FROM: [Name of Special Event organizer with contact info such as phone # or email]

WHAT: [Name of Special Event]

WHERE: [Location of Special Event]

DATE(s): [Date(s) of Special Event Impact]

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

We are thrilled to be guests in your neighborhood and it’s important to us that we are communicating clearly with you, the neighbors.

By signing below, you acknowledge receipt of notification about the above-named Special Event. Information about required notification of Special Events may be found at:

www.seattle.gov/special-events-office/handbook/neighborhood-communication

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| **DATE** | **name** | **address** | **SIGNATURE** |
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