



Current date \_\_\_\_\_

Assembly title \_\_\_\_\_

Expected number of participants \_\_\_\_\_ Is this a procession? \_\_\_\_\_

If procession, will you be using streets or sidewalks/easements? \_\_\_\_\_

***If procession on streets an escort must be arranged with OCPD no later than 30 days prior to the event. Call 405.297.1144 to arrange an OCPD escort.***

Assembly coordinator \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

Primary Emergency contact(s) during event:

Name 1 \_\_\_\_\_ Name 2 \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

E-mail 1 \_\_\_\_\_ E-mail 2 \_\_\_\_\_

Assembly Start Day/Date \_\_\_\_\_ Start Time \_\_\_\_\_

Assembly End Day/Date \_\_\_\_\_ End Time \_\_\_\_\_

Are you promoting your assembly? \_\_\_\_\_ If yes, how? \_\_\_\_\_

Event description (activities, other location info, etc.). *Please submit a route map for processions.*

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**Assembly Coordinator Signature** \_\_\_\_\_

**RETURN COMPLETED FORM**

Via U.S. Postal Special Events - PIM 200 N. Walker, OKC, OK 73102

**Via Email -PREFERRED** [specialevents@okc.gov](mailto:specialevents@okc.gov)

Via Fax 405-297-3124

**SPECIAL EVENTS OFFICE USE**

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**Special Events Office signature** \_\_\_\_\_ **Date** \_\_\_\_\_