



# SPECIAL EVENTS ORIENTATION

Community Services Area

THE PROCESS OF APPLICATION TO APPROVAL

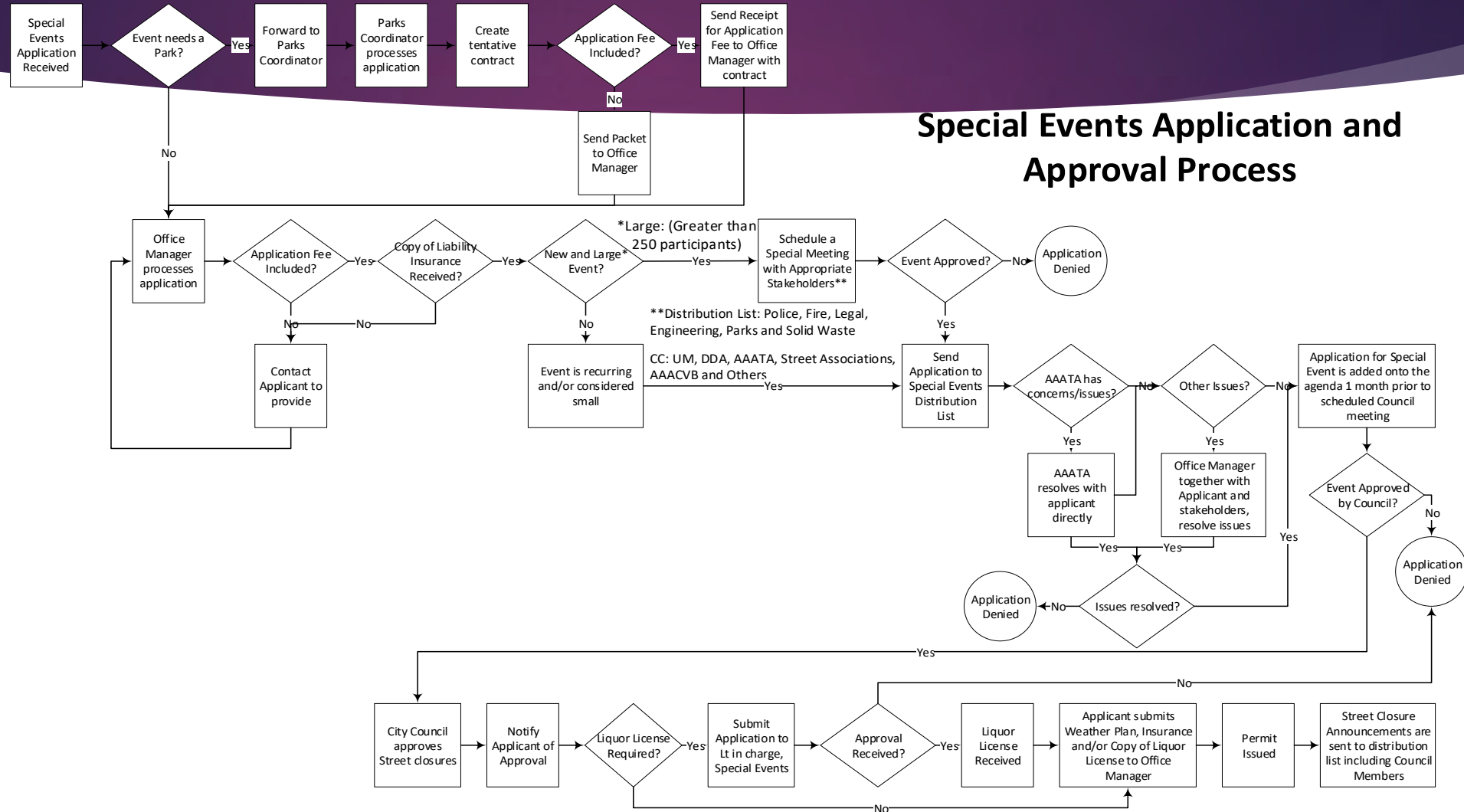


# STAFF

- ▶ Debra Williams, Office Manager
- ▶ John Reiser, City Attorney
- ▶ Dawn Bagozzi, Legal Assistant
- ▶ Crystal Allen, Assistant Treasurer
- ▶ Jessica Black, Recreation Supervisor



