

CITY OF ALLENTOWN EVENT PLANNING WORKSHEET

We are excited that you are interested in holding an event in the City of Allentown! The City hosts many wonderful events throughout the year, and we are happy to assist you through the application process.

Guidelines/Requirements:

- **Submit your Special Event Application at least 90 days in advance of your event.** This is your absolute best tool in planning, as the application is designed to help you think of all aspects that your event might require, and how to contact different City departments to arrange for services.
- **Complete a site map,** note any street closures and detour/traffic plans needed at the time of submittal of your application. Some street closures require a state application for a permit, so submitting this information in plenty of advance time will ensure that there is time for review and planning.
- Coordinate with any required City departments well in advance of your event:

Item & Timeline	Bureau & Phone Number
Band Trailer <i>(4 weeks in advance of event)</i>	Parks Dept. 610-437-7757
Barricades/Cones/No Parking Signs <i>(2 weeks in advance)</i>	Traffic Planning & Control 610-437-7734
Electricity <i>(2 weeks in advance of event)</i>	Building Maintenance 610-437-7650
Food Vendors <i>(5 business days in advance of event)</i>	Health Bureau 610-437-7759
Insurance Certificates <i>(4 weeks in advance of event)</i>	Risk & Safety 610-437-7620
Medical/Paramedics <i>(8 weeks in advance of event)</i>	EMS 610-437-7531
Park Availability	Parks Dept. 610-437-7757
Parking (street/public lots, parking decks) <i>(2 weeks)</i>	Allentown Parking Authority 610-841-9090
Police/Security <i>(8 weeks in advance of event)</i>	Police Department 610-437-7713
Recycling & Trash <i>(2 weeks in advance of event)</i>	Recycling 610-437-8729
Street Closures <i>(10 weeks – state; 2 weeks – city only)</i>	Department of Public Works 610-437-7735
Tents <i>(2 weeks in advance of event)</i>	Fire Prevention Office 610-437-7758
Vendor Sales <i>(2 weeks in advance of event)</i>	Finance Dept. 610-437-7501
Water <i>(2 weeks in advance of event)</i>	Lehigh County Authority (LCA) 610-437-7515

- Additionally, if you would like your event listed on the **Allentown Events Calendar** and sent out through the “**It’s Happening in Allentown**” weekly emails, please submit your event information (name, location, date, start and end time, price & description) through www.allentownpa.gov by clicking on Play/Events/Allentown-Event-Submittal. Flyers may also be submitted, in jpg format please.