

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 2/11/2026

**EVENT NAME:** Memorial Day Parade

**ORGANIZER:** City of Manitowoc - Haelee Tlachac

**E-MAIL ADDRESS:** [htlachac@manitowoc.org](mailto:htlachac@manitowoc.org)

**EVENT DATE:** 5/25/2026

**NEW OR RECURRING:** Recurring

**LOCATION/DESCRIPTION:** Annual parade and ceremony at the Veterans Memorial

**COMMITTEE CONCERNS:**

**WAIVER OF FEES:** Granted

**COMMITTEE DECISION:**

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Eric Nycz /ec Brock Wetenkamp /ec	

**COUNCIL ACTION REQUIRED:**

Road closure of S 8th St from Madison St to Huron St, and west onto Huron St/Michigan Ave to N 18th St.

**ITEMS TO INCLUDE IN LETTER:**



## General Event Information

**Event name** Memorial Day Parade

**Location** Parade & Ceremony locations described below

**Date** Monday, May 25, 2026

**Event time** 9:00 AM - 10:30 AM

**Setup start time** Monday, May 25, 2026 05:00

**Takedown end time** Tuesday, May 26, 2026 10:30

## Applicant Information

**Name of Applicant** HAELEE TLACHAC

**Organization Name** Mayor's Office

**Address** 900 Quay Street  
Manitowoc, Wisconsin, 54220

**Email** htlachac@manitowoc.org

**Phone number** (920) 686-6980

**On-site contact & phone number** 9202428742

### Event description

The Memorial Day Parade stages from S. 8th and Madison to S. 8th and Washington from 8 a.m. until 9 a.m. At 9 a.m., the parade begins from S. 8th and Washington, turns left onto Huron, curves onto Michigan, and ends at Michigan and N. 18th Street. (In the event of inclement weather, a decision would be made by the Mayor by 8 a.m. as to whether or not the parade would be canceled and would be announced on WOMT 1240 AM radio.)

The Ceremony begins after the final entries from the parade have passed the ending point, and takes place at the Veteran's Memorial on N. 18th Street. (In the event of inclement weather, the ceremony would be held indoors at the Citizen Park Recreation Center at 10:30 a.m.)

**Estimated total attendance** 1000

## Event Features

**Expected revenue** 0.00

## Route & Road Usage

**Road Closure**

Road Closure 8th Street from Madison to Huron, Huron to Michigan, and Michigan to Veteran's Memorial.

**Where are cars parking?** Wherever parking is allowed due to all the closures

**Time of amplified sound** 8:00 AM - 12:00 PM

**Amplified sound type** Bands & Music

**Event Structures**

**Select all that apply** Animals

**Safety & Security**

**Describe any assistance needed from the Police Dept. and/or Fire Dept.**

Mapping of barricades and signs as previous years. Pace car to lead parade and be on scene during parade lineup. Haelee notified of officer assigned to parade for parade questions and she will also not be needing a ride to ceremony.

**Equipment & Facility Requests**

**Park or facility request not listed above:** Citizen Park Recreation Center if bad weather

Tables & seating

Banquet tables 8'x40'

Benches 4'

Metal folding chairs 200  
\$2 max 200

Picnic tables 6'

**Estimated cost per day** 400

**Equipment will be dropped off at the discretion of DPI. Equipment request notes:**

Same as every year - 6 chairs on island - 10 chairs on sidewalk - 40 chairs for Marine Band on slab by Evergreens - 40 chairs for Clipper City Chordsmen - Remaining chairs on east side of walkway facing Memorial.  
Veteran Group uses their own podium.

**Waiver of Fees**

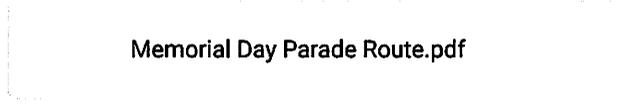
**Are you requesting a Waiver of Fees?** Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

