

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event Walk & Run for Wishes

Event Organizer/Sponsor Make-A-Wish Wisconsin

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

If Yes, provide State of Wisconsin Tax Exempt Number ES 26845

Address One South Pinckney St., Ste LL40

City/State/Zip Madison, WI 53703

Primary Contact Christy Ehler FAX 608-252-4320

Work Phone 608-252-4323 Phone During Event 608-853-8874

E-mail centert@wisconsin.wish.org

Website www.walkforwishes.com

Secondary Contact Nicole Williams

Work Phone 608-252-4322 Phone During Event 608-218-0074

E-mail nwilliams@wisconsin.wish.org

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: Make-A-Wish Wisconsin

Estimated Attendance 1,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 8:30am to 1:00pm  Yes  No

## EVENT CATEGORY

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

Other \_\_\_\_\_

## 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: Bay Creek Area, John Nolen, Lakeside, Lawrence, Van Deusen, South Shore, Lowell, Olin Ave, Hickory, Pine, Gilson, Colby, Rowell St, w. Expo Dr.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 9-22-13 Rain Date(s) None  
Event Start Date(s)/Time(s) 9-22-13 8:30am Set-Up Date(s)/Time for Event 6:00am on 9-22-13  
Event End Date(s)/Time(s) 9-22-13 1:00pm Take-Down Time 11:00am on 9-22-13  
Race ending around 11am Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

I/We waive the 21-day decision requirement. CE (PLEASE INITIAL)

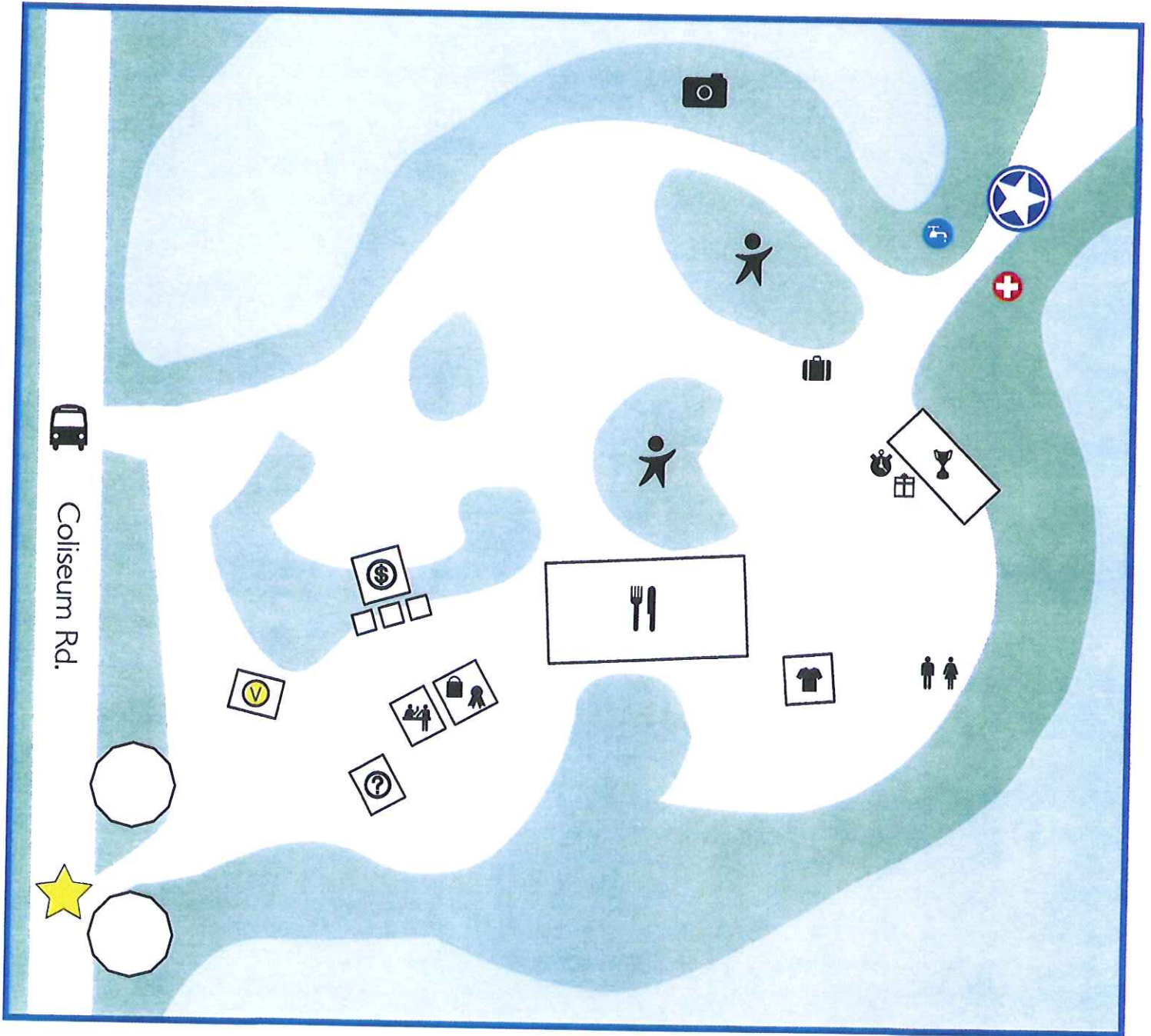
Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the 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, statues and laws.

