

PARKS & RECREATION DEPT. SPECIAL EVENT APPROVAL FORM

DATE: 6/30/2026

EVENT NAME: Lincoln High School Homecoming Parade

ORGANIZER: Jonathan Micah Hoffman - Lincoln High School

E-MAIL ADDRESS: ruechela@mpsd.school

EVENT DATE: 9/25/2026

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Homecoming parade from Lincoln High School parking lot on Green Street heading west to S 9th St. At Grand Ave., the parade will turn west & continue until it reaches Rubick Field. Officer assistance needed at 3 intersections, use of picnic tables & traffic control items. Police Dept. to post No Parking signs.

CONCERNS:

RECOMMENDATION TO Approve event.

APPROVE/DENY EVENT:

WAIVER OF FEES Waiver denied - tax supported entity.

RECOMMENDATION:

COUNCIL ACTION REQUIRED:

Closure of Green St., S 9th St., & Grand Ave. for a parade.

ITEMS TO INCLUDE IN LETTER:

Organizer is responsible for obtaining written approval for a street closure from the affected property owners and/or residents.



Special Event Application

Monday, June 8, 2026

General Event Information

Event name Lincoln High School Homecoming Parade

Location 1433 S. 8th St.

Date Friday, September 25, 2026

Event time 5:30 PM - 6:30 PM

Setup start time Friday, September 25, 2026 17:00

Takedown end time Friday, September 25, 2026 19:00

Applicant Information

Name of Applicant Jonathan Micah Hoffman

Organization Name Lincoln High School

Address 1433 S. 8th St.
Manitowoc, WI, 54220

Email ruechela@mpsd.school

Phone number (920) 663-9605

On-site contact & phone number Micah Hoffman 920-242-5583

Security name & phone number Off. Hansen 920-973-0915

Event description

Homecoming Parade. Will begin in LHS student parking lot, begin on Green St. headed west to S. 9th St. At Grand Ave. the parade will turn west and continue west until it reaches Rubick Field.

Estimated total attendance 500

Est. attendance from outside Manitowoc 20

Event Features

Expected revenue 0

Revenue will be used for n/a

Route & Road Usage

Road Closure

Green St. from S. 9th St. to Boat Launch
S. 9th St. from Green St. to Grand Ave.
Grand Ave. From S. 9th St. to S. 23rd St.

Road Crossing

MTPD Officer assistance will be needed at the following intersections to control traffic: S. 10th @ Grand Ave., S. 14th @ Grand Ave., and S. 18th @ Grand Ave.

Where are cars parking?

Lincoln HS parking lots and road shoulders

Describe course markings and if this is a timed route

n/a

Event Structures

Safety & Security

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

Patrol Officer Assistance will be needed at the beginning of the parade 1730 hours, until the end of the parade, approx. 1830 hours. Officers will need to be stationed at heavily traveled intersections 1. Grand Ave. @ S. 10th St. 2. Grand Ave. @ S. 14th St. and 3. Grand Ave. @ S. 18th St.

Equipment & Facility Requests

Tables & seating

Banquet tables 8'x40'

Benches 4'

Metal folding chairs

Picnic tables 6' 15
\$6 max 20

Estimated cost per day 90

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

See attached work order.

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 is a school function which increases community involvement and raises \$0.

Map

Upload map and supporting documents



Homecoming Work Order.docx



Homecoming Parking Order.docx



Parade map with symbols.pdf

Legal Notice and Submission

Applicant date of birth

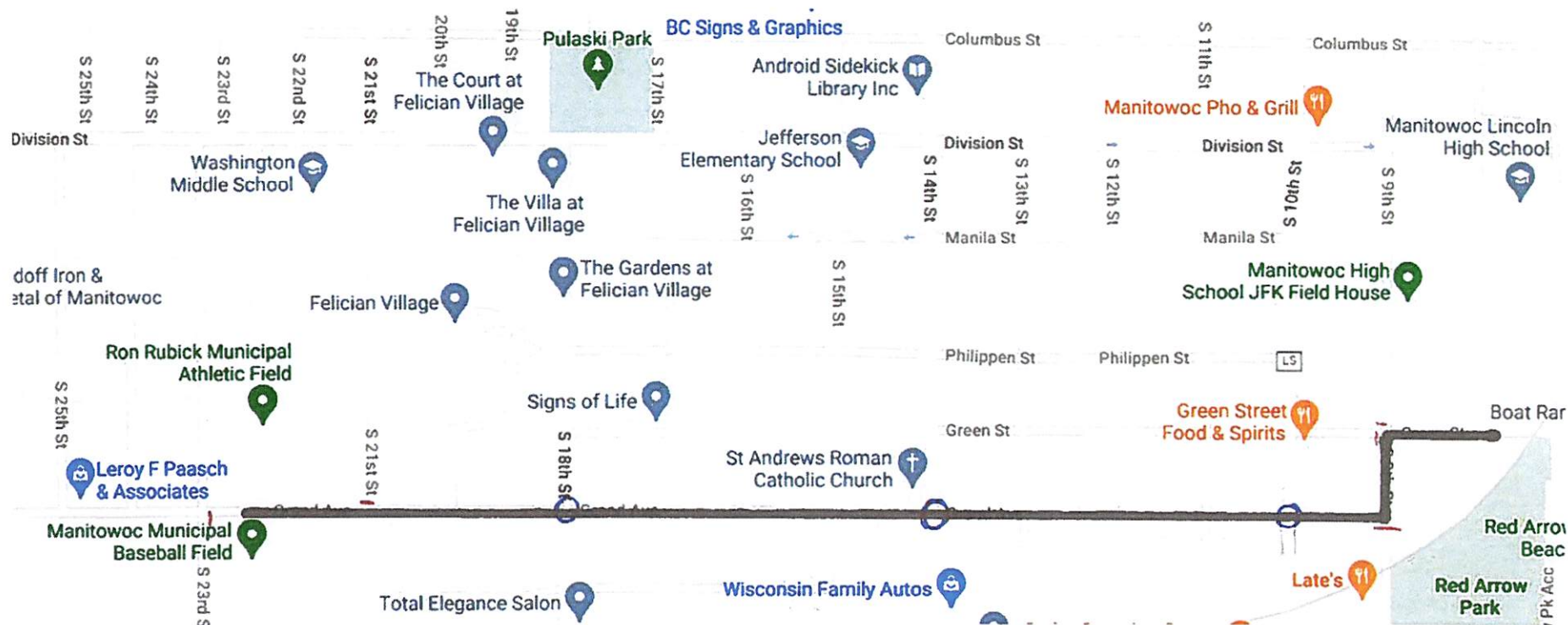
Friday, April 16, 1976

Sign

Jonathan Micah Hoffman

Notes: No parking signs will line the route on the north side of Grand Ave. and on S. 9th St. between Green St. and Grand Ave.

Parade begins on S. 9th St. @ Greens St., travels south on S. 9th St. to Grand Ave. and then west on Grand Ave. to S. 23rd St.



Timeline:

Parade Staging at 5pm

Parade Begins at 5:30pm

Barricades

Police Officer