

## 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: \_\_\_\_\_