

## **DCASE Permit Application Community Engagement Plan**

If your event is more than 5,000 people and/or closes a city street ensuring that the residents and businesses impacted by your event are aware of the event are integral to its success. Timely neighborhood outreach is required to minimize community impact, mitigate concerns, and ensure affected neighbors and businesses are aware of the event activity. While Aldermen receive a notification of the permit application the following are community engagement guidelines for organizers:

1. Submit a Community Engagement Plan in the special event permit portal
2. Send an overview of the event to your local Alderman
3. Hold at least one community engagement meeting no less than 45 days before load in begins to brief the community on details of the upcoming event.
4. Solicit community feedback and factor it into your event plans
5. Mail and/or canvas residences and businesses within a 1-mile radius of the event no less than 45 days before load in begins; notices should include the following:
  - a. times of load in, event, and tear down
  - b. park and street closures
  - c. phone number contact
  - d. email contact
  - e. Post public notices within a 4-block radius no less than 14 days in advance of load-in (e.g. yard signs in park and other authorized areas)
  - f. Secure vendors and/or staff from the community area (security, ticket agents, food, etc.)