# Flow Chart



# What is considered a Special Event?



Runs



Car Shows



Green Fair



Concerts



Parades



Protests/Marches  
and Rallies





THANKSGIVING DAY  
5K & 1K  
ANN ARBOR TURKEY TROT













AT LIBERTY PLAZA  
19001 BANKS - LIBERTY SPECIAL - ALL SUMMER  
CORNER OF LIBERTY & DIVISION  
WWW.BANKOFANNARBOR.COM

LOCAL BANDS - CONSIDERANCE 2009 - SUMMER '09  
CORNER OF LIBERTY & DIVISION

OUTDOOR CONCERTS  
19001 BANKS - LIBERTY SPECIAL - ALL SUMMER  
CORNER OF LIBERTY & DIVISION

SONIC LUNCH  
2011 SUMMER CONCERTS AT LIBERTY PLAZA  
WWW.BANKOFANNARBOR.COM

BANK OF ANN ARBOR PRESENTS



2012 SUMMER  
OUTDOOR CONCERTS  
CORNER OF LIBERTY & DIVISION  
CONSERVATE - BUDGET - FREE

BANK OF ANN ARBOR PRESENTS

# SONIC LUNCH



CONSERVATE - BUDGET - FREE

BANK OF ANN ARBOR PRESENTS



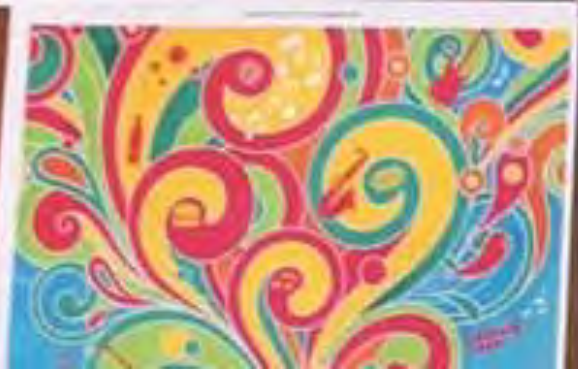
2011 SUMMER CONCERTS | LIBERTY PLAZA | THURSDAYS | NOON | FREE

PRESENTED BY  
BANK  
OF ANN  
ARBOR  
SUMMER  
CONCERTS

# SONIC LUNCH

2015  
8TH ANNUAL  
THURSDAYS  
NOON  
FREE

LIBERTY  
PLAZA



PRESENTED BY  
BANK OF  
ANN ARBOR

HOSTED BY  
107one

2014  
CONCERTS AT  
LIBERTY PLAZA  
THURSDAYS  
NOON  
FREE

PRESENTED BY  
BANK OF ANN ARBOR

HOSTED BY  
ANN ARBOR'S 107one

# SONIC LUNCH













# Event Applications

- ▶ Most events are held annually
- ▶ First time events that close the streets require a meeting
  - ▶ Impact to stakeholders
  - ▶ Profit vs. Non-Profit
  - ▶ Timing



# Email Notifications

File Message Developer Help Acrobat Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward Meeting New e-mail to: Reply Reply All Forward to: Create New

Delete Respond Quick Steps Move OneNote Assign Policy Mark Unread Categorize Follow Up

Fri 2/8/2019 7:45 AM

**DW** Williams, Debra

**ANNUAL Special Event - 04/07/19 - FestiFools**

To Williams, Debra; A2FP; Black, Jessica; Clock, William; Ernst, Kevin; Hupy, Craig; Hutchinson, Nicholas; Allen, Jane (City Attorney's Office); Pennington, Tracy; Rachwal, Christopher; Spooner, Scott; Si

Adopt-A-Park; Aislinn Costello; Thomas, Al (AAATA); Aly; Bill McAllister; Bowden, Anissa; Box, Andrew; Akin; Andy; Bush, Renee; Canfield, Eileen; Clemons, David; CommunityStandards; Judy; F

cc Kerrytown Concert Assoc; Kerrytown District Assoc; Ladd, Margaret (U of M); southartfair@gmail.com; Landefeld, Josh; Landefeld, Josh; Marissa Killian; Thomson, Maura; Thomson, Maura; Mi

Stephens, Tina; Sawin, Sven (U of M); Sawin, Sven (U of M); Todoro-Hargreaves, Frances (A2SA); Tyler, Marc; UM Transit; UMPDS; Emma; Willette, Stephanie; Wondrash, Lisa; Ann; Gilbert, Kristi (I

Festi Fools 2019.pdf  
186 KB

**Event: FestiFools**

1. Street Closure: **Yes**
2. Type of Event: **Parade**
3. Start & End Times: **2:00 – 6:00 PM (Actual Event Time: 4:00-5:00 PM)**
4. Needs Insurance: **Yes**
5. Needs Temporary Liquor License: **No**

Please review attached pdf of Application materials, and enter comments/approval/disapproval in database (g:\special events.mdb).

