

Janice M. Wintfrey
City Clerk

City of Detroit
OFFICE OF THE CITY CLERK

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENT PETITION REFERENCE COMMUNICATION

To: The Department or Commission Listed Below

From: Janice M Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

Petition No.	2024-228
Name of Petitioner	City Of Detroit Clerks Office
Description of Petition	Please find attached request to host "Get Out To Vote" at 2978 W Grand Blvd from July 27 th at 9:00 AM to 5:00 PM the same day. Set-up will begin on July 26 th at 5:00 AM and be completed by 5:00 AM on July 27 th . Tear down is scheduled to begin on July 27 th at 6:00 PM and be completed by 10:00 AM on July 28 th .
Type of Petition	Special Events
Submission Date	07/05/24
Concerned Departments	"Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)"
Petitioner Contact	Phillip Talbert P: (313) 529-6600 pjtalbert@totalaccessinc.com

City of Detroit Special Events Application Authorizations

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed special event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to special events. I further agree to abide by these rules, and further certify that I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Detroit.

Applicant Signature: Phillip Talbert

Date: 06/28/24

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: Get Out to Vote

Event Date: 7/27/24

Event Organizer: City Clerk Office

Applicant Signature:

Phillip Talbert

Date: 06/28/24

Get Out to Vote

JULY 27, 2024 9AM-5PM
OFFICE OF ELECTIONS



SET UP & BREAKDOWN DAYS

- Friday Set Up: July 26, 2024 5am
- Street Closure: Grand Blvd Between 3rd and Cass

