

Suggested Timeline for Event Production in Whistler

8-12 months prior to event:

- Contact Partnership Marketing Manager regarding event
- Complete Whistler Event Application Form and submit
- Once Whistler Event Application has been approved, book the venue

6 months prior to event:

- Submit comp room requests to Tourism Whistler
- Mandatory Visit to Whistler to meet with Resort Partners and perform a site visit
- Marketing and Communications Plan implementation begins

3 - 4 months prior to event:

- Fill out and submit RMOW Village Facility Use Application Form – required for all outdoor events within Whistler
- Fill out and submit WB Event Checklist – if holding event on Whistler Blackcomb property
- Submit Event Production Plan to the RMOW, TW and WB (if applicable)
- Connect with whistler.com re event packaging
- Apply for Business License if applicable
- Apply for Special Occasions License (SOL) if applicable

1 month prior to event:

- Site, Safety, Communications, Parking, Transport, Signage, Garbage/Recycling, Security, and Temporary Structure Plans due to the RMOW
- Set Event Production meeting with RMOW including Fire Dept, Bylaw Services, and RCMP
- RMOW to provide event producer with Permit

1 - 2 weeks prior to event:

- Meet with the RMOW and other resort partners, suppliers, etc. (if applicable) for final operations / site meeting