

**CITY OF COLDWATER
EVENT PLANNING WORKSHEET
INSTRUCTIONS**

Our community supports a number of events throughout the year. We might see a parade, participate in a 5K road race or attend a music festival.

All of these events are a positive part of our community life. They also require the use of many city services, equipment and personnel.

In our effort to insure that the events run smoothly and safely, we want to discuss your proposed event and build a plan to help you, as an organizer, and us as a support partner.

The attached form, "City of Coldwater Event Planning", should be used whenever you wish to hold an event that involves roadways, city property or services.

Once you have completed this document, e-mail it to events@coldwater.org or mail it to Coldwater Public Safety, 57 Division Street, Coldwater, MI 49036.

Good luck, good planning and have fun!!



CITY OF COLDWATER EVENT PLANNING

Notice: This document is designed to gather information to facilitate collaboration between event organizers and City services.

Please complete all portions of the form that are pertinent to your proposed event and include contact information so that we can follow up with you. The preferred lead time is 90 days. Minimum lead time required 30 days. **Should your event be cancelled for any reason, please notify us a minimum of 7 days prior to the scheduled event date.** Thank you!

Once you have completed this document, you may e-mail it to events@coldwater.org or mail it to Coldwater Public Safety, 57 Division Street, Coldwater, MI 49036.

A City representative will contact you to complete the event planning process.

Required information:

1. Name of sponsoring group: _____
2. Address: _____
3. Name/title of event: _____
4. Nature of event (festival, parade, run/walk (run/walk events require minimum 50 participants), concert, cruise, etc.): _____

5. Date of event: _____ Time of event: _____
6. Location of event – address or cross street, park, etc. (include maps if applicable): _____

7. Name of event coordinator: _____
8. Phone #: _____ Cell #: _____
9. Email address: _____