

# City of Tampa SPECIAL EVENT PLANNING SHEET



**Tampa Police Department Memorial Run**

City of Tampa Parks and Recreation Department

Office of Special Events  
Phone: (813) 274-8243  
Fax: (813) 274-7744

Web Address:  
<http://www.tampagov.net/parksandrec>



1420 N. Tampa St.  
Tampa, FL 33602



Use the Special Event Planning Sheet on the reverse to get started developing your event plans. You can mail it to the Office of Special Events for review, simply by refolding the brochure so the Office of Special Events' address is on the outer fold. **Please be sure to add postage!**



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**City of Tampa Special Event Planning Sheet**  
**PROMOTER INFORMATION**

Promoter Name:	
Promoter Address:	
Promoter Daytime Phone(s):	
Promoter Email:	
<b>EVENT TYPE &amp; HISTORY</b>	
Event Title:	
Type of Event: (i.e., Run, Walkathon, Festival, Block Party, Other - please define all components)	
Has this event occurred before?	
If "Yes," please give last year's date and location:	
<b>PROPOSED EVENT DATE, LOCATION &amp; ATTENDANCE</b>	
Proposed Event Date(s):	
Set Up Date & Time:	
Load Out Completion Date & Time:	
Proposed Location(s):	
Anticipated Attendance:	
<b>EVENT SPECIFICS</b>	
Does the event involve the use of a Parks and Recreation facility?	
If "Yes," please specify which location(s):	
Does the event involve Street Closures?	
If "Yes," please specify which location(s):	
Does the event include product sales or distribution?	
If "Yes," please specify all products involved:	
Does the event include amplified music?	
If "Yes," please specify (i.e., live bands, recorded music, type of music):	
Does the event include tents (over 10' x 10' in size), propane use, or fireworks?	
If "Yes," please specify: (i.e., tent and stage cover information, fireworks company, etc.):	
Does the event involve Wet Zoning?	
If "Yes," please specify the number and locations:	
<b>EVENT CO-SPONSORSHIP REQUEST</b>	
Are you requesting City Co-sponsorship of any component of the event?	
If "Yes," please specify what type of assistance you will be requesting from the City:	