Begin: Friday July 26, 2024 5am End: Sunday July 28 12am

- Tent load in / placement
- Equipment drop/ placement
- Vendor Load in

Monday Breakdown: July 27, 2024 9pm

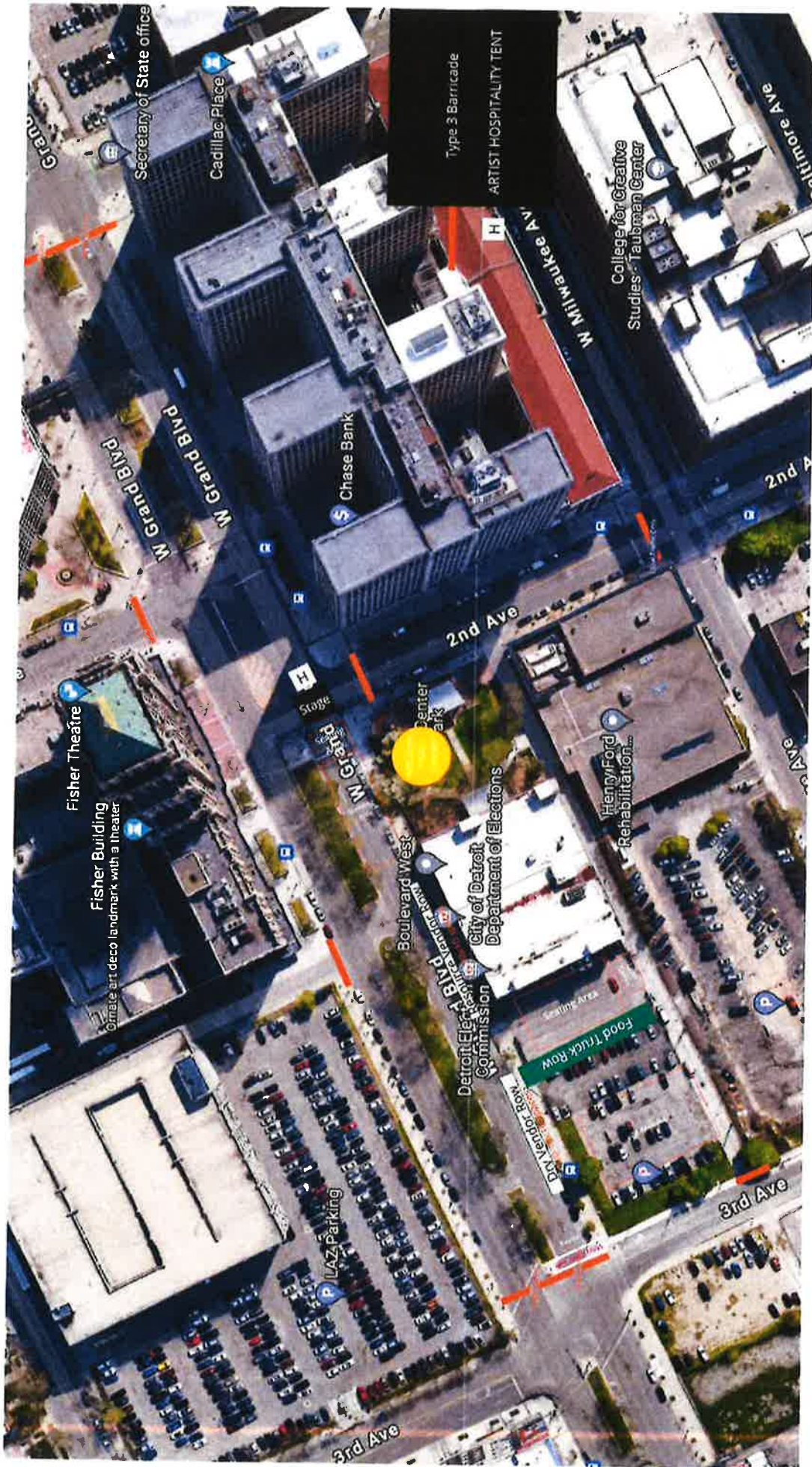
Complete by Sunday July 28, 2024 8am

Hours

Saturday (Public) Music and Activities: 9am-5pm

Event produced by the City Clerk Office focused towards the largest Get out to vote. Family friendly and focused towards getting as many people to vote that day.

Live Entertainment



Grand Blvd

Secretary of State office

Cadillac Place

W Grand Blvd

Chase Bank

2nd Ave

W Milwaukee Ave

College for Creative Studies - Taubman Center

Baltimore Ave

Fisher Theatre

Fisher Building
Ornate art deco landmark with a theater

Stage

Center Park

City of Detroit
Department of Elections

Henry Ford
Rehabilitation

2nd Ave

Boulevard West

Detroit Election Commission

Seating Area

Food Truck Row

W Vendor Row

LAZ Parking

3rd Ave

3rd Ave

Type 3 Barricade
ARTIST HOSPITALITY TENT

ONSITE EQUIPMENT

Food Court Tents
Dry vendor Tents

Staff & Security Tent

Generator

Porta Johns

Bike Rack & Fencing

Stage

Lawn Games

FOOD VENDORS AND DRY VENDORS

All City approved Vendors from the City of
Detroit Licensed Vendor List and Licensed
Vendor thru our Vendor Program

SERCURITY & MEDICAL

Security Team

- GSD and DPD and Private Security
- Start: Friday 7/26/24 6pm
- End 7/28/24 12am
- Detroit Police Department Evolve System

Medical and Ambulance: Hart Medical

Community Outreach Plan for "Get Out to Vote" Event

Event Details:

- **Date:** July 27
- **Time:** 9 AM - 5 PM
- **Organized by:** Clerk's Office

Objective: Increase voter turnout and community engagement for the upcoming elections through comprehensive outreach and education.

1. Event Promotion:

- **Social Media Campaign:**
 - Collaborate with the GSD Communications Team to create engaging content.
 - Schedule regular posts on platforms like Facebook, Instagram, and Twitter.
 - Use hashtags such as #GetOutToVote, #YourVoteMatters, and #Vote2024.
- **Email Campaigns:**
 - Send informational emails to the community mailing list with event details and the importance of voting.
 - Include a call-to-action for RSVPs to gauge attendance and plan accordingly.
- **Local Media:**
 - Coordinate with local newspapers, radio stations, and TV channels to feature the event.
 - Publish press releases highlighting the event's significance.

2. Event Information Distribution:

- **Flyers and Posters:**
 - Design and distribute flyers and posters in community centers, libraries, and local businesses.
 - Ensure the materials are visually appealing and easy to read.
- **Website and Online Resources:**
 - Update the Clerk's Office website with event details, including a downloadable event flyer and map.
 - Provide FAQs about voting and registration.

