**Details on an Upcoming Event in your Neighborhood**

WHAT: [Name of Special Event]

WHERE: [Location of Special Event] See attached location map.

DATE(s): [Date(s) of Special Event Impact, including day of the week]

TIME(s): [Time(s) of Special Event Impact]

WHO: [Organization Name]

CONTACT: [**Name of the on-site contact during the event that can be reached at [cellular number] on the day of the event]**

On [Date], our organization [Name] will be producing a special event in [Neighborhood Name] called [Event Name]. [Neighborhood Name] has been chosen as the location for this event because [reason]. We are thrilled to host this event in this neighborhood and it’s 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 the neighborhood as we found it: litter and recycling will be handled by [name of contractor]
* During the event hours, we expect between [Low # and High #] attendees.
* These streets will be closed 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 Seattle Special Events Committee to minimize the impacts of the event. Our goal is to create an enjoyable and positive experience in the neighborhood.

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]

[Email Address]

[Mailing Address]

Special Events Committee

City of Seattle - Special Events Office

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