

# Wabaunsee County Event Application and Planning Form

Date request received \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ AM/PM

Contact Name and Address \_\_\_\_\_

Phone numbers Home \_\_\_\_\_ Office \_\_\_\_\_ Cell \_\_\_\_\_

Name of Event \_\_\_\_\_

Type of Event \_\_\_\_\_ Tax Exempt # \_\_\_\_\_

If Fundraiser, what is contribution? \_\_\_\_\_

Sponsor(s) \_\_\_\_\_

Location \_\_\_\_\_

Roadway and route to be used if the event is a walk, race, or ride that will require assistance from law enforcement.

**Any and all traffic assistance on state or local roads must be conducted by and /or approved by law enforcement with jurisdiction of those roads.**

Purpose and Format \_\_\_\_\_

Estimated Attendance/Participants \_\_\_\_\_

Speakers/VIPS (Name and Title) \_\_\_\_\_

Media coverage expected? Y N Type: TV \_\_\_\_\_ Radio \_\_\_\_\_ Print \_\_\_\_\_

Timing of speaker/VIP \_\_\_\_\_

Comments \_\_\_\_\_

Signature and Date \_\_\_\_\_

Notification and approval. Law Enforcement \_\_\_\_\_ Emergency Management \_\_\_\_\_

Road and Bridge \_\_\_\_\_ Zoning \_\_\_\_\_ County Clerk \_\_\_\_\_

County Commission \_\_\_\_\_ Other (Fire, EMS etc) \_\_\_\_\_

**This form is to be completed and approval must be given anytime any part of the event takes place on property other than privately owned property.**

County use only;

Permit type \_\_\_\_\_ Fee \_\_\_\_\_ Copy of Liability Insurance Coverage \_\_\_\_\_