

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/15/2026

EVENT NAME: Lakeshore Holiday Parade

ORGANIZER: Visit Manitowoc - Courtney Hansen

E-MAIL ADDRESS: chansen@manitowocwi.gov

EVENT DATE: 11/25/2026

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Holiday themed parade in downtown Manitowoc

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE	DENY
Courtney Hansen /ec Eric Nycz /ec Dan Koski /ec Todd Blaser /ec Craig Jansen /ec	

COUNCIL ACTION REQUIRED:

Road closure for Washington St west of 21st St to 8th St, and 8th St from Washington to Park St from 5pm-8:30pm

ITEMS TO INCLUDE IN LETTER:



General Event Information

Event name	Lakeshore Holiday Parade
Location	Downtown Manitowoc
Date	Wednesday, November 25, 2026
Event time	6:30 PM - 8:30 PM
Setup start time	Wednesday, November 25, 2026 11:00
Takedown end time	Wednesday, November 25, 2026 21:00

Applicant Information

Name of Applicant	Erika Christel
Organization Name	Visit Manitowoc
Address	900 Quay Street Manitowoc, WI, 54220
Email	echristel@manitowoc.org
Phone number	(920) 686-3506
On-site contact & phone number	Courtney Hansen 920-973-9508

Event description

The 38th Annual Lakeshore Holiday Parade starts east at S 14th St and Washington, heads north on 8th Street, and finishes at the Rahr-West Art Museum. The lineup area is on Washington St west of the start, stopping before 21st St. This parade has about 80 floats and a structured lineup. The block of 14th Street north of Washington will be utilized for the first couple entries.

Estimated total attendance	6000
Est. attendance from outside Manitowoc	1000

Event Features

Expected revenue	0
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Route & Road Usage

Road Closure

Washington Street from 20th to 8th, 14th Street from Washington to Franklin, and 8th Street from Washington to Park St.

Please close Washington from 20th to 8th before anything else as this is the lineup and will be utilized by floats starting at 5pm.

Describe course markings and if this is a timed route No parking signs along the whole route and lineup area

Time of amplified sound 6:30 PM - 8:30 PM

Amplified sound type Bands, speakers, horns

Event Structures

Select all that apply

Animals Portable restrooms

Waste removal service

Safety & Security

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

PD, please assist with safety by placing "no parking before parade" signs, leading the parade, opening and closing streets, and ensuring spectators are civil and stay on sidewalks.

Equipment & Facility Requests

Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall) 1
\$20 max. 4

4'x8' Risers (18" tall)

Staging 8'x12'

Portable Bandwagon 35'x8' (set up included)

Parks items

Post pounder

Power pedestal

Safety vests 6
\$4 max. 20

Security stanchions 4
\$7 max. 18

Wooded snow fence 50' roll

Plastic snow fence 50' roll

Snow fence posts

Tent 10'x20'

Ticket booth

Trash barrels

Traffic control

Barricades 2'

Barricades 3'

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18" $\frac{8}{\$5.50}$

Cones 28"

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

Estimated cost per day 116

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

Please provide Sensory Sensitive Zone signs (2 at 14th and Washington, 2 at 12th and Washington). Also, please provide as many barricades and road-closed signs as necessary to cover the route and lineup.

The riser, stanchions and cones can be placed right outside Visit Manitowoc on 8th St. The vests can be dropped off at our office inside.

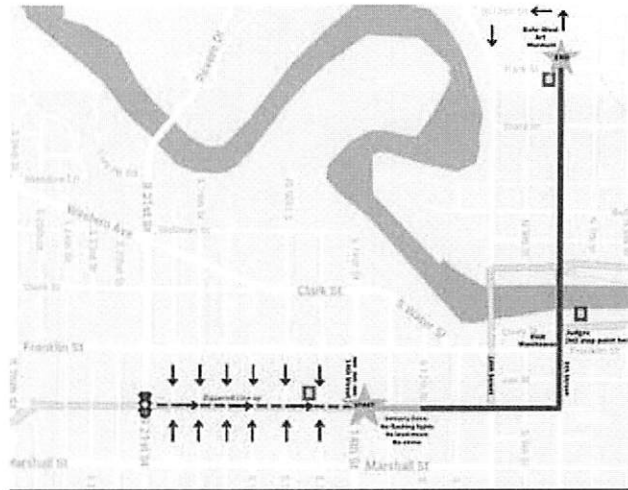
Waiver of Fees

Are you requesting a Waiver of Fees?

Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

Map

Upload map and supporting documents



Questions and comments

Please close the lineup area (Washington from 20th to 14th) by 5:15 pm before the rest of the route, which will be utilized from 6:30-8:30 pm.

The parade will go on in poor weather (ie snow, rain, ice) – unless the weather poses a major safety risk.

Legal Notice and Submission

Would you like to meet with the Special Event Committee to discuss your event?

