

CITY OF PROVIDENCE

Department of Art, Culture + Tourism

Site Map Toolkit

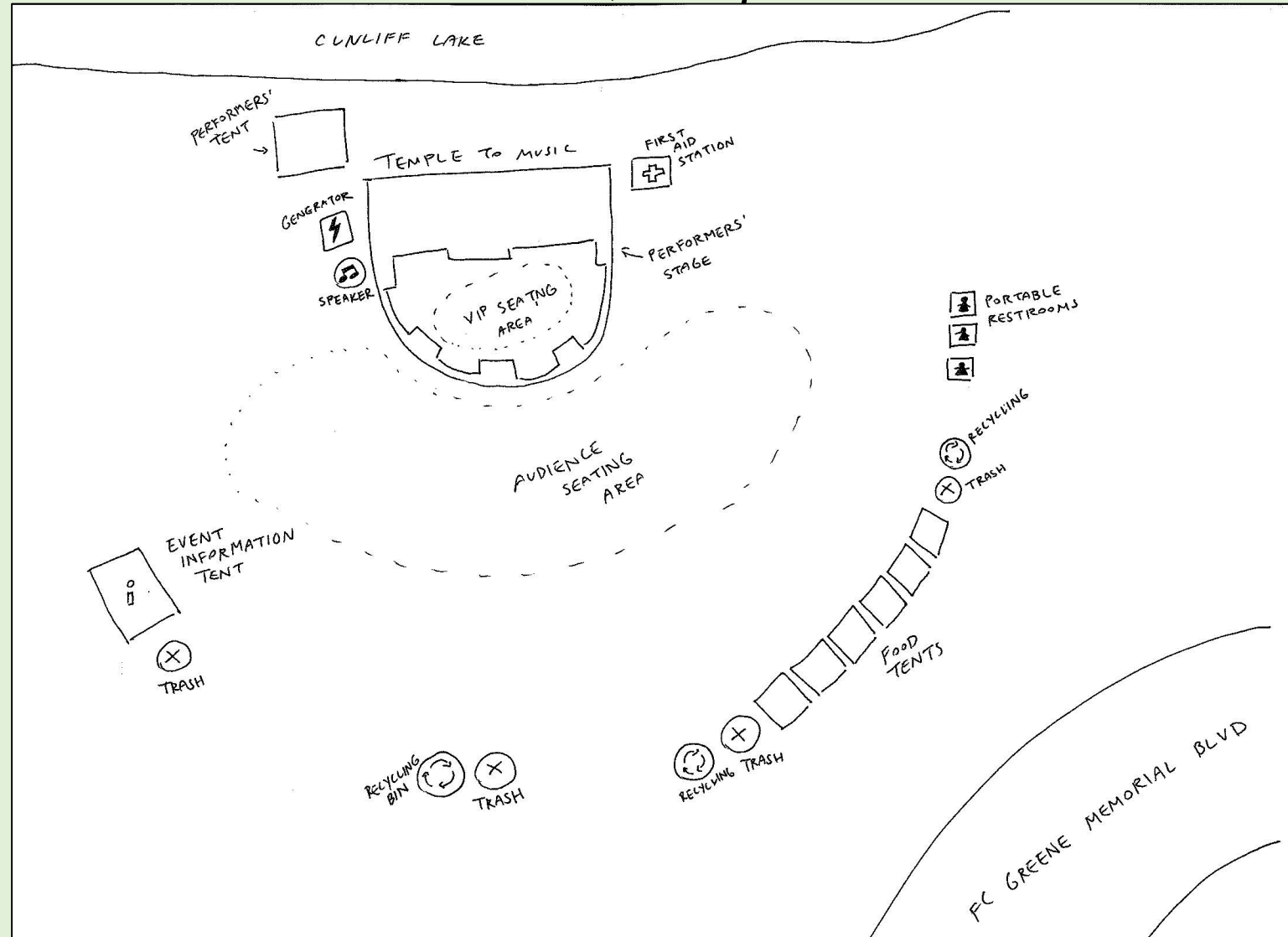
We will need a Site Map that includes:

- ✓ Platforms, stages, or related structures
- ✓ Vehicles and/or trailers
- ✓ Exits and Entrances
- ✓ Seating
- ✓ Admissions gate(s)
- ✓ Map route for parade or race/walk
- ✓ Fencing and/or barricades
- ✓ Generator locations and/or source of electricity
- ✓ Tent locations
- ✓ Booths, exhibits, displays or enclosures
- ✓ Portable toilets and any sanitation stations
- ✓ Trash/recycling containers and dumpsters
- ✓ Gas tanks (i.e. helium, propane, etc.) and how they are secured
- ✓ Beer garden/alcohol area
- ✓ Food concession and/or food preparation area(s)
- ✓ All handicap, pedestrian, and fire access
- ✓ First aid station

Of course, only include what's applicable. We need a solid idea of what you are proposing. Site map examples are included in the following slides.

