

#### 4. Event Description & Schedule

The Special Event Permit Application process will guide you through providing the critical information needed to review your submission and ensure you obtain all required permits and/or licenses for your event. However, one of the most important components of the application is your **event description**. Please take the time with this important opportunity to provide detailed information about the purpose, event activities, and anticipated event schedule that might not otherwise be fully captured in the standard application prompts.

##### **Event Schedule:**

Planning an event involves a lot of moving parts. It is important to establish an event schedule from set-up through clean-up to ensure you've accounted for all event activities. This information is important for approval of your submission and for the City's evaluation of key components requiring services, community notification, inspections, etc. We recommend including in your event description as much information pertaining to your anticipated event schedule as possible. Please let us the following timing and duration details:

- If your event includes fireworks or pyrotechnics...*when will you launch them?*
- If your event includes amplified sound or loudspeakers...*at what point in the event will this occur and for how long?*
- If you're hosting a race...*at what point in the event do you anticipate the majority of participants to be finished?*
- If your event requires equipment or other event elements...*when during your set-up will delivery occur and what type of vehicle will be making the delivery?*
- If you're requesting a street closure...*why is this relevant to the success of your event?*

**NOTE:** You will be able to upload a detailed event schedule during the application process.

*Please contact the Department of Community & Development Services at (785) 309-5715 if you have questions about what to include in your event description or have questions about details pertaining to your event schedule.*