**Why should this Waiver of Fees be granted?**

City of Manitowoc Mayor's Office

**Map**

**Upload map and supporting documents**



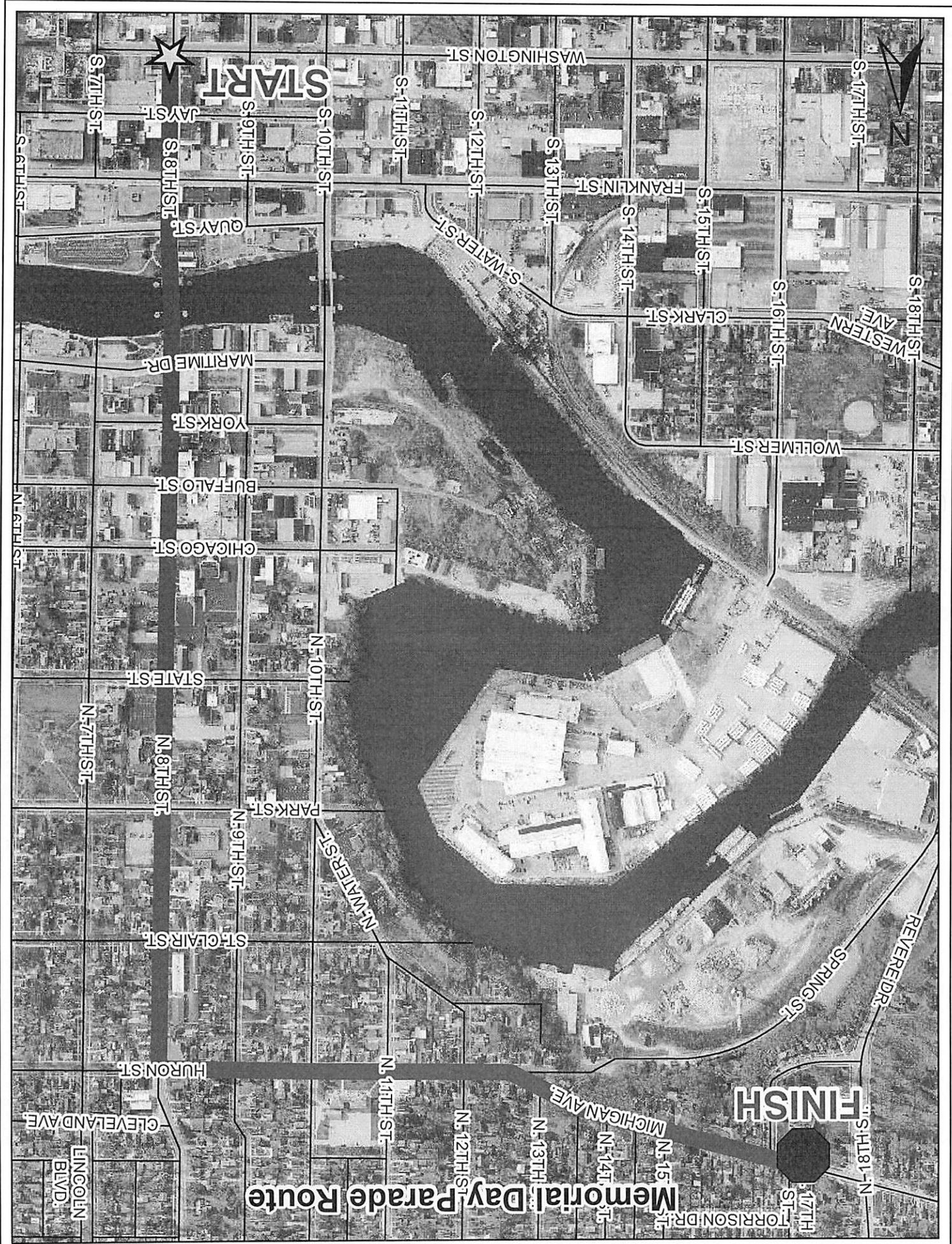
Memorial Day Parade Route.pdf

**Legal Notice and Submission**

**Would you like to meet with the Special Event Committee to discuss your event?**  No

**Applicant date of birth** Monday, February 9, 2026

**Sign** Haelee Tlachac



**START**

**FINISH**

**Memorial Day Parade Route**

S-7TH ST

JAY ST

S-9TH ST

S-10TH ST

S-11TH ST

S-12TH ST

S-13TH ST

S-14TH ST

S-15TH ST

S-16TH ST

S-17TH ST

S-18TH ST

QUAY ST

MARITIME DR

YORK ST

BUFFALO ST

CHICAGO ST

STATE ST

N-7TH ST

N-8TH ST

N-9TH ST

ST CLAIR ST

HURON ST

CLEVELAND AVE

LINCOLN BLVD

N-10TH ST

N-WATER ST

N-11TH ST

N-12TH ST

N-13TH ST

N-14TH ST

N-15TH ST

S-WATER ST

FRANKLIN ST

CLARK ST

WOLFE MER ST

WESTERN AVE

SPRING ST

REVEREND DR

TORRISON DR

S-18TH ST

