

# SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 1/14/2026

EVENT NAME: SAAM 5K

ORGANIZER: Incourage - Violet Salley

E-MAIL ADDRESS: [violet.salley@incouragewi.org](mailto:violet.salley@incouragewi.org)

EVENT DATE: 4/25/2026

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Red Arrow Park and streets/sidewalks to the north for a walk/run to raise awareness during Sexual Assault Awareness Month.

COMMITTEE CONCERNS:

WAIVER OF FEES: Granted

COMMITTEE DECISION:

APPROVE

DENY

Courtney Hansen /ec

Eric Nycz /ec

Todd Blaser /ec

Dan Koski /ec

COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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# Special Event Application

Friday, December 12, 2025

## General Event Information

**Event name** SAAM 5K 2026

**Location** Red Arrow Park, Manitowoc WI

**Date** Saturday, April 25, 2026

**Event time** 9:00 AM - 1:00 PM

**Setup start time** Saturday, April 25, 2026 04:00

**Takedown end time** Saturday, April 25, 2026 15:00

## Applicant Information

**Name of Applicant** Violet Salley

**Organization Name** Incourage Inc.

**Address** 300 East Reed Avenue  
Manitowoc, WI, 54220

**Email** violet.salley@incouragewi.org

**Phone number** (920) 684-4661

**On-site contact & phone number** Violet Salley 9202429479

### Event description

The Fourth Annual Sexual Assault Awareness Month Fun Run/Walk benefiting InCourage dba Manitowoc County Domestic Violence and Sexual Assault Center. Through this fun run we hope to provide sexual assault awareness as well as fundraise for our non-profit. It will start and end at Red Arrow Park. The Route will follow the attached map directions. Street closures are unnecessary, but some streets will need cones for the protection of the participants. The cones will be placed every 15 to 20 feet throughout the route. Course marshals will be stationed at every turn along the routes where the cones are set up for street running. Having course marshals at every turn will allow participants security as well as be there to help with any questions. We plan to have 2 hydration/medical stations; one at the 1.5 mile point, the other located at the end of the route at Red Arrow Park.

**Estimated total attendance** 200

## Event Features

Select all that apply to the event

Food Trucks      Collecting monetary donations

Charging admission or registration

Expected revenue	300
Revenue will be used for	donated to InCourage

## Route & Road Usage

### Road Closure

Please see attached map. No roads needed to be closed

Where are cars parking?	At Red Arrow Park
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Time of amplified sound	8:30 AM - 10:00 AM
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Amplified sound type	Speaker, and Music
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## Event Structures

## Safety & Security

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

N/A

## Equipment & Facility Requests

Facility Request	Red Arrow Park Open Air Shelter (\$53)
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Park and/or Athletic Field Request	Red Arrow Park
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Do you need power or lighting?	power turned on at red arrow park
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Staging & risers

4'x8' Risers (6" tall)

4'x8' Risers (12" tall)

4'x8' Risers (18" tall)

Staging 8'x12'	1
	\$110 max. 1

Portable Bandwagon 35'x8' (set up included)

Parks items

Post pounder

Power pedestal

Safety vests	20
	\$4 max. 20

Security stanchions

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'  $\frac{2}{\$7}$

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28"  $\frac{75}{\$5.50}$

Delineators 42"

"Road Closed" signs

"Road Closed Ahead" signs

**Estimated cost per day** 669.50

## Waiver of Fees

**Are you requesting a Waiver of Fees?**

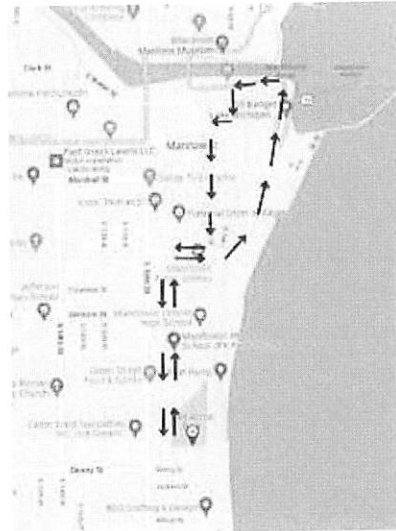
Yes, we are a nonprofit 501(c)(3) or acting on behalf of one

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

This event will be to raise awareness of Sexual Violence in the Manitowoc Area. Any proceeds made from the event will go to InCourage dba Manitowoc County Domestic Violence and Sexual Assault Center. This event will be ran by InCourage, a non profit in Manitowoc County

## Map

Upload map and supporting documents



## Legal Notice and Submission

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

No

Applicant date of birth

Tuesday, January 27, 1998

Sign

Violet Salley

