

# SPECIAL EVENT/PARADE/LOTTERY WORK SHEET

**NAME OF EVENT:** \_\_\_\_\_

**EVENT DATE/TIME:** \_\_\_\_\_, Day: \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_, Phone # \_\_\_\_\_

Mailing address: \_\_\_\_\_ Email \_\_\_\_\_

Is an organization which is a: (mark accordingly)

- City agency       State agency       Federal agency  
 Registered Non-Profit Organization (IRS confirmation documentation)  
 Individual firm, partnership, corporation  
 Other: \_\_\_\_\_

**CHAIRPERSON WHO WILL BE RESPONSIBLE FOR THE CONDUCT OF THE PARADE/SPECIAL EVENT:**

Name of Chairperson \_\_\_\_\_, Phone # \_\_\_\_\_

Briefly state Chairperson's qualifications and the number of years experience in organizing and/or promoting this type of event:

**ANSWER INFORMATION QUESTION:** (insert Y=yes, N=no, n/a= not applicable)

answer      remarks

1. Is this event for fund raising purposes? \_\_\_\_\_
2. Is this event open to the public? \_\_\_\_\_
3. Is this event using all volunteer workers? \_\_\_\_\_
4. Will there be entertainment on the street? \_\_\_\_\_
5. Will food be served or consumed on the street? \_\_\_\_\_
6. Will liquor be served or consumed on the street? \_\_\_\_\_
7. Will anything be offered for sale on the street? \_\_\_\_\_
8. Will booths or stages be erected on the street? \_\_\_\_\_
9. Is this the first year of the event? \_\_\_\_\_
- 9a. If **NO**, last year's date \_\_\_\_\_, permit number \_\_\_\_\_
10. Command post location: \_\_\_\_\_
11. Type of medical aid provided \_\_\_\_\_
12. Number of participants \_\_\_\_\_, distance \_\_\_\_\_, entry fee\$ \_\_\_\_\_

**ADDITIONAL INFORMATION:**

List nature of items or equipment to be utilized to produce sounds or noise during the parade or activity.

**TRAFFIC CONTROLS INSTALLED BY:** (name of company) \_\_\_\_\_

Company supervisor's name \_\_\_\_\_ cel # \_\_\_\_\_

**DOCUMENTS TO BE SUBMITTED:**

- Completed Parade/Special Event permit application.  
 Event's Application/Entry form.  
 Map of the proposed route enhanced with directional arrows.  
 Line up of the parade participants.  
 Plan of the locations of Booths/Stages, (relation to fire hydrants).  
 Letter of concurrence from surrounding property owners.  
 Notification of Neighborhood board.  
 Notarized addendum (Street Usage Section to provide)  
 Other \_\_\_\_\_

**For Waikiki Special District lottery applicants only:**

Complete this form, Application/Permit for Parade/Special Event, and Waikiki Special District Lottery Addendum and submit all to DTS beginning 1<sup>st</sup> Monday in May to August 31<sup>st</sup> in the year preceding the calendar year of the event.