



Department of Public Affairs  
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## UNIFIED OPERATIONS PLAN

**Name of Event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

[If location is a Right-of-Way, attach specific route/area of event]

**Date(s)/hours:** [Including move-in move-out dates.]

Date \_\_\_\_\_ / \_\_\_\_\_ (AM/PM) to: \_\_\_\_\_ (AM/PM)

Date \_\_\_\_\_ / \_\_\_\_\_ (AM/PM) to: \_\_\_\_\_ (AM/PM)

Date \_\_\_\_\_ / \_\_\_\_\_ (AM/PM) to: \_\_\_\_\_ (AM/PM)

Date \_\_\_\_\_ / \_\_\_\_\_ (AM/PM) to: \_\_\_\_\_ (AM/PM)

Date \_\_\_\_\_ / \_\_\_\_\_ (AM/PM) to: \_\_\_\_\_ (AM/PM)

**On site primary contact:**

Name: \_\_\_\_\_

Office: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Event description:**

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

**Documents, permits, forms, required by event and status**

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

**Special responsibilities / obligations of event organizer**

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