3. Community Engagement:

- **Community Meetings:**
 - Organize informational meetings with local community groups to discuss the importance of voting.
 - Offer presentations at schools, churches, and neighborhood associations.
- **Partnerships with Schools:**

- Collaborate with local schools to educate students and their families about the voting process.
- Encourage schools to promote the event in their newsletters and during announcements.
- **Community Outreach:**
 - Distribute event information at local centers, libraries, and during community events.
 - Set up informational booths in high-traffic areas to engage with the public directly.
- **Volunteer Recruitment:**
 - Recruit volunteers to assist with event promotion and on the day of the event.
 - Offer perks like free refreshments and official "Get Out to Vote" t-shirts.

4. Sustainability and Community Impact:

- **Eco-Friendly Practices:**
 - Use digital flyers and emails to reduce paper waste.
 - Encourage carpooling, biking, or walking to the event.
- **Support Local Businesses:**
 - Source event materials and refreshments from local vendors.
- **Community Feedback:**
 - Collect feedback from attendees to improve future outreach efforts.
 - Provide a feedback form on the website and at the event.

5. Emergency Communication:

- **Emergency Plan:**
 - Work with the GSD Communications Team to include emergency communication procedures.
 - Ensure there is a clear plan for handling any incidents that may arise.
- **Communication Hub:**
 - Establish a centralized hub at the event for emergency communication.
 - Have a designated team responsible for managing emergency contacts and procedures.
- **Emergency Contacts:**
 - Display emergency contact numbers prominently at the event.



Community Notification: Get Out to Vote Event

Event Name: Get Out to Vote

Date: July 27, 2024

Street Closure: Grand Blvd (Between 3rd and 2nd) **Closure Time:** Friday July 26, 5 AM - Sunday July 28, 5 PM

Event Details: Join us for a community-focused event aimed at encouraging voter participation! The Get Out to Vote event will feature various activities, live music, food vendors, and informational booths to help get folks out to vote.

Activities:

- Live Music
- Food Vendors
- Informational Booths
- Kid Activities
- Giveaways
- Vote Onsite
- Family-Friendly Activities

Purpose: This event is designed to engage our community and provide resources to ensure everyone is prepared and motivated to vote in the upcoming elections. Let's come together and make our voices heard!

Traffic Advisory: Please be advised that Grand Blvd between 3rd and 2nd will be closed from 5 AM on Friday, July 27th until 5 PM on Sunday, July 29th. Please plan your travel accordingly and use alternative routes during this time.

Contact Information: For more information or to get involved, please contact [info](#)

Let's make a difference together!

Organizer: Detroit City Clerk and Department of Elections

Supported by: City of Detroit

Get Out to Vote Clean UP Plan

The event will utilize the cleaning services provided by General Services Department personnel which will provides cleaning and trash removal pre event, during event and post event.

The General Services Department will provide additional trash receptacles throughout proposed event site layout and will monitor and provide trash removal from event site during and post event hours.

Clerk Office and TAE will coordinate cleaning services in conjunction with General Services Department personnel to ensure seamless coordination of site cleaning pre, event hours, and post event.

Food vendors has been directed that they are responsible for disposing of all trash in garbage bags in a manner to ensure that garbage is not to be visible to the public at any time. General Services Department personnel will collect all garbage and remove from event site, during and post event,

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: 2024-228

Event Name: Get Out To Vote

Event Status: In Review- City Council (Step 4 of 6)

Petitioner Name / Organization: City Of Detroit Clerks Office

Event Location: 2978 W Grand Blvd

Event Date(s) and Time(s): 07/27/24 9:00 AM **to** 07/27/24 5:00 PM

Type of Event: Political Event

Applicant Contact:
Phillip Talbert
pjtalbert@totalaccessinc.com
+1 (313) 529-6600

Submission Date:	06/28/24 4
Date of Clerk's Office Referral:	07/05/24
Date of City Departments Sign Off:	7/11/2024
Date Referred to Council:	7/11/2024

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Reviewed-Ready for Council	DFD Reviewed-Ready for Council	EMS Reviewed-Ready for Council	GSD Approval Not Required	DDOT Reviewed-Ready for Council	MPD Reviewed-Ready for Council	DPW Reviewed-Ready for Council	DHD Approval Not Required

