

Special Event Permit Improvements

May 2025 Update

Overview	Based on community event producer feedback, improvements to special event permitting were focused on the application process.
Highlights	<ul style="list-style-type: none">• Created online application via DocuSign to replace a 17-page fillable PDF<ul style="list-style-type: none">◦ Provides instant feedback based on previous answers◦ Ensures a complete application◦ Speeds up the process by hiding irrelevant questions• Streamlining the application process for additionally required permits<ul style="list-style-type: none">◦ Redundant Master Event License application is not needed◦ Expectations and instructions for Fire and Right-of-Way permits are communicated throughout the application.• Reformatted the event guide into live, translatable website content for greater accessibility into understanding the process and requirements.
Event Producer Feedback	<ul style="list-style-type: none">• "The new process is smoother and easier than any I've ever navigated."• "I found it to be clear and concise."• "[I] felt like the process was much smoother and clearer than other years."
Next Steps	<ul style="list-style-type: none">• Streamline Special Event committee approval with less reliance on email.• Enhance internal visibility for stakeholders who desire more event awareness.• Promote the creation of new events by establishing 'office hours' and guides for Downtown Park, Redmond Central Connector, Esterra, and Municipal Campus.

