Special Event Application

User Manual

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

Table of Contents

Getting Started **3**

Account 3

Dashboard 4

Application Basics 6

Status Labels 7

Special Event Permits **8**

Steps 8

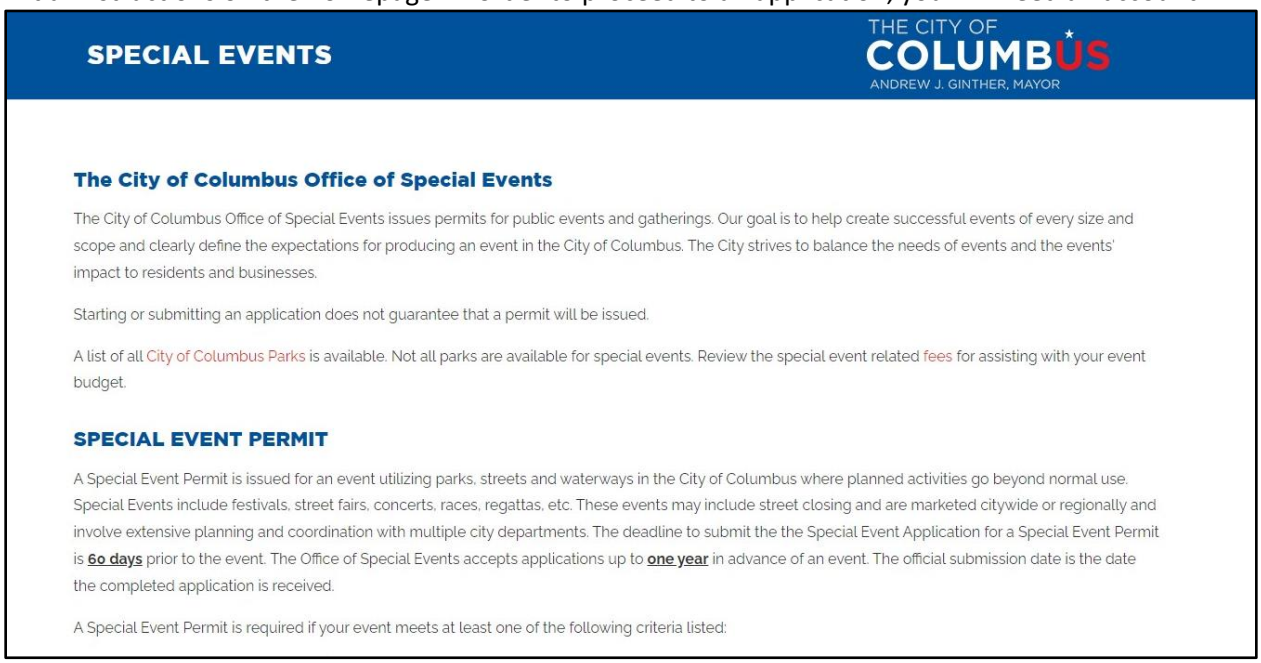
Application Review 9

Billing 10

Permit 11

Getting Started

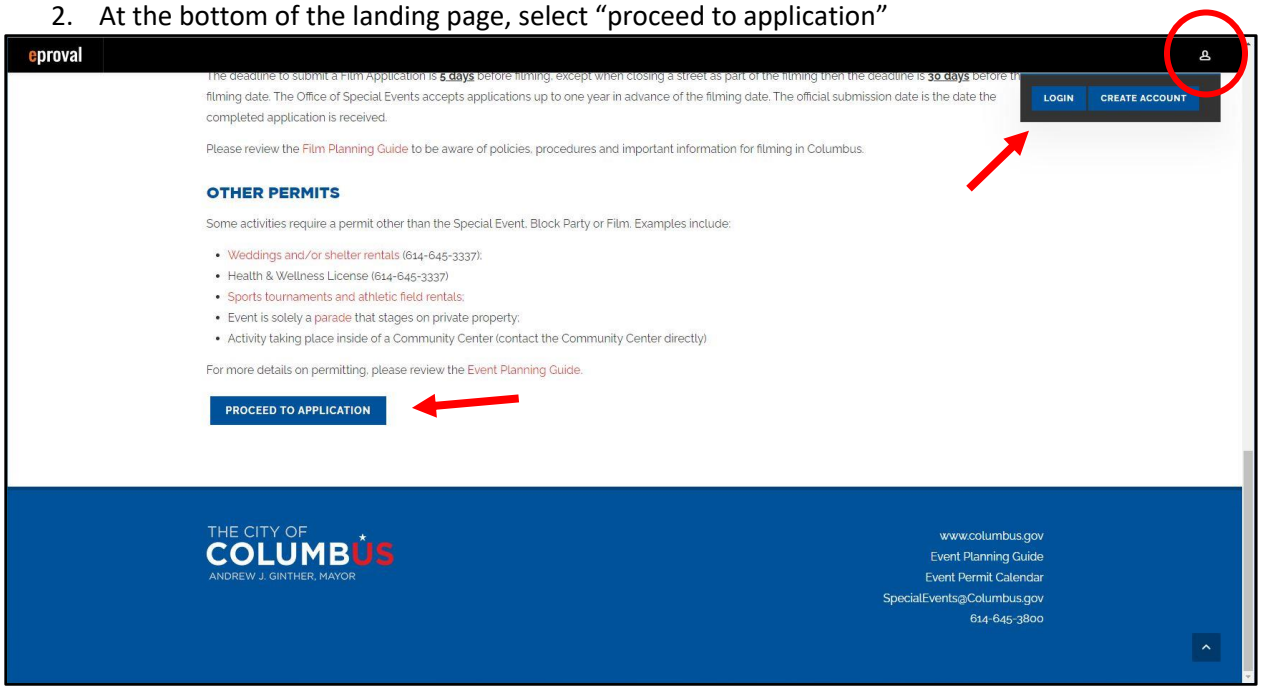
Welcome to the City of Columbus Office of Special Events online permitting process. Please review the initial instructions on the homepage. In order to proceed to an application, you will need an account.



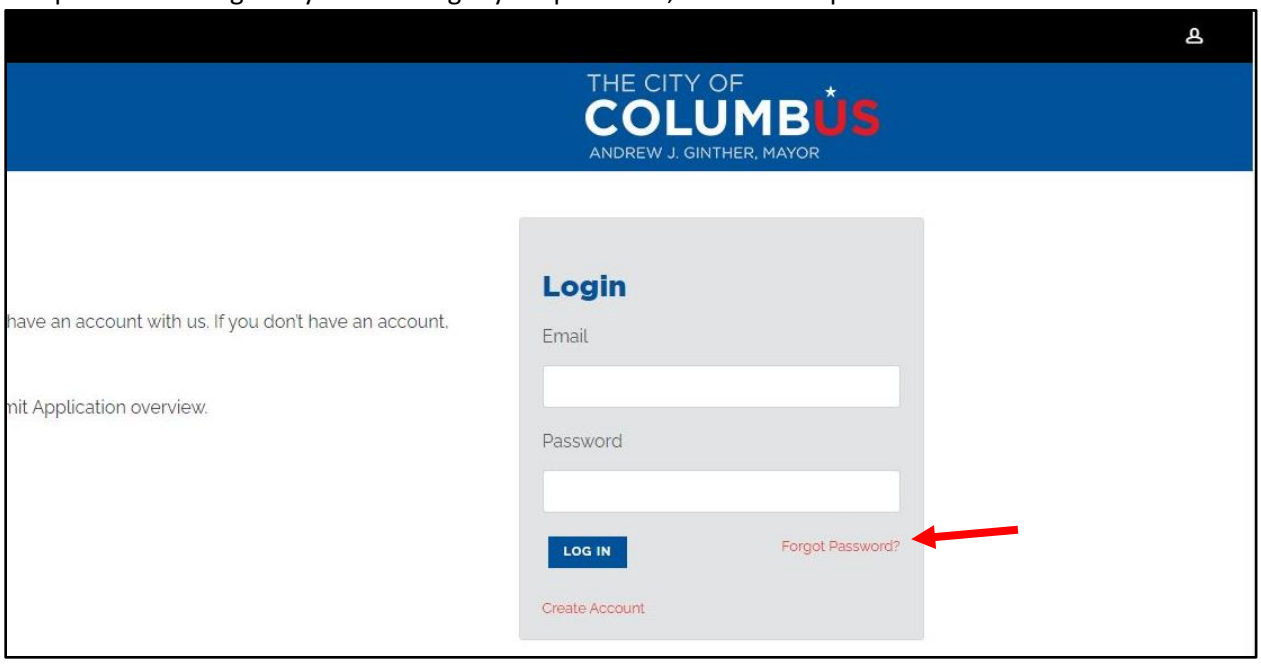
Account

You must create an account to apply for Special Event, Block Party or Film Permits. There are two options to begin the process:

1. Select the account button at the top to open the drop-down option. Select "login"
2. At the bottom of the landing page, select "proceed to application"



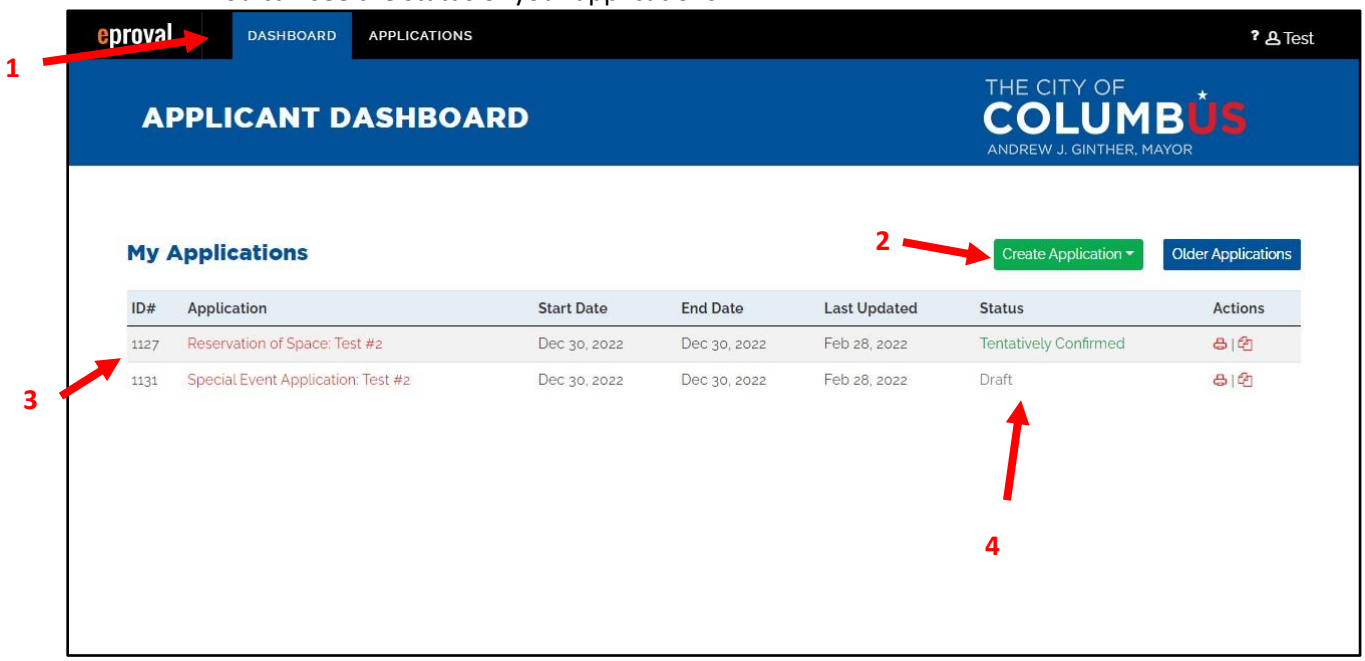
All new accounts will need to verify their email address. You will receive automatic email notifications. Follow the prompts of the email to verify your account. After your account is created, enter you email and password to login. If you ever forget your password, there is an option to re-set.



