



# Organizational Chart for Special Events

Due 5 weeks before the event. Email completed form to the Special Events Permit Manager.

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Event Time \_\_\_\_\_

Event Organizer's Name:  
Phone Number During Event:  
Responsibilities During Event:

Volunteer Manager's Name:  
Phone Number During Event:  
Responsibilities During Event:

Communication Manager Name:  
Phone Number During Event:

Lead Crowd Manager's Name:  
Phone Number During Event:  
Responsibilities During Event:

Volunteer Assignments:

Number of Crowd Managers:  
Crowd Manager Locations: