

# 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:

## ITEMS TO INCLUDE IN LETTER:



# 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	Inourage 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
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## Event Features

Select all that apply to the event	<input type="checkbox"/> Food Trucks	<input type="checkbox"/> Collecting monetary donations
		<input type="checkbox"/> Charging admission or registration

<b>Expected revenue</b>	300
<b>Revenue will be used for</b>	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

**Time of amplified sound** 8:30 AM - 10:00 AM

**Amplified sound type** Speaker, and Music

## 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)

**Park and/or Athletic Field Request** Red Arrow Park

**Do you need power or lighting?** power turned on at red arrow park

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' 2  
\$7

Barricades 8'

Barricades 12' rail type

Channelizer drums 3'

Cones 18"

Cones 28" 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?

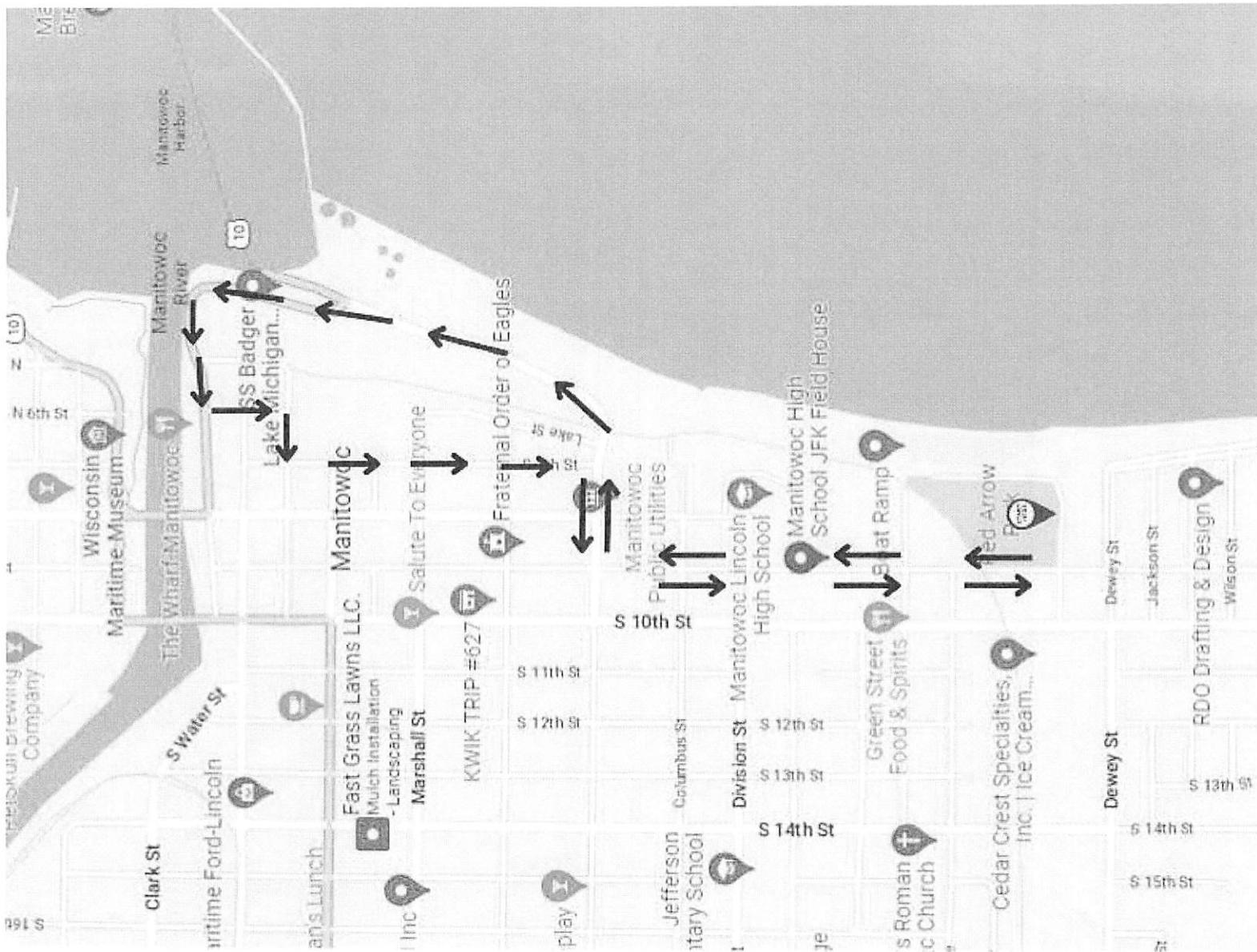
No

Applicant date of birth

Tuesday, January 27, 1998

Sign

Violet Salley



# 5K FUN RUN

ROUTE