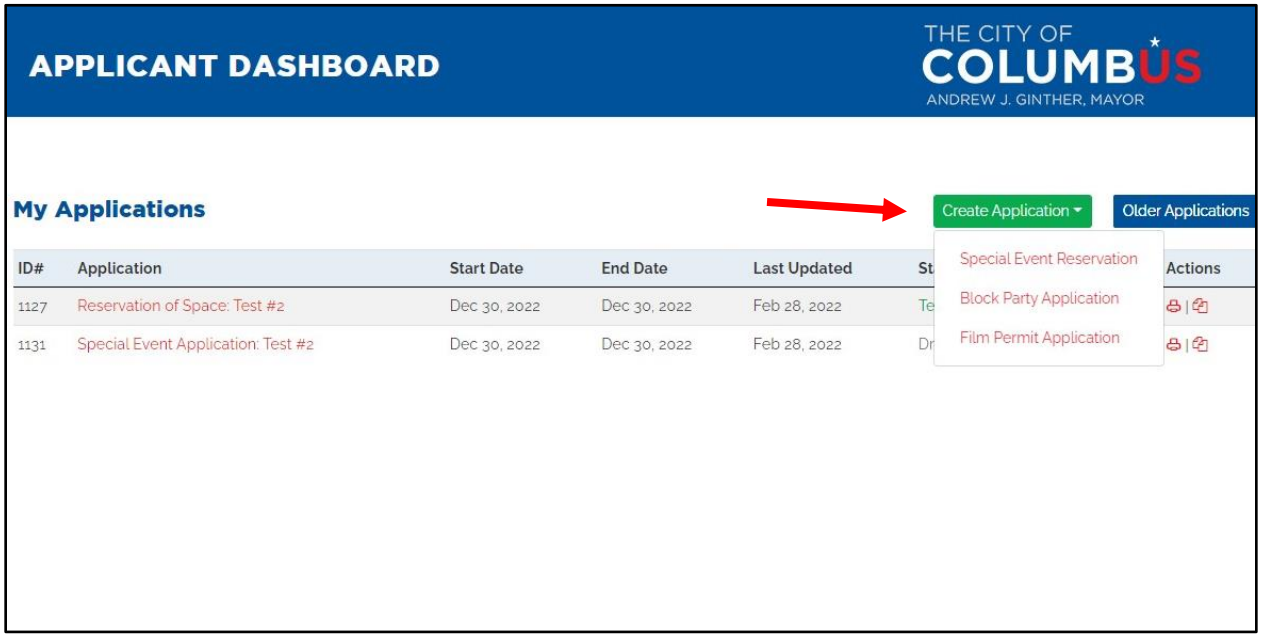
Dashboard

The Dashboard is the primary location to manage your applications

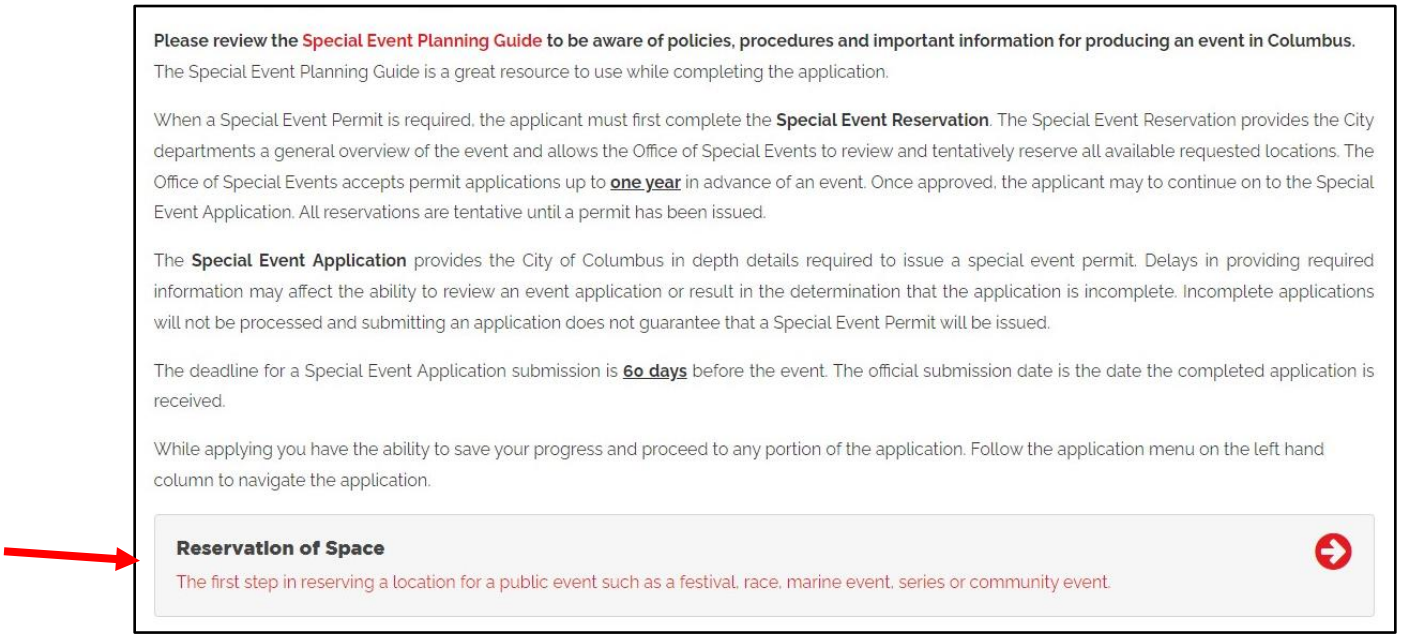
1. Find the dashboard using the menu navigation at the top
2. You can create new applications
3. You can see your existing applications
4. You can see the status of your applications



Selecting "Create Application" gives you the option to select the type of permit you want to apply for. Special Event Permits will start by selecting the "Special Event Reservation".



