

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/16/2025

EVENT NAME: Memorial Day Parade

ORGANIZER: City of Manitowoc - Haelee Tlachac

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

EVENT DATE: 5/26/2025

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Memorial Day parade and ceremony to remember those fallen. Several roads need to be closed.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

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

COUNCIL ACTION REQUIRED:

Approval of road closure for 8th st from Madison to Huron, Huron to Michigan, and Michigan to the Veteran's Memorial from 8am to 12pm.

ITEMS TO INCLUDE IN LETTER:

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# Special Event Application

Tuesday, April 8, 2025

## General Event Information

**Event name** Memorial Day Parade

**Location** Parade & Ceremony locations described below

**Date** Monday, May 26, 2025

**Event time** 8:00 AM - 12:00 PM

**Setup start time** Monday, May 26, 2025 08:00

**Takedown end time** Monday, May 26, 2025 12:00

## Applicant Information

**Name of Applicant** Haelee Tlachac

**Organization Name** City of Manitowoc - Mayor's Office

**Address** 900 Quay Street  
Manitowoc, WI, 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 St. and Madison St. to S. 8th St. and Washington St. from 8am until 9am. At 9am, the parade begins from S. 8th St. and Washington St., turns left onto Huron St., curves onto Michigan Ave, and ends at Michigan and N. 18th St. (In the event of inclement weather, a decision would be made by the Mayor and 8am as to whether or not the parade would be canceled and would be announced on WOMT 1240AM 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 St. (In the event of inclement weather, the ceremony would be held indoors at the Citizen Park Recreation Center at 10:30am.)

**Estimated total attendance** 2000

## Event Features

**Expected revenue** 0.00

## Route & Road Usage

## 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.**

Police pace car to lead parade N. 18th St. & Michigan & viaduct.

## Equipment & Facility Requests

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:**

6 chairs on island (1 of which goes by flagpole)

10 chairs by 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

## Waiver of Fees

**Are you requesting a Waiver of Fees?** ☐ No

## Map

### Upload map and supporting documents

	Parks completed delivery slip - Memor....pdf
	SE Letter - Memorial Day Parade.pdf

### Questions and comments

Submitting a little later due to maternity leave and came back March 26th.

## Legal Notice and Submission

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

No

Applicant date of birth

Tuesday, September 29, 1987

Sign

Haelee Tlachac