

## EXHIBIT B OPERATING PLAN

This optional format is designed to identify all aspects of a recreation event held on National Forest System lands and will help in developing an Operating Plan for an event. Depending on the size of your event, **some items may not apply**. Attach additional pages, if necessary to complete the information.

This operating plan is hereby incorporated as part of the authorization in accordance with clauses 5 and 16 of the Special-Use Application and Permit for Recreation Events (FS-2700-3c), if the proposal is accepted and the application is approved.

1. On site agent: \_\_\_\_\_  
Day phone: (    )    -  
Evening phone: (    )    -  
  
Fax or e-mail: (    )    -
  
2. Dates:
  
3. Description of event:
  
4. Location (**attach map**):
  
5. Number of acres needed:
  
6. Planned number of participants: \_\_\_\_\_ Maximum number: \_\_\_\_\_
  
7. Number of spectators anticipated: \_\_\_\_\_ Maximum number: \_\_\_\_\_
  
8. Duration of event (include pre/post event set-up days):
  
9. Overnight areas needed: Yes  No     If yes, describe:
  
  
10. After hour activities for multiple-day events (music, food, etc.):
  
11. Notification of adjacent permit holders or landowners: Yes  No

12. List other permits required and coordination or cooperating agreements (attach copies):

### **FACILITIES**

13. Facilities provided (i.e. tents, canopies, stage, booths, benches, chairs, showers):

14. Provisions for drinking water (quantity, locations, bottled vs. truck):

15. Signing (i.e. route marking, parking, trails, event schedules): Attach sample of ribbon or marker used on National Forest.

16. Sanitation Plan (i.e. number of toilets, garbage cans, recycle bins):

17. Accommodations for disabled visitors (i.e. parking, access):

18. Describe power supply requirements:

19. Describe public address system requirements:

### **VENDORS**

20. Will food or beverages be provided? Yes  No  If no, go to 27.

21. Included in price? Yes  No

22. Agreements with vendors or caterers: Yes  No

23. Number of vendor or caterers:

24. Location of food or beverage (identify on map):

25. Alcohol for sale? Yes  No

Vendor obtained state and local permits? Yes  No

26. Insurance coverage for alcohol: Yes  No

Attach a copy of the liability portion & and all endorsements and exclusions

27. Other products for sale (i.e. t-shirts, hats, ice, souvenirs):

28. Other equipment for rental (i.e. snowmobiles, skis, boards, jet-skis, rafts, kayaks):

29. List additional third party agreements:

### **PARKING AND VEHICLES**

When planning for parking, be aware that one lane must always be open for emergency vehicles.

30. Amount of parking needed (i.e. number of spaces, acres, include disabled parking):

31. Locations (identify on map):

32. Parking attendants and locations used (i.e. parking direction, lot full posting, information):

33. Parking lot security (i.e. overnight parking, remote lots):

34. Traffic controls (i.e. one way, signing):

35. Shuttle service (type, when and where used):

36. Will any road closures be needed? (where and how long):

### **SAFETY/COMMUNICATIONS/MEDICAL**

37. Attach Medical Plan and include the following:

Access for emergency vehicles (i.e. ambulance, helicopter landing zones)

Number and location of first aid stations

Names and qualifications of any medical staffing

List of emergency phone numbers and local hospitals/clinics

38. Describe communications type and number of equipment used:

39. Specify safety closures for high-risk areas and protection of spectators (i.e. barriers, closures, restricted areas):

### **ADVERTISING**

All advertisements must include acknowledgment that the event is located on the National Forest. **For example—XXX Event is an equal opportunity recreation provider under Special Use Permit with the Deschutes National Forest.**

40. Description of event advertising (i.e. flyers, radio, TV, magazines, internet):

41. Target audiences (i.e. local regional, national, limited membership):

42. Planned filming (i.e. land, air, water):

43. What is the reason for filming (i.e. advertising, promotion)?

44. Type of advertising proposed for the event (i.e. banners, signs, posters, commercial vehicles):

SAMPLE OF COURSE MARKER—PLEASE ATTACH RIBBON OR DRAW A PICTURE OF SIGNS

### **CLEANUP**

45. Time frame to remove all facilities and garbage after the event (including removal of signs, advertising flagging, route markers):

46. Garbage collection site location (landfill or transfer station):

47. Mitigation plan to rehabilitate resource damage (i.e. closures, revegetation):

48. Time frame to complete mitigation:

### **FEES**

There may be other costs for which you are responsible as part of your authorized activity.

Liability insurance coverage and a performance bond to ensure protection of the environment and site cleanup may be required. Depending on the size and duration of your activity, costs associated with law enforcement, crowd control, safety issues, and sanitation may also be required.

49. Estimated cost per participant:

50. Describe discounts, trades, and group's rates:

51. Describe prizes awarded: