

NOTIFICATION OF SPECIAL EVENT

WHAT: [Name of Special Event]
WHERE: [Location of Special Event] See attached location map.
DATE(s): [Date(s) of Special Event Impact]
TIME(s): [Time(s) of Special Event Impact]
WHO: [Organization Name]
CONTACT: **[The on-site contact during the event is [Name], cellular number [###]]**

On [Date], our organization [Name] will be hosting a special event in [Uptown or Downtown, etc.] Stanwood called [Event Name]. The City of Stanwood supports tourism and economic development initiatives that support the community and local businesses. [Street Name/Location] has been chosen for this event because [reason]. We are thrilled to put on this event to promote Stanwood, local businesses, and [audience for the event]. It is very important to us that we are communicating clearly with you.

EVENT DESCRIPTION:

- Event hours are from [start hour to end hour] on [date(s)].
- We will be loading in beginning at [hour] on [date], and will load out until [hour] on [date].
- We will leave your neighborhood as we found it.
- During the event hours, we expect between [Low # and High #] attendees per day.
- Streets may be closed or have limited vehicle and/or pedestrian access between the hours of [Time] on [Date] through [Time] on [date.] See the attached map for specifics.
- We will have amplified sound during the hours of [Time start/finish] on [Date].
 - [Describe amplified music, public address, pre-recorded or live music. Outdoors or indoors?]
 - [Include location of amplified music on the map you attach]

We are working closely with the City of Stanwood to minimize the impacts of the event. Our goal is to create an enjoyable and positive experience.

If you or any of the surrounding residents and businesses have questions or comments about impacts of this event, please email us at:

[Contact Name, Title]
[Organization]

[Address]
[Address]
[Email]

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