

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event University of Wisconsin Madison Panhellenic Bid Day Parade
Event Organizer/Sponsor Center for Leadership and Involvement ~~Graduate~~ Panhellenic Graduate Advisor

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 3rd Floor, Red Gym 716 Langdon St.

City/State/Zip Madison, WI 53706

Primary Contact Margie Darden FAX (608) 265-8184
Work Phone (423) 718-5430 Phone During Event (423) 718-5430
E-mail mdarden@wisc.edu
Website www.uwgreeks.org
Secondary Contact Laura Howe
Work Phone (973) 615-2763 Phone During Event (973) 615-2763
E-mail lhowe@wisc.edu

Annual Event? Yes No
Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 550 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours _____ to _____ Yes No

EVENT CATEGORY

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

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: 000-600 blocks of Langdon St. and 500-300 blocks of Wisconsin Ave.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 8/19/12 Rain Date(s) _____
Event Start Date(s)/Time(s) 10:00 AM Set-Up Date(s)/Time for Event _____
Event End Date(s)/Time(s) 12:00 PM Take-Down Time _____
Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement. MAD (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 [Signature] Date 8/2/12

UW – Madison Panhellenic Bid Day Event Schedule

10:30 a.m. - 10:45 a.m. Event will begin at the Library Mall, bid cards will be handed out

10:45 a.m. - 10:55 a.m. Women participating will process to the Madison Masonic Center using the Langdon St. to Wisconsin Ave. route

11:00 a.m. - 11:30 a.m. Program in the Madison Masonic Center

11:30 a.m. - 12:00 p.m. Parade will depart from the Madison Masonic Center and take Wisconsin Ave. to Langdon St. route. Groups of women will disperse along the way, heading towards their respective houses.

Bid Day Safety and Security Plan

- Barricades blocking off street access will be implemented to stop access to street. Each barrier will be manned by two volunteers.
- At intersections without barriers, a volunteer will be posted to maintain foot traffic order.
- A police officer will be utilized to help with cross traffic at the intersection of Wisconsin Ave. and W. Gorham St.
- Meters along the streets will bagged
- Residents in the area will be notified of the parade by 12:00 p.m. on Saturday, September 8th with flyers at the residences and notices placed on their vehicles.
- Procession order will be assigned by the Panhellenic Association, the governing body of the UW Sororities. Each group is assigned a recruitment guide to lead them to the Madison Masonic Center, and will be escorted by active chapter members to designated chapter homes. All participants need to follow pre-determined rules and University Staff will be present on site if any issues occur.
- University Staff will be present on site for the event.

Panhellenic Fall Recruitment 2012

Bid Day

- After a week of visiting the chapters, the potential new members learn what chapter they are in on Sunday September 9th starting at 10:30 a.m.
- They will be escorted to the Madison Masonic Center for a 30 minute presentation from meeting locations on Library Mall. The program will begin no later than 11:00 a.m.
- Following the half hour long presentation, a parade will begin walking northwest on Wisconsin Ave. at approximately 11:30 a.m. and continue down Langdon St. while being led by 3 members of their newly assigned chapter. Each group of 30-50 new members per chapter will be lead by a decorated car and followed by a moped
- We expect the new member classes to be in the range of 30-50 women; giving us a total of up to 500 women

Bid Day Rules 2012

(Distributed to New Member Educators and Presidents)

- One vehicle, One moped
 - We will not be using the parking lot outside of Memorial Union due to the construction. We will instead use the Library Mall and have the parade start at the Madison Masonic Center on W. Johnson St. and Wisconsin Ave.
 - The car will lead the chapter group procession and the moped will follow behind the chapter ushering the last of the chapter into the designated house
 - Cars seen by the Madison Masonic Center or anywhere besides the designated area will be given a \$500 fine
 - No hanging out of the windows
 - No reckless driving
 - Only one person on a moped
 - Parade speeds (under 20 miles per hour) for cars and mopeds
 - The cars and mopeds can arrive at 11:10 a.m. on Wisconsin Ave. between Gilman and Langdon Street. An order will be handed out in which the cars can line up in
 - Failure to adhere to these rules and policies will result in a recruitment infraction and possibly a ticket or fine from the Madison Police Department
- Music
 - Music volumes need to be considerate while in the car. It should be midway on your stereo and should not be heard from more than 75 feet away.
 - Music volume at chapter homes must be only heard from within the house radius
 - No amps or amplification systems
- Three active chapter members in the Madison Masonic Center
 - Allowed to enter at 10:00 a.m. to set up
 - A set location of the seating arrangement will be distributed

- Chalking
 - Starts at 9 p.m. on Saturday September 8th
 - Do not write over other chapter's chalking
 - Not allowed under hangings or on vertical surfaces (i.e. side buildings or stairs)
 - No spray chalk
 - Be courteous, do not chalk in front of other chapter houses

Remember, we are representing the entire Greek Community on Bid Day. This is the first impression these new members will have of their chapter. Every member of every chapter becomes a reflection of all sororities to the UW-Madison community. We are all very visible and in the spotlight on this day! This can be great for our community and we want to make a great impression on campus. Be smart, be safe, be welcoming, and be excited!!!

Fines will be a consequence if these rules are broken. We must take them seriously. If there are any questions of okay vs. not okay, call or ask!! I do not want any of you or your chapters to be in trouble for something that is preventable.

If any rules change, you will be the first to be notified. Remember, you are the go-to leader of this day.

ATTENTION RESIDENTS OF

PANHELLENIC EXECUTIVE BOARD WOULD LIKE TO INFORM ALL RESIDENTS THAT THERE WILL BE NO ACCESS OF LANGDON STREET FROM THE INTERSECTIONS OF FRANCES/LANGDON TO WISCONSIN/LANGDON ON SUNDAY SEPTEMBER 9TH FROM 10:00 A.M. UNTIL 12:00 P.M. DUE TO OUR BID DAY PARADE

WE APOLOGIZE FOR ALL INCONVIENCES AND THANK YOU IN ADVANCE FOR YOUR COOPERATION

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ATTENTION DRIVER!

THIS PARKING SPACE WILL BE
UNACCESSABLE AND
UNAVAILABLE ON SUNDAY,
SEPTEMBER 9TH FROM 10:00
A.M. UNTIL 12:00 P.M.

FOR OUR EVENT TO RUN
SMOOTHLY, WE ASK THAT YOU
PLEASE MOVE YOUR VEHICLE
AS SOON AS POSSIBLE.

THANK YOU!

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