BSEED
BSEED Reviewed-Ready for Council

Mayor's Office Special Events Signature: *Gakeima Fife*

Date: July 11, 2024

General Event Information

Has this event been hosted before? Yes

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? Yes

Event Website: N/a

Which spaces will be used? Street, Sidewalk

Will this event include the use or sale of marijuana? No

Event Description

Brief Event Purpose & Description:

Get Out to Vote 2024: Community Celebration

Join us on July 27, 2024, from 9 AM to 5 PM for a day of civic engagement and community fun at the largest voting event of the year! The Get Out to Vote event is designed to bring our community together with live entertainment, food trucks, and a festive atmosphere.

Estimated Peak Attendance: 1000

Estimated Total Attendance: 1000

Is this a public event? Yes

Will there be ticket sales or admission charged? No

Does this event use Hart Plaza? No

Will there be merchandise sold? Yes

Will you be taking donations? No

Is this a charity event? No

Does this event involve campers, tents and/or RVs? No

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? Yes

Contact Information

Organization / Petitioner Name: City Of Detroit Clerks Office

Mailing Address: 2978 W Grand Blvd

detroit Michigan 48224

Primary Contact:	Secondary Contact:
Phillip Talbert	
pjtalbert@totalaccessinc.com	

Organization Type: Government

Organization Website: _____

Event Setup & Breakdown

Begin Setup: 07/26/24 5:00 AM

Complete Setup: 07/27/24 5:00 AM

Setup Location(s): Grand Blvd

Event Start: 07/27/24 9:00 AM

Event End: 07/27/24 5:00 PM

Begin Tear Down: 07/27/24 6:00 PM

Complete Tear Down: 07/28/24 10:00 AM

Number of Trash Containers: 25 Number of Recycling Containers: 10

Cleaning Service Vendor: COD

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

Street Closures (if there are 1-4 closed streets):

1. Grand Blvd 07/26/24

3rd 5:00 AM 11:00 PM

2. _____

3. _____

4. _____

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Blocking metered parking spaces

Describe the parking plan to accommodate anticipated attendance:

We will direct public to specific parking lots in surrounding area.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? No

Number of food trucks: 8 Number of non-truck food vendors: 10

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

Will there be sales, service and/or consumption of alcohol in public at the event? _____

What type(s) of alcohol will be served? _____

Day(s) and time(s) alcohol will be served: _____

Will ice be used in any served beverages? No

Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 1

Do any of the stages have a canopy? Yes

Number of tents 10' x 10' and smaller: 10

Number of tents larger than 10' x 10': 1

Tent Contractor: _____

What other structures will your event include? _____

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? _____

Generator contractor: _____

Will additional wiring be installed? No

Does the event require access to a hydrant? Yes

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? Yes

Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: _____

Number of private personnel per shift: _____

Which of these apply to the private security personnel? _____

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: _____

Does this event include fireworks? No

Day(s) and time(s) of fireworks: _____

Fireworks vendor: _____

Attachments

<input checked="" type="checkbox"/>	Applicant Signature Page (required)
<input checked="" type="checkbox"/>	Event Clean Up Plan (required)
<input checked="" type="checkbox"/>	Security Plan (500 or less attendees)
<input checked="" type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input checked="" type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input checked="" type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input type="checkbox"/>	Security Contractor Agreement (if applicable)
<input type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to City of Detroit Clerk's Office to host "Get Out To Vote" (#2024-228) on July 27th from 9:00 AM to 5:00 PM at 2978 W Grand Blvd.

PROVIDED, that there will be DPD Assisted Event; Contracted with private security and be it further

PROVIDED, that there will be DFD Pending Inspections; Contracted with Private EMS to Provide Services; and be it further

PROVIDED, that there will be Municipal Parking No Parking Signs Required; and be it further

PROVIDED, that there will be DPW Barricades & Road Closure Signage Required; and be it further

PROVIDED, that there will be DHD pending inspections; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents, Generators, and Stages; and be it further

PROVIDED, that there will be a Business License Required obtained following City Council approval; and be it further

PROVIDED, that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.