Please contact Applicant directly with questions and to resolve problems (see database for Applicants' contact info).

*Distribution for comments*  
 Parks Customer Service - Jessica Black  
 Parks Ops - Scott Spooner, Kevin Ernst  
 Police - Bill Clock, Jason Fencham, Colleen McArthur

File Message Developer Help Acrobat Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward Meeting New e-mail to: Reply Reply All Forward to: Create New

Delete Respond Quick Steps Move OneNote Assign Policy Mark Unread Categorize Follow Up

Fri 3/22/2019 4:29 PM

**DW** Williams, Debra

**APPROVED Special Events 04/05/07 and 04/07/19 - FoolMoon and FestiFools 2019**

To Debra Williams (de Williams@a2gov.org)

cc City Council Members (All); A2FP; Adopt-A-Park; Allen, Jane (City Attorney's Office); Black, Jessica; Bowden, Anissa; Box, Andrew; Bush, Renee; Caldwell, Corey; Canfield, Eileen; City of Ann Arbor Parks and Recrea

Denha, Dana; Ernst, Kevin; Ferrell, Ryan; Fojtik, Charles; Forsberg, Jason; Fournier, John; Harrison, Venita; Hess, Raymond; Higgins, Sara; Hupy, Craig; Hutchinson, Nicholas; Kellar, Robert; Kennedy, Mike; Kenzie, Et

Menard, Randy; Michelle Brainard; Morton, Kimberly; Nollan, Brian; Norman, Rick; Outreach; Pennington, Kirk; Pennington, Tracy; Pfannes, Robert; Rachwal, Christopher; Ruthven, Brittany; Satterlee, Joanna; Schopie

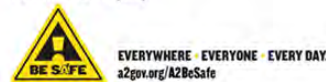
Waldsmith, Matthew; Willette, Stephanie; Williams, Debra; Wondrash, Lisa; Woodward, Daniel; Woodward, Nichole; Adella Harden; Aislinn Costello; Alex Gossage; Andrews, Aly; Ann Arbor News Newsroom; Ann A

Approved Fool Moon 2019.pdf  
233 KB

Approved festiFools 2019.pdf  
226 KB

The above events have been approved. **Note that FoolMoon will close Detroit Street and will also occupy the Farmers Market.** Please feel free to contact me should you have any question

Debra G. Williams  
 Office Manager  
 City of Ann Arbor, Community Services  
 301 East Huron, Ann Arbor, MI 48104  
 734-794-6000 x42198  
 734-994-8312 (fax)





# STAKEHOLDERS - Primary

- ▶ Police
- ▶ Fire
- ▶ Legal
- ▶ Engineering
- ▶ Parks
- ▶ Solid Waste



# STAKEHOLDERS - Secondary

- ▶ Downtown Development Authority
- ▶ Street Associations
- ▶ University of Michigan
- ▶ Ann Arbor Area Transportation Authority





# How many events are held in the City?

- ▶ The number of events that close City streets has varied from year to year, but average around 40-50 per year. Those on the larger end usually include events that may not happen on an annual basis. The ICC Soccer games would be an example. ESPN Game Day would be another.
- ▶ The Ann Arbor Art Fair was at one time considered a Special Event, but it has been approved by City Council as a City Ordinance.
- ▶ For last minute events, the City Administrator or the Police Department have the authority to close the streets without Council approval for public safety.



# Logistics for Special Events

- ▶ Barricades (now applicant's responsibility)
- ▶ Solid Waste
- ▶ Police
- ▶ Fire





# QUESTIONS?

Please contact me at  
[dewilliams@a2gov.org](mailto:dewilliams@a2gov.org) or 734-794-6000  
x42198

