

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/3/2025

EVENT NAME: Lakeshore Holiday Parade

ORGANIZER: Visit Manitowoc - Erika Christel

E-MAIL ADDRESS: echristel@manitowoc.org

EVENT DATE: 11/26/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: The 37th Annual Lakeshore Holiday Parade, ran as it has in the past years.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Approval of road closure for Washington St from 20th to 8th St, 14th St from Washington to Franklin, and for 8th St from Washington to Park St for 5:30pm-8:30pm.

ITEMS TO INCLUDE IN LETTER:

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Special Event Application

Tuesday, August 26, 2025

General Event Information

Event name	Lakeshore Holiday Parade
Location	Downtown Manitowoc
Date	Wednesday, November 26, 2025
Event time	6:30 PM - 8:30 PM
Setup start time	Wednesday, November 26, 2025 11:00
Takedown end time	Wednesday, November 26, 2025 21:00

Applicant Information

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

Event description

The 37th 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	5000
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.

Where are cars parking? Side streets and public lots

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

Amplified sound type Marching bands and horns

Event Structures

Select all that apply Animals Portable restrooms

Safety & Security

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

PD, please assist with safety by 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.

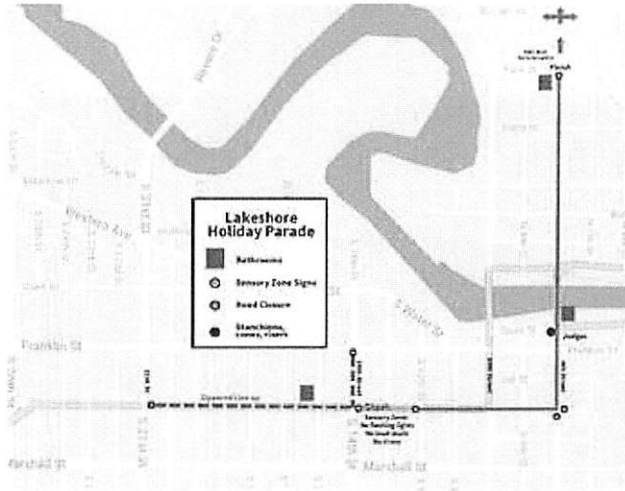
Waiver of Fees

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 at 5:30 pm (that's when the floats are told to arrive) 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, chill) — 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?

Yes

Applicant date of birth

Friday, June 12, 1998

Sign

Erika Christel