

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event PIE AN ALPHA CHI

Event Organizer/Sponsor Tessa Coan / Alpha Chi Omega

Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 152 LANGDON ST

City/State/Zip MADISON, WI, 53703

Primary Contact ~~XXXXXXXXXXXX~~ Tessa Coan

Work Phone (847) 313-5021

E-mail tcoan@wisc.edu

Website _____

FAX _____

Phone During Event (847) 313-5021

Secondary Contact Logan Osberg

Work Phone (952) 564-4495

E-mail losberg@wisc.edu

Phone During Event (952) 564-4495

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: DAIS of Dane County

Estimated Attendance 100-150 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 3:00 to 5:00 Yes No

EVENT CATEGORY

Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters)

Other Pie Toss and Free Pizza Distribution

LOCATION REQUESTED

Capitol Square (note specific blocks below) Podium/700-800 State Street

30 on the Square (a.k.a. top of 100 block of State Street) Other (specific blocks/streets requested below)

Street Names and Block Numbers: Library Mall Area

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 5/2

Event Start Date(s)/Time(s) May 2nd / 3:00 PM

Event End Date(s)/Time(s) May 2nd / 5:00 PM

Rain Date(s) _____

Set-Up Date(s)/Time for Event May 2nd / 2:30 PM

Take-Down Time May 2nd / 5:30 PM

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

TJCO I/We waive the 21-day decision requirement.

TJCO (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statutes and laws.

Signature Tessa Coan

Date 4/3/2014

EVENT SCHEDULE

2:15-3:00: Set Up

3:00-5:00: Pie an Alpha Chi

5:00-5:30: Clean Up

2:15-3:00: Shift 1

3:00-3:45: Shift 2

3:45-4:30: Shift 3

4:30-5:15: Shift 4

EVENT PLAN

We will have 30 women in the area at all times. We will be getting pied in the face and we will be distributing pizza. We will be playing music to draw attention to our table. Girls will be holding up signs advertising the event.

For \$5 dollars, people can pie a member of Alpha Chi and get a free slice of pizza.

MATERIALS

- 2 Tables
- 3 Cardboard Cutouts (with a whole for a person to put their face)
- 4 Chairs
- 1 Banner
- Boxes of Pizza
- Paper plates
- Paper Towels
- Plastic Plates
- Whipped Cream
- Garbage Bags
- Tarp

CLEAN UP PLAN

We will have garbage bags on site so we can toss trash throughout the event. We will put a tarp beneath the pie toss to minimize messy whipped cream.