

## A list of Questions to Guide the Park Staff when Gathering Information Regarding a Request to Place an Item in a Madison Park

Contact person and sponsoring group

Exactly what are they proposing?

Time Frame for the Item

- Blink Item (in place for 6 weeks or less)
- Temporary Item (in place for less than 12 months)
- Permanent Item (in place for more than 12 months)

Desired park, and size of and proposed location for item

Check the specific location in Park

- What is already in immediate area?
- Utilities?
- Any planned additions to the park?

Plans for installation

Shop plans around to operations staff, alder, neighborhood association

Maintenance plans and agreements