

## **NOTIFICATION OF SPECIAL EVENT IN DOWNTOWN**

WHAT: \_\_\_\_\_  
WHERE: \_\_\_\_\_ (see attached location map)  
DATE(s): \_\_\_\_\_  
TIME(s): \_\_\_\_\_  
WHO: \_\_\_\_\_  
CONTACT: Before the event, contact \_\_\_\_\_  
On-site contact during the event: \_\_\_\_\_

On \_\_\_\_\_, our organization \_\_\_\_\_ will be producing a special event downtown called \_\_\_\_\_. Downtown has been chosen as the location for this event. We are thrilled to be hosting our event downtown, and it's important to us that we communicate clearly with downtown residents, business owners, and property owners.

### EVENT DESCRIPTION:

- Event hours are from \_\_\_\_\_ on \_\_\_\_\_
- We will begin setting up at \_\_\_\_\_ on \_\_\_\_\_
- We will maintain an orderly appearance by removing all debris or refuse throughout and after the event. We have coordinated with \_\_\_\_\_ to provide additional trash receptacles for this event and disposal after the conclusion of the event.
- We expect \_\_\_\_\_ to \_\_\_\_\_ of attendees during the event.
- The following streets, as indicated on the attached map, will be closed to vehicular traffic beginning at \_\_\_\_\_ until \_\_\_\_\_ on \_\_\_\_\_:
  - Street closure 1: \_\_\_\_\_
  - Street closure 2: \_\_\_\_\_
  -
- Please be aware of any parking restrictions due to road closures and plan accordingly. *(indicate public parking lots on attached map)*
- 

We are working closely with the Town of North Wilkesboro to minimize the impacts of the event on downtown employees and residents and increase awareness of the event. We aim to create an enjoyable experience in our downtown district for residents and visitors.

If you or any of your neighbors have questions or comments about the impacts of this event, please reach us at \_\_\_\_\_.

We hope you will join us for this exciting event!