
Event Security Plan

In order to host a safe event, the Event Security Plan is required to outline your security staffing. Upon completion, the Event Security Plan will be submitted to the Long Beach Police Department for review. After review, the Long Beach Police Department will determine if additional security staffing is required, and also determine if Police Officers shall be staffed. All public events with alcohol are required to have private security in addition to mandated staffing by the Long Beach Police Department.

The event operator is also responsible for creating and submitting a site map/plot plan labeling the security staffing locations for the event.

Form must be completed and signed by contracted Security Company.

Scope of Event

Event Name: _____

Event Organizer: _____ Phone: _____

Event Date(s): _____

Hours of Operation: _____ Expected Attendance: _____

Type of Event: Festival Concert Parade Car Show Other _____

Number of Stages: _____ List Entertainment Schedule i.e., All Bands, DJ's, Music Genre, Times:

Primary Event Security

Name of Security Company: _____ CA PPO License #: _____

Company Phone: _____ On Site Contact: _____ Phone: _____

Number of Armed/Unarmed Security Personnel Assigned Each Day:

Unarmed _____ Armed _____

**Off duty police officers working in a private security capacity must possess a CA guard card and should not wear anything identifying them as a "police officer."*

List a Detailed Schedule of the Event and After-Hours Security Staffing and Locations:

Include shift times & responsibilities. Specifically perimeter security, response times, etc. **Staff locations must be labeled on your site map/plot plan.*

Security & Event Staff Communication Plan

Describe How Event Security and Event Staff Will Communicate: Radios Cell Phones

Other _____

**Depending on scope of the event, Special Event Staff, LBPD and LB Fire may require radios issued by event operator.*

Number of Staff and Security w/Radios: Staff _____ Security _____

Security Uniforms

Shirt Color: _____ Pant Color: _____

Describe How Personnel are Identified as Security:

Event Ticketing/Re-Entry

How is the Event Marketed: Social Media Internet Radio TV Flyers Other _____

Ticket Price(s): _____ Method of Purchase: Pre-Sale Gate/Door

Max. Ticket Sales: _____ Re-Entry: Yes No If Marked Yes, Please Explain Re-Entry Policy:

List Prohibited Items:

Describe Entry Area & Types of Search and Screening to be Used:

Alcohol Controls

Alcohol is required to be served in clear plastic cups with a limit of two (2) drinks per person at the time of purchase. Event operator is required to issue patrons 21 years and older a tamper resistant wristband. Event operator is required to check identification at each point of sale.

Alcohol must be contained within a controlled venue.

Free Roaming Alcohol is defined as alcohol being allowed to “roam” throughout the entire enclosed event venue. Alcohol compliance team is required to patrol the interior of the venue for patrons drinking without a wristband.

Beer Garden is defined as alcohol contained to a portion of the event venue. Typically the event is not entirely enclosed and alcohol is kept within a small enclosed portion of the event. Perimeter fences are required to prevent alcohol from being passed from the Beer Garden to event patrons outside the Garden. Beer Garden requires security along the perimeter, entrance/exit(s), and requires count in-out controls. Beer Garden must be clearly labeled on the site map.

Free Roaming Alcohol: Yes No

Beer Garden: Yes No

Number of Security Staff Assigned to Compliance Team: _____

Additional Notes

Name of Security Representative (Print): _____ Date: _____

Signature of Security Representative: _____