# PARD SPECIAL EVENTS PERMITS PROCESS
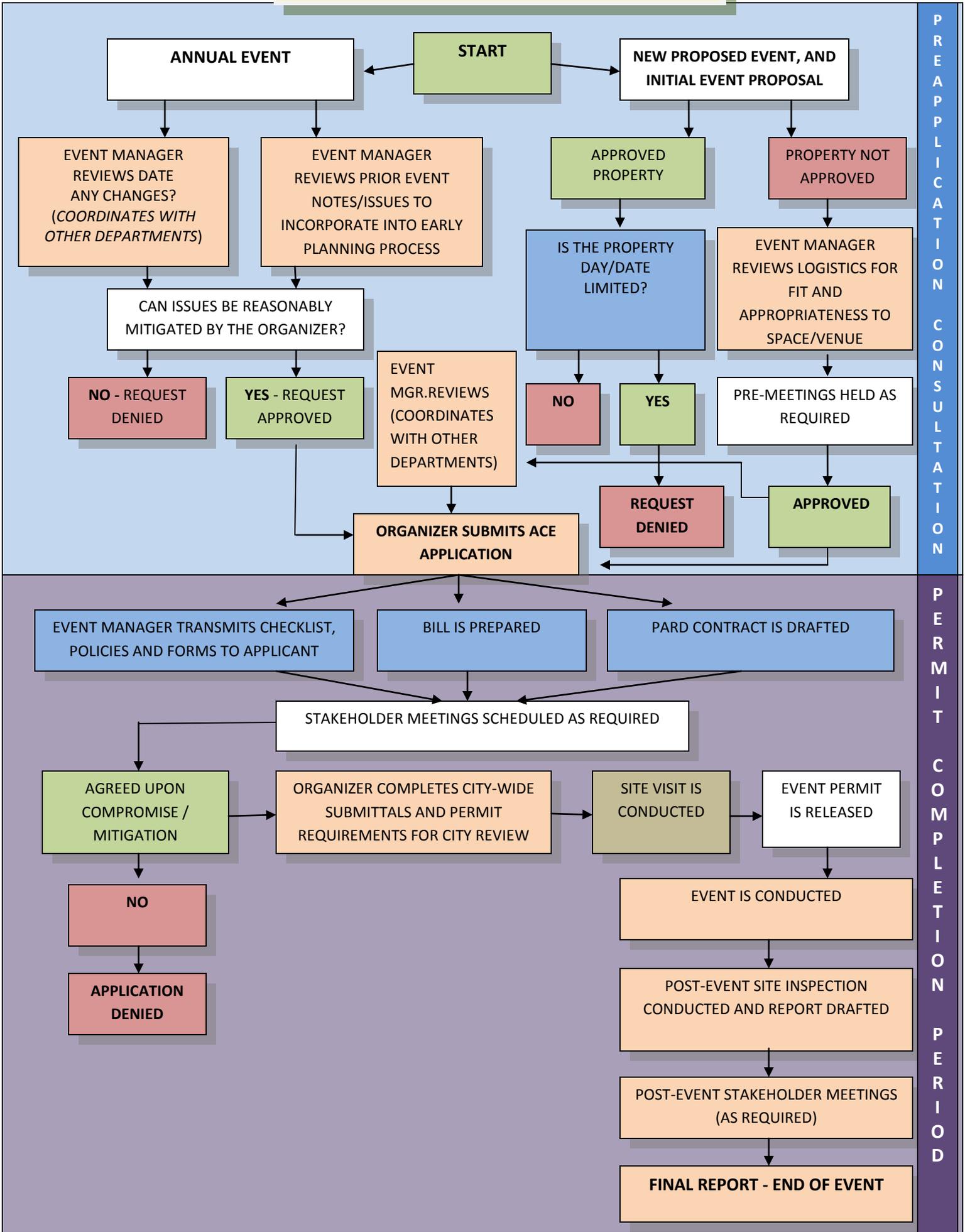
**PRE-APPLICATION CONSULTATION**

**START**

**ANNUAL EVENT**

**NEW PROPOSED EVENT, AND INITIAL EVENT PROPOSAL**

EVENT MANAGER REVIEWS DATE ANY CHANGES? (*COORDINATES WITH OTHER DEPARTMENTS*)

EVENT MANAGER REVIEWS PRIOR EVENT NOTES/ISSUES TO INCORPORATE INTO EARLY PLANNING PROCESS

APPROVED PROPERTY

PROPERTY NOT APPROVED

IS THE PROPERTY DAY/DATE LIMITED?

EVENT MANAGER REVIEWS LOGISTICS FOR FIT AND APPROPRIATENESS TO SPACE/VENUE

CAN ISSUES BE REASONABLY MITIGATED BY THE ORGANIZER?

**NO** - REQUEST DENIED

**YES** - REQUEST APPROVED

EVENT MGR. REVIEWS (COORDINATES WITH OTHER DEPARTMENTS)

**NO**

**YES**

PRE-MEETINGS HELD AS REQUIRED

**REQUEST DENIED**

**APPROVED**

**ORGANIZER SUBMITS ACE APPLICATION**

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**PERMIT COMPLETION PERIOD**

EVENT MANAGER TRANSMITS CHECKLIST, POLICIES AND FORMS TO APPLICANT

BILL IS PREPARED

PARD CONTRACT IS DRAFTED

STAKEHOLDER MEETINGS SCHEDULED AS REQUIRED

AGREED UPON COMPROMISE / MITIGATION

ORGANIZER COMPLETES CITY-WIDE SUBMITTALS AND PERMIT REQUIREMENTS FOR CITY REVIEW

SITE VISIT IS CONDUCTED

EVENT PERMIT IS RELEASED

**NO**

**APPLICATION DENIED**

EVENT IS CONDUCTED

POST-EVENT SITE INSPECTION CONDUCTED AND REPORT DRAFTED

POST-EVENT STAKEHOLDER MEETINGS (AS REQUIRED)

**FINAL REPORT - END OF EVENT**