

SAMPLE NOTIFICATION

Event Name & Location:

Dates / Times: Provide specific information about the event—include the load-in and load-out dates and hours as neighbors and businesses need to know specifics about the event beyond the actual event dates.

Event details: Provide specific information about the event including a brief description of the organization benefitting from the event. Include a site map, anticipated crowd size, and information about entertainment, especially if the event involves amplified sound, if food and/or alcohol will be served, transportation/ parking options, etc.

Special Features : It is beneficial to provide any additional information that may be of interest to the community. This notification can be a way for the event to promote itself to the neighbors and businesses.

Information resource/contact Always make sure there is some way for the community to contact the event for clarification, or if there are any issues that need to be addressed. This may include a 'hotline' for day of concerns. Additionally, always provide a website which includes additional and updated information about the event that is not included 45 days prior to the event. This is vital!

Street Closures If street closures are part of your event, it is important to indicate the streets affected and the dates/times of **closure** and time dates/times that they will be **re-opened**. Color code them with the map to help the community navigate the information.

Site Map and/or Route



Notification Requirements:

Any residence or business that will be impacted by the event must be notified.

Local access to private property must be maintained unless written approval is provided from the owner of the property.

Contact impacted council districts and registered neighborhood organizations.