Signature Christy L. Ehler Date 5-20-13

## Schedule of Events

<b>6:00am</b>	Set-up begins
<b>8:30 am</b>	Registration Opens
<b>9:00am</b>	Amplification will begin
<b>9:30am</b>	Opening Ceremonies
<b>9:55am</b>	Wheelchair Start
<b>10:00am</b>	Walk & Run Start
<b>11:00am</b>	Streets re-open; Post-event activities
<b>1:00pm</b>	Tear down



- |  |                       |   |                      |
|--|-----------------------|---|----------------------|
|  | Main Entrance         |  | Information          |
|  | Start and Finish Line |  | Turn in Pledges      |
|  | First Aid Station     |  | Food Tent            |
|  | Water Station         |  | MAW Merchandise      |
|  | Registration          |  | Door Prize Pick-up   |
|  | Packet Pick-up        |  | Kids Area            |
|  | Gear Check            |  | Pledge Prize Pick-up |
|  | Race Results          |  | Volunteer Check-in   |
|  | Awards Stage          |  | Shuttle Pick-up      |
|  | Team Photos           |  | Restrooms            |



**WALK & RUN  
FOR WISHES**

MAKE A WISH.



**Safety & Security Plan**

- We will have First Aid stations at the Start and Finish area that will be staffed by volunteers from Tri-City REACT. There will be a First Aid/Water station staffed by volunteers on the race course near the 1 mile mark. Volunteers at these stations will have walkie-talkies to keep event organizers informed on any injuries or situations needing medical assistance.
- An ambulance with a minimum of one paramedic will be onsite at the First Aid station near the Start and Finish area on Willow Island from 8:30am until the last participant has finished the race which will be approximately 11:00am.
- In the event of a life-threatening medical or other emergency, 911 will be contacted immediately. If the emergency is medically related, the paramedic team onsite will be asked to assist.
- In the event of a non-life-threatening emergency, staff/volunteers/participants should contact:
  - Nicole Williams- Make-A-Wish Madison Regional Director
    - 608-218-0074
  - Christy Ehlert- Make-A-Wish Madison Regional Coordinator
    - 262-853-8874
- There will be a “lost child” area in the Registration/Event Command Area that will be staffed by at least 1 volunteer.
- Volunteers/staff will be equipped with walkie-talkies to communicate with one another before/during/after the event. Volunteers will also be given cell phone numbers for Make-A-Wish staff.
- Special Duty Police Officers from the City of Madison Police department will be hired to assist with traffic control along the race route. A request for these officers was submitted on May 20, 2013.

**Trash & Recycling Plan**

Separate containers will be onsite for trash and recycling. Alliant Energy Center will be supplying all trash and recycling containers and will be handling all trash disposal and recycling after the event.

Containers for trash and recycling will be located at the water station located on the race route near the 1 mile mark. Volunteers at this location will be responsible for removing any trash/recycling from this area and will bring it back to dumpsters at the Alliant Energy Center for disposal.

There will be a minimum of 10-15 volunteers who will be assisting with clean-up after the event beginning at 11am.