

# SUPER BOWL SREA TIPS ★★★★★

SUPER BOWL PREPAREDNESS CHECKLIST  
FOR PROPERTY OWNERS AND MANAGERS



# GO BIRDS!

## PARKING & TRAFFIC CONTROL

Ensure parking spaces are clearly marked and monitored for excessive congestion

Consider additional signage or staff presence to direct traffic flow around the property

Review visitor parking policies to accommodate any expected overflow guests

## SECURITY & SAFETY MEASURES

Increase security patrols or ensure your current security team is on alert during the event

Ensure all exterior lighting is functional to provide adequate visibility in common areas and parking lots

Conduct a walk-through of all common areas to check for any potential safety hazards

Verify that fire exits, alarms, and emergency lighting are in proper working order

## WASTE MANAGEMENT & CLEANLINESS

Place extra trash receptacles in high-traffic areas, especially around gathering spaces or entrances

Coordinate with your waste management service for additional pickups if needed to avoid overflow

Remind tenants of the importance of keeping common areas clean and dispose of trash responsibly

## AMENITIES & COMMON AREAS

Verify that all amenities (such as elevators, restrooms, and lounge areas) are fully operational and stocked

Post any event-related information in common areas (i.e., expected noise, increased traffic, etc.)

If applicable, consider providing additional seating or accommodating special needs for residents or guests

## COMMUNICATION WITH TENANTS

Send a reminder to all tenants about the increased activity around the property, providing any necessary details for parking, noise, or security procedures

Offer contact information for emergency issues or inquiries that may arise during the event

Encourage tenants to be mindful of noise levels and respectful of others during the event

## VENDOR COORDINATION

If any external vendors (caterers, party planners, etc.) are involved, ensure they are aware of property guidelines and event schedules

Confirm vendor access points and ensure they are fully aware of parking or space limitations

## INCIDENT RESPONSE PLAN

Review and ensure that your emergency procedures are up-to-date and all staff are briefed on their roles

Last but not least-- Have a plan in place for handling potential disruptions, including noise complaints, safety incidents, or emergency evacuations

# FLY, EAGLES, FLY!