

Event Site Plan and Route Map Template

Use this template to plan, document, and print your event site layout and route map details for coordinators, volunteers, and local authorities.

1. General Event Information

Event Name:	<input type="text" value="e.g., Community Charity 5K Run"/>
Event Date & Time:	<input type="text" value="e.g., October 12, 2024, 8:00 AM"/>
Main Location/Venue:	<input type="text" value="e.g., Central Park Pavilion"/>
Event Director/Coordinator:	<input type="text" value="e.g., Jane Doe"/>
Contact Number (On-Site):	<input type="text" value="e.g., 555-0199"/>
Permit/License Number:	<input type="text" value="e.g., PERMIT-2024-890"/>

2. Site Plan Key Locations (Infrastructure)

Identify the exact placement or coordinates for key site infrastructure on your printed map.

Infrastructure / Area	Map Label / Identifier	Specific Location Details / Notes
Main Stage / Sound Booth	<input type="text" value="e.g., STAGE-1"/>	<input type="text" value="e.g., North lawn, near power source"/>
Registration / Information Desk	<input type="text" value="e.g., REG-MAIN"/>	<input type="text" value="e.g., Under the blue tent at main entrance"/>
First Aid / Medical Tent	<input type="text" value="e.g., AID-1"/>	<input type="text" value="e.g., East of the finish line, ambulance access"/>
Restrooms / Port-a-Potties	<input type="text" value="e.g., WC-WEST"/>	<input type="text" value="e.g., Row of 10 units near parking lot B"/>
Food Trucks / Concessions	<input type="text" value="e.g., FOOD-ZONE"/>	<input type="text" value="e.g., Along the southern pathway"/>
Waste & Recycling Stations	<input type="text" value="e.g., TRASH-1 to 6"/>	<input type="text" value="e.g., Placed at 50-foot intervals near food zone"/>
Volunteer Check-In	<input type="text" value="e.g., VOL-HQ"/>	<input type="text" value="e.g., Community center back room"/>

3. Route Map & Course Details (For Races, Parades, or Processions)

Define the physical pathway, checkpoints, and safety measures along the route.

Start Line Location:	<input type="text" value="e.g., Mile Marker 0, Main St. Gate"/>
Finish Line Location:	<input type="text" value="e.g., Central Park Plaza Arch"/>
Total Route Distance:	<input type="text" value="e.g., 5.0 Kilometers / 3.1 Miles"/>
Water / Aid Station 1:	<input type="text" value="e.g., Mile 1.5 - Intersection of Oak and 4th"/>
Water / Aid Station 2:	<input type="text" value="e.g., Mile 3.0 - Pine Street Church lot"/>
Road Closure Requirements:	<input type="text" value="e.g., Main St. closed 7:00 AM - 11:00 AM"/>
Course Marshal / Volunteer Positions:	<input type="text" value="e.g., 12 marshals placed at turn points A through L"/>
Emergency Evacuation Route:	<input type="text" value="e.g., Exit via Broad Street to County Hospital"/>

4. Printed Map Attachment Reference

Use this section to cross-reference physical map prints, GPS coordinate files, or digital CAD drawings.

Site Plan Attachment File/Ref:	<input type="text" value="e.g., Site_Layout_Draft_V4.pdf"/>
Route Map GPS / Plotting Link:	<input type="text" value="e.g., plotaroute.com/route/123456"/>
Scale of Printed Map:	<input type="text" value="e.g., 1 inch = 100 feet"/>

5. On-Site Notes & Setup Instructions

Write any additional instructions needed for the setup crew on the day of the event.

Note 1: Ensure all barricades are delivered by 6:00 AM.

Note 2: Electrical generator needs grounding rods.

Note 3: Place directional signage at every major intersection.

Note: To save or distribute this document, please print to PDF or use your browser's print option (Ctrl+P / Cmd+P).