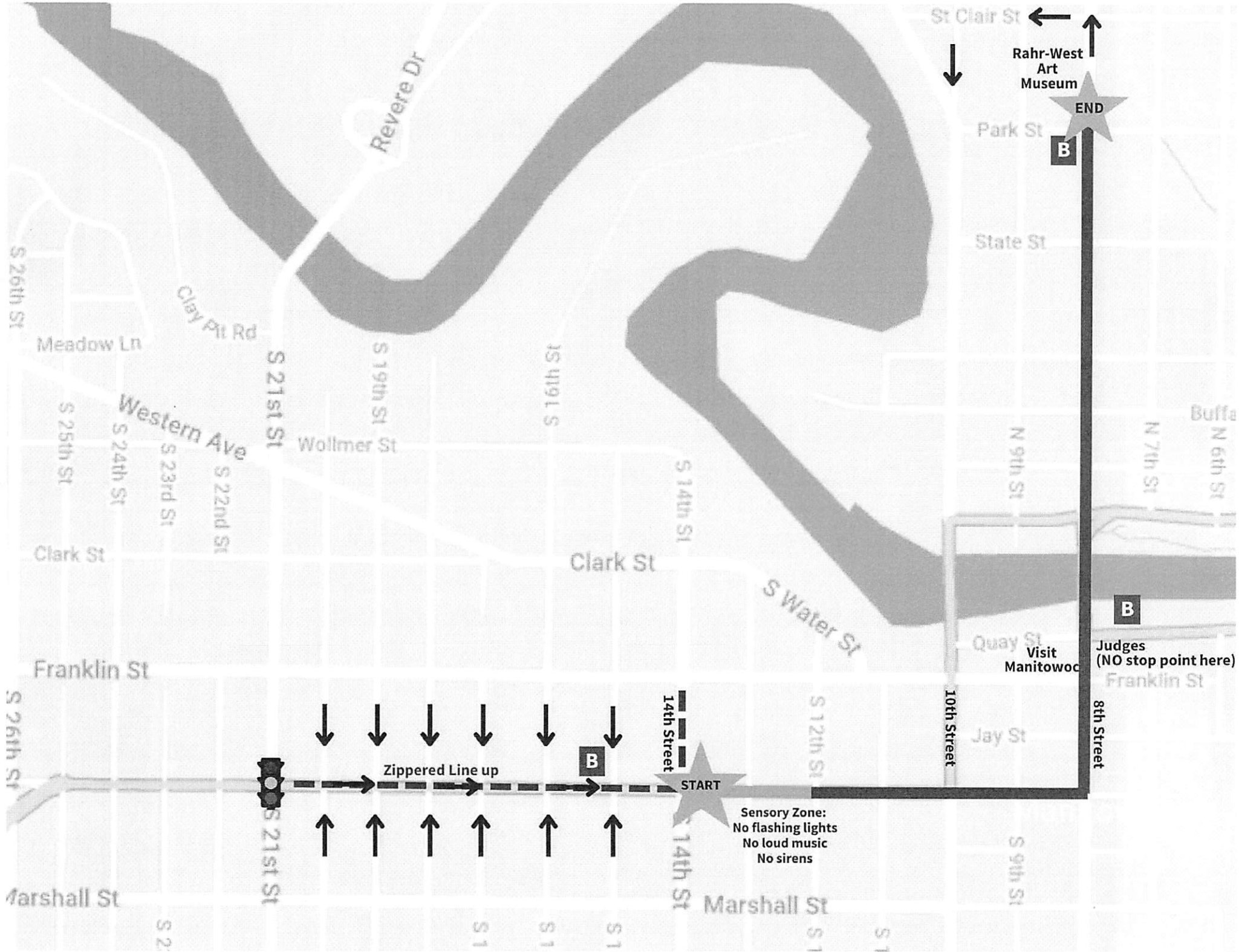
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Applicant date of birth

Friday, June 12, 1998

Sign

Erika Christel



St Clair St

Rahr-West Art Museum

END

B

Park St

State St

Revere Dr

S 26th St

Meadow Ln

Clay Pit Rd

S 21st St

S 19th St

S 17th St

S 25th St

S 24th St

S 23rd St

S 22nd St

Western Ave

Wollmer St

S 14th St

Clark St

N 9th St

N 7th St

N 6th St

Clark St

S Water St

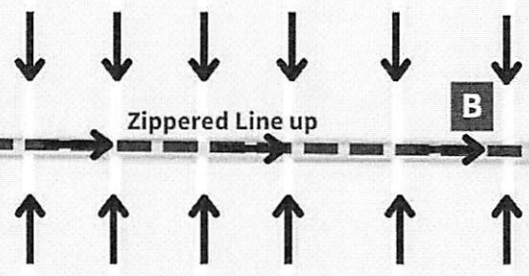
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Visit Manitowish

Judges (NO stop point here)

Franklin St

S 26th St



Zippered Line up

START

Sensory Zone:
No flashing lights
No loud music
No sirens

14th Street

S 14th St

S 12th St

10th Street

Jay St

8th Street

Marshall St

Marshall St

S 9th St

S 2

S 1

S 1

S 1

S 1

S 1