Park Event Site Map (hand drawn)

Music Performance + Food Event at Roger Williams Park, Temple to Music



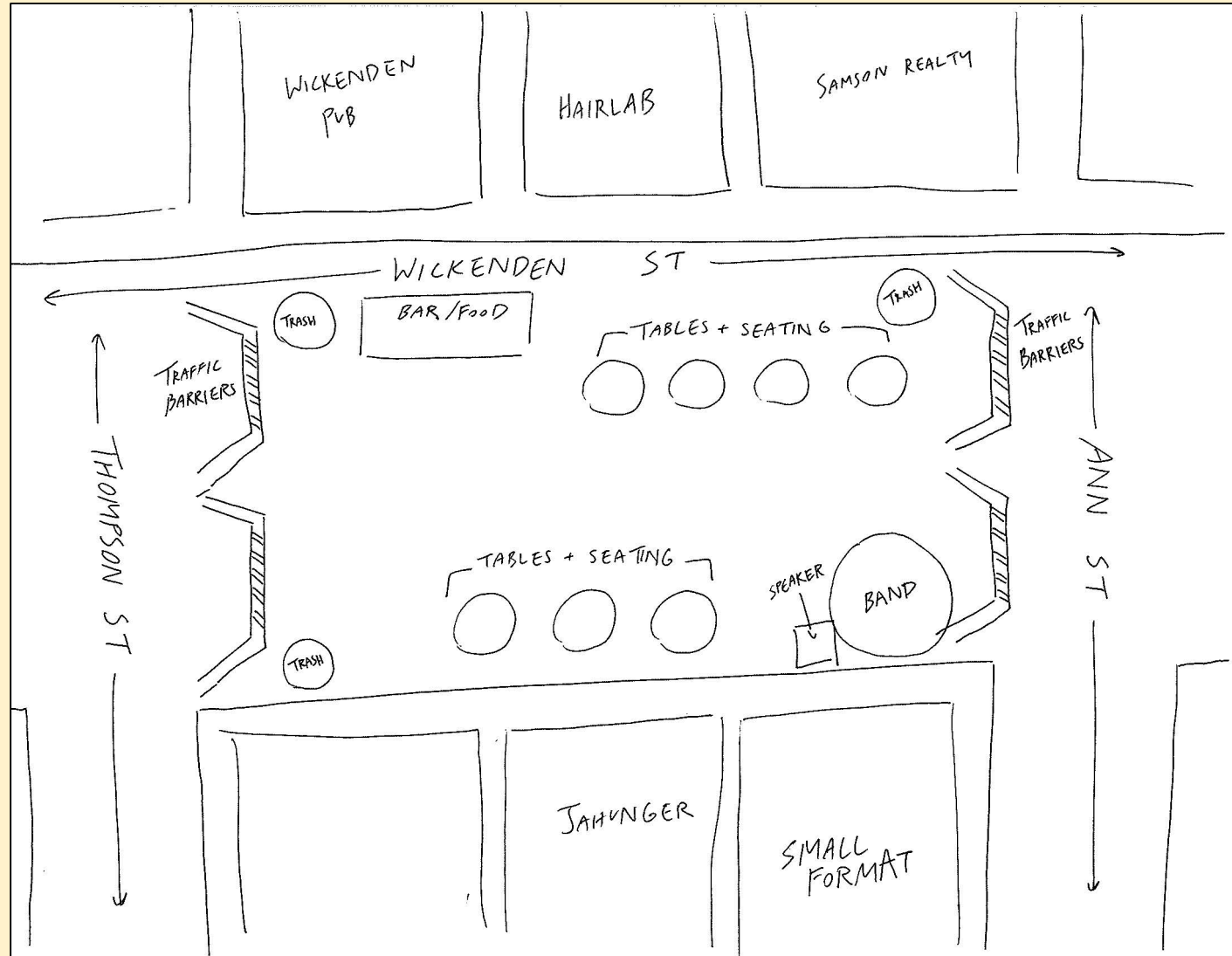
Park Event Site Map (digital)

