which company and how many?

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**For the day of the event:**

On-site contact name: \_\_\_\_\_

On-site contact cellphone number: \_\_\_\_\_

**Provide complete billing information, including: the business name to be invoiced, full mailing address, email address for invoicing purposes, and contact persons. Also include any account numbers or purchase order numbers if applicable.**

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Note: Once your event is complete, billing will come directly from The City of Calgary and not through the CPS Pay Duty office. This may take several weeks post-event.

**Please attach any maps, seating arrangements, floor plans, and evacuation plans, if available. If this is a roadway event, include a detailed route map.**

Once your completed questionnaire has been returned to us, our Special Event Security Team will meet to discuss your request. We will get back to you with further information or questions. Please be advised this may take up to one full business week.