



**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



**HSEMA**  
HOMERULED SPECIAL EVENTS AND PARADES MANAGEMENT ASSOCIATION  
FACILITATES PRELIMINARY REVIEW OF  
MSETG PRESENTATION REQUESTS



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



**DCRA**

**PARADE PERMIT  
APPLICATION**  
(Processional Events)

**MPD**