Outdoor Movie Screening at Dexter Park



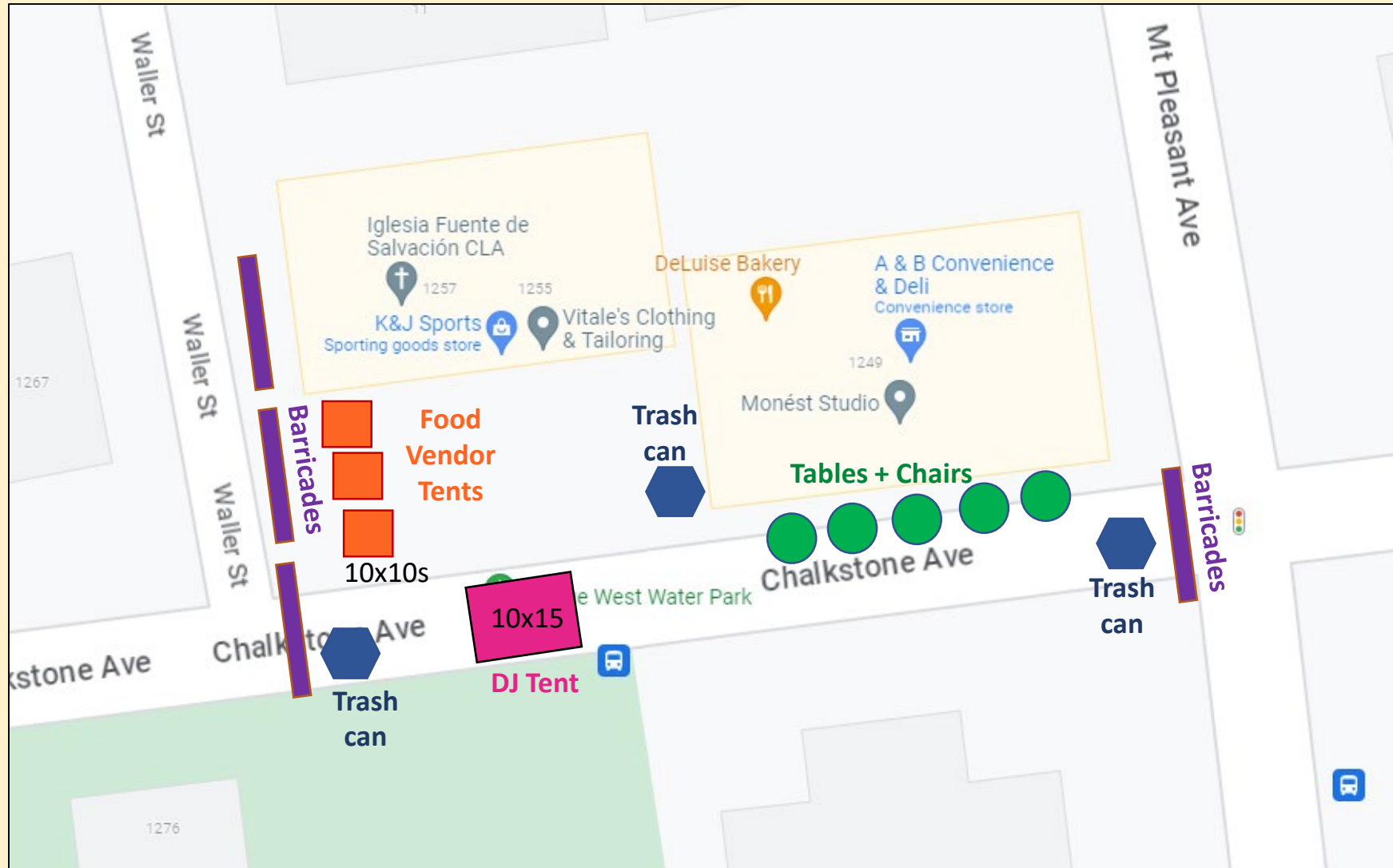
Block Party Site Map (hand drawn)

Block Party on Wickenden St



Block Party Site Map (digital)

Outdoor Market on Chalkstone Avenue

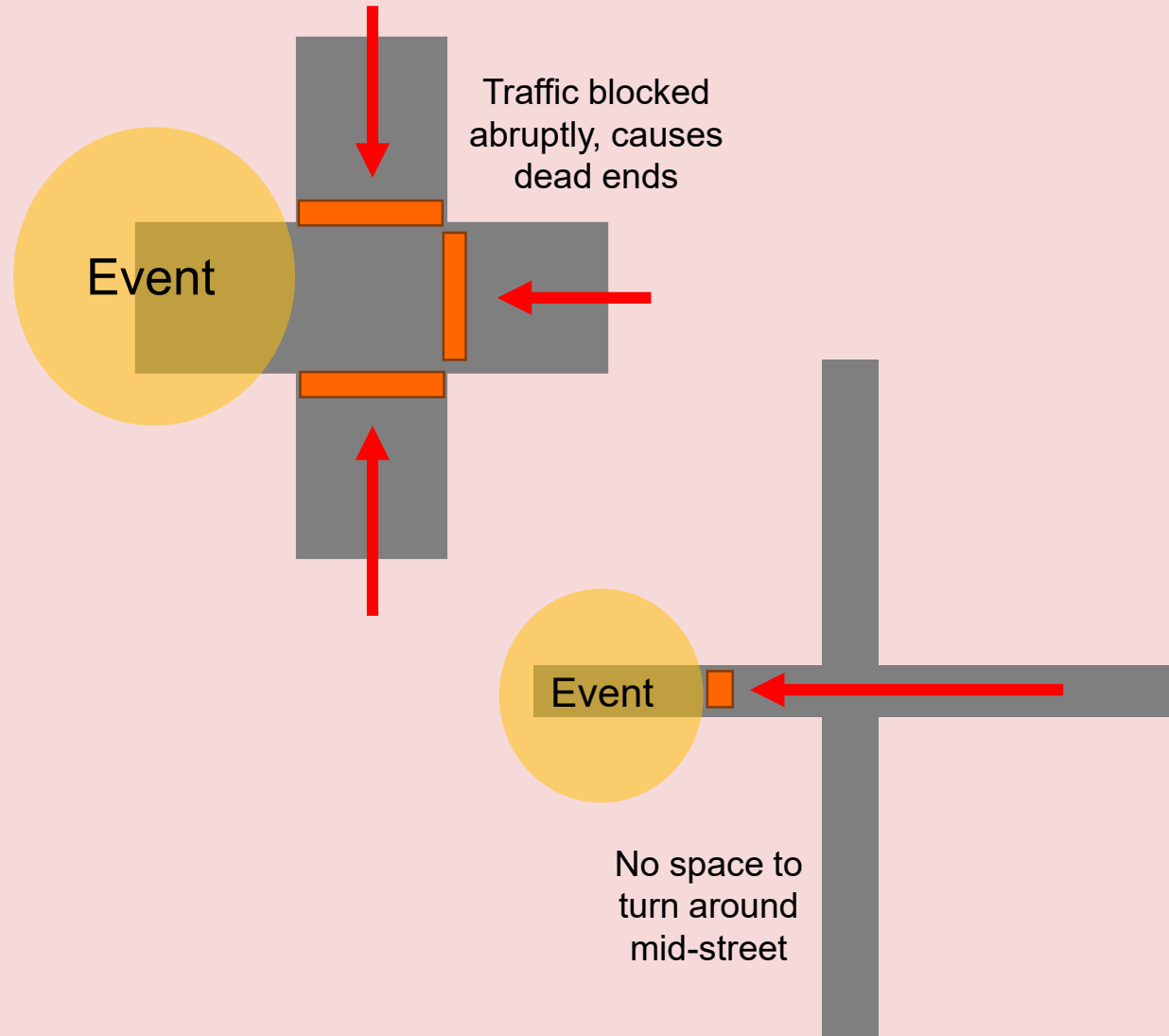


Tips for Making Site Maps

- Use an aerial view for your site map!
- Make sure that surrounding streets and buildings are clearly labeled
- For making digital site maps, you can screenshot an aerial view of your site on Google Maps, and then insert shapes and labels on top of the screenshot using Google Slides or PowerPoint
- For hand-drawn maps, make sure your lines are sharp and clearly visible

For street closures, plan your barricades to streamline traffic

Don't



Do

