

NEWS RELEASE

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City of Nanaimo launches a new Special Event Toolkit

Toolkit supports organizers in planning community events

Summary

The City of Nanaimo is pleased to introduce the Special Event Toolkit, a comprehensive guide designed to assist community organizations, businesses and event organizers in planning and delivering special events in Nanaimo's streets, sidewalks, plazas, parks and civic spaces.

The toolkit provides a centralized resource to help organizers navigate the event planning process, from initial concept through to event delivery. It includes information on permits and approvals, booking public spaces, safety requirements, accessibility considerations, operational planning, event timelines and key City contacts.

As Nanaimo continues to grow and evolve, community events play an important role in activating public spaces, supporting local businesses, celebrating culture and bringing people together. The new toolkit is intended to make the event planning process more accessible, transparent and efficient, helping organizers create safe, inclusive and memorable experiences for residents and visitors alike.

To view and download the tool kit, visit [the City's website](#).

Strategic Link: The initiative aligns with the City Plan: Nanaimo Reimagined, the City's strategic planning framework, which promotes community well-being, cultural vitality, accessibility, active public spaces and opportunities for residents to connect through community events and activities.

Key Points

- The Special Event Toolkit is a comprehensive guide for events proposed in City streets, sidewalks, plazas, parks and civic spaces.
- The toolkit provides clear guidance on permits, approvals, timelines, safety planning and accessibility requirements.
- Community events contribute to a livable, active and connected community by encouraging participation, celebration and social connection.

Quotes

"Special events bring energy, connection and pride to our community. Whether it's a neighbourhood gathering, cultural celebration, sporting event or community festival, these events help make Nanaimo a vibrant and welcoming place to live and visit. The new Special Event Toolkit provides organizers with the resources they need to navigate the planning process and bring their ideas to life, helping us create more opportunities for people to come together and enjoy our public spaces."

Leonard Krog
Mayor
City of Nanaimo

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View the online edition for more information -

<https://www.nanaimo.ca/NewsReleases/NR260921CityOfNanaimoLaunchesANewSpecialEventToolkit.html>