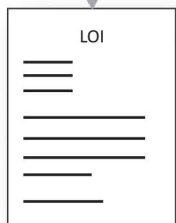




**READ**  
the MSETG Planning Guide for details on the agencies' requirements and processes



**SUBMIT**  
a Letter of Intent (LOI) for presentation of event proposal to MSETG **no later than 180 days prior to the proposed event date**



**RECEIVE**  
an MSETG confirmation email detailing the presentation requirements



**MSETG**  
MAYOR'S SPECIAL  
EVENTS TASK GROUP

**PRESENTATION**  
of the event proposal to the MSETG

**SPECIAL EVENT LICENSE APPLICATION**  
(Festivals/Stationary Events)



**DCRA**

**PARADE PERMIT APPLICATION**  
(Processional Events)

**MPD**

