



Organized Event Notification Form

(*Purpose: This form provides notification of an upcoming organized event that does not require permits as regulated by City Ordinances. This is for the Powell Police Department as **information** only.)

- Event Title: _____
- Sponsor/Organization: _____
- Date(s) of Event: _____
- Time and Duration of Event: _____
- Location or Route: _____
- Type of Event: _____

▪ *Please attach map if applicable*

Contact information

- Primary Contact Name: _____
- Primary Contact Phone Number: _____
- Primary Contact Email: _____

Event Logistics

- Anticipated Number of Participants: _____
- Description of Activities (e.g. Run, Walk, Bike, etc.) _____

By signing and submitting this form, the event sponsor/organizer confirms that the information provided is accurate and agrees to comply with all applicable local laws and ordinances. They also acknowledge they will not need street closures, traffic control, or barrel set-up for the event.

- Signature of Authorized Representative: _____
- Date: _____