

# Special Event Security Plan

## Event Information

**Event Name:**

**Date(s)/Time(s) of event:**

**Location:**

**Event Overview:**

**Entertainment:**

*(For each day, include the type and what time live entertainment will be held.)*

## Contact Information

**Main Point of Contact:**

*(Business Owner/Managers/Person responsible for event)*

Name:

Address:

Cell Phone #'s:

**Provide at least 3 additional contacts for the day(s) of the event:**

1. Name:  
Phone Number:
  
2. Name:  
Phone Number:
  
3. Name:  
Phone Number:

## Security Information

### **Number of Downey Police Officers required:**

*(Number provided by the Police Department)*

### **Security Guard Company**

1. Security Guard Company:
2. State license number:
3. Are they bonded:  Yes  No
4. Provide a clear description of security uniforms (Include pictures if possible)

### **Security Guard(s) Schedule**

*(List proposed number of security guards for each day and the times they will be working.)*

1. Date:  
Day of the Week:  
Number of Guards:  
Time:
2. Date:  
Day of the Week:  
Number of Guards:  
Time:
3. Date:  
Day of the Week:  
Number of Guards:  
Time:
4. Date:  
Day of the Week:  
Number of Guards:  
Time:

### **Description of Security Guard(s) Duties**

*(List all duties the security guard(s) will be performing during the event)*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

### **Procedures of calling police**

Police will be notified when any illegal activity is observed or a disturbance is observed.

### **Posted Signage**

- Signs to be posted:

### **Attachments:**

*(Include the following attachment to your security plans.)*

1. Copy of contract with security company
2. Photo of front and back of security uniform
3. Official layout (approved by planning) with description of security posts (or roving positions)