

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/26/2025

EVENT NAME: Summer Band and Orchestra Concert

ORGANIZER: MPSD - Kristen Woller

E-MAIL ADDRESS: wollerk@mpsd.school

EVENT DATE: 8/7/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Washington Park and the MetroStage for a summer school concert.

COMMITTEE CONCERNS:

WAIVER OF FEES: Not granted

COMMITTEE DECISION:

APPROVE	DENY
Todd Blaser /ec Courtney Hansen /ec Jason Freiboth /ec Eric Nycz /ec Dan Koski /ec	

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.
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Special Event Application

Friday, March 14, 2025

General Event Information

Event name MPSD Summer Band and Orchestra Concert
Location Washington Park Metro Stage
Date Thursday, August 7, 2025
Event time 12:00 PM - 1:30 PM
Setup start time Thursday, August 7, 2025 10:45
Takedown end time Thursday, August 7, 2025 13:45

Applicant Information

Name of Applicant Kristen Woller
Organization Name Manitowoc Public School District
Address 1144 N. 16th St
Manitowoc, WI, 54220
Email wollerk@mpsd.school
Phone number (920) 323-2001
On-site contact & phone number 9203232001

Event description

Annual concert for the culmination of Summer Band and Orchestra. This is a summer school course through the MPSD that involves students in grades 6-8 and into high school.

Estimated total attendance 250

Event Features

Expected revenue 0

Route & Road Usage

Road Closure
no closures

Where are cars parking? Street

Time of amplified sound

11:30 AM - 1:30 PM

Amplified sound type

Live Music, microphone for announcing

Event Structures

Safety & Security

Equipment & Facility Requests

Park and/or Athletic Field Request

Washington Park and MetroStage (\$75)

Do you need power or lighting?

Power

Estimated cost per day

75

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

Approximately 100 Folding chairs (I believe these should already be in the back of the stage)

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?

Summer Band and Orchestra is a program designed for middle school band and orchestra students through the Manitowoc Public Schools. It is a course designed for middle schoolers. The true assets of this program are that high school students are enrolled as "helpers" in order to mentor the younger students and to receive their community service hours for Lincoln or elsewhere. There are also recent high school graduates who work with and as teaching staff in order to gain experience for their futures in music education. Summer Band and orchestra has been running for 23 years with a culmination concert at the Metro Stage Band Shell.

Map

Upload map and supporting documents



2025 MPSD SBO Concert Map.pdf

Questions and comments

Performing on the Metro Stage is something students look forward to every year. We are proud to have a stage and performance opportunity like this for the youth in our community.

Legal Notice and Submission

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

No

Applicant date of birth

Friday, June 16, 1978

Sign

Kristen Woller

2025 MPSD Summer Band and Orchestra Concert

- Thursday, 8/7/25
 - 12:00pm Washington Park Bandshell
 - No street closures
 - Buses will drop off students and depart before concert
 - 80-90 chairs from bandshell and MPSD percussion equipment/piano/microphone and amp will be set up on stage
 - Audience will use the benches/grassy area of the park
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