

## MAYOR'S OFFICE COORDINATORS REPORT

**OVERALL STATUS (please circle):**      APPROVED      DENIED      N/A      CANCELED

Petition #: \_\_\_\_\_ Event Name: \_\_\_\_\_

Event Date : \_\_\_\_\_

Street Closure: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

|  |  |
|--|--|
| Receipt date of the <b>COMPLETED</b> Special Events Application: |  |
| Date of City Clerk's Departmental Reference Communication:       |  |
| Due date for City Departments reports:                           |  |
| Due date for the Coordinators Report to City Clerk:              |  |

Event Elements (check all that apply):

- Walkathon       Carnival/Circus       Concert/Performance       Run/Marathon
- Bike Race       Religious Ceremony       Political Ceremony       Festival
- Filming       Parade       Sports/Recreation       Rally/Demonstration
- Fireworks       Convention/Conference       Other: \_\_\_\_\_
- 24-Hour Liquor License**

**Petition Communications** (include date/time)

**\*\* ALL permits and license requirements must be fulfilled for an approval status \*\***

| Date | Department   | N/A | APPROVED | DENIED | Additional Comments |
|------|--------------|-----|----------|--------|---------------------|
|      | DPD          |     |          |        |                     |
|      | DFD/<br>EMS  |     |          |        |                     |
|      | DPW          |     |          |        |                     |
|      | Health Dept. |     |          |        |                     |

| Date | Department        | N/A | APPROVED | DENIED | Additional Comments |
|------|-------------------|-----|----------|--------|---------------------|
|      | TED               |     |          |        |                     |
|      | Recreation        |     |          |        |                     |
|      | Bldg & Safety     |     |          |        |                     |
|      | Bus. License      |     |          |        |                     |
|      | Mayor's Office    |     |          |        |                     |
|      | Municipal Parking |     |          |        |                     |
|      |                   |     |          |        |                     |

**MAYOR'S OFFICE**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_