

## MAYOR'S OFFICE COORDINATORS REPORT

<b>OVERALL STATUS (please circle):</b>	<u><b>APPROVED</b></u>	<u><b>DENIED</b></u>	<u><b>N/A</b></u>	<u><b>CANCELED</b></u>
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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**

<b><u>Petition Communications</u></b> (include date/time)
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**\*\* ALL permits and license requirements must be fulfilled for an approval status \*\***

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD				
	DFD/ 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: \_\_\_\_\_