Review the instructions, and select the large button at the bottom of the page to start the process.



Please review the Special Event Planning Guide to be aware of policies, procedures and important information for producing an event in Columbus. The Special Event Planning Guide is a great resource to use while completing the application.

When a Special Event Permit is required, the applicant must first complete the **Special Event Reservation**. The Special Event Reservation provides the City departments a general overview of the event and allows the Office of Special Events to review and tentatively reserve all available requested locations. The Office of Special Events accepts permit applications up to **one year** in advance of an event. Once approved, the applicant may to continue on to the Special Event Application. All reservations are tentative until a permit has been issued.

The **Special Event Application** provides the City of Columbus in depth details required to issue a special event permit. Delays in providing required information may affect the ability to review an event application or result in the determination that the application is incomplete. Incomplete applications will not be processed and submitting an application does not guarantee that a Special Event Permit will be issued.

The deadline for a Special Event Application submission is **60 days** before the event. The official submission date is the date the completed application is received.

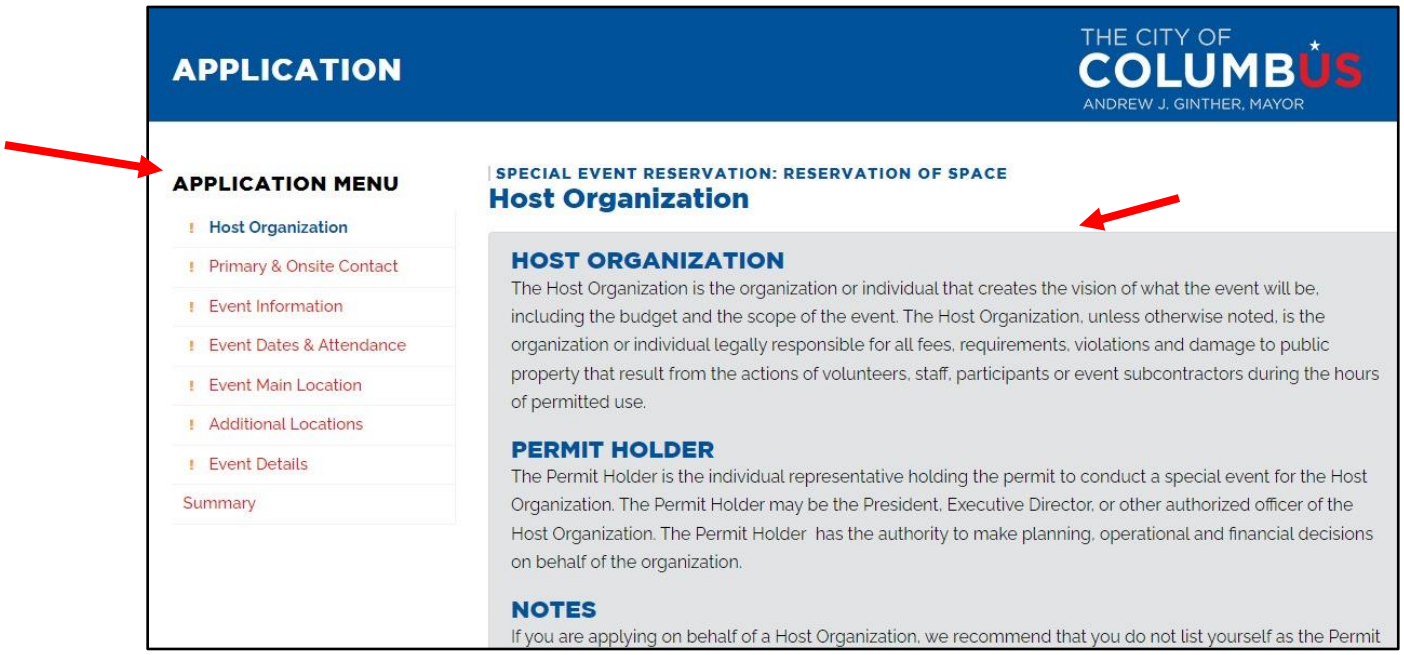
While applying you have the ability to save your progress and proceed to any portion of the application. Follow the application menu on the left hand column to navigate the application.

Reservation of Space

The first step in reserving a location for a public event such as a festival, race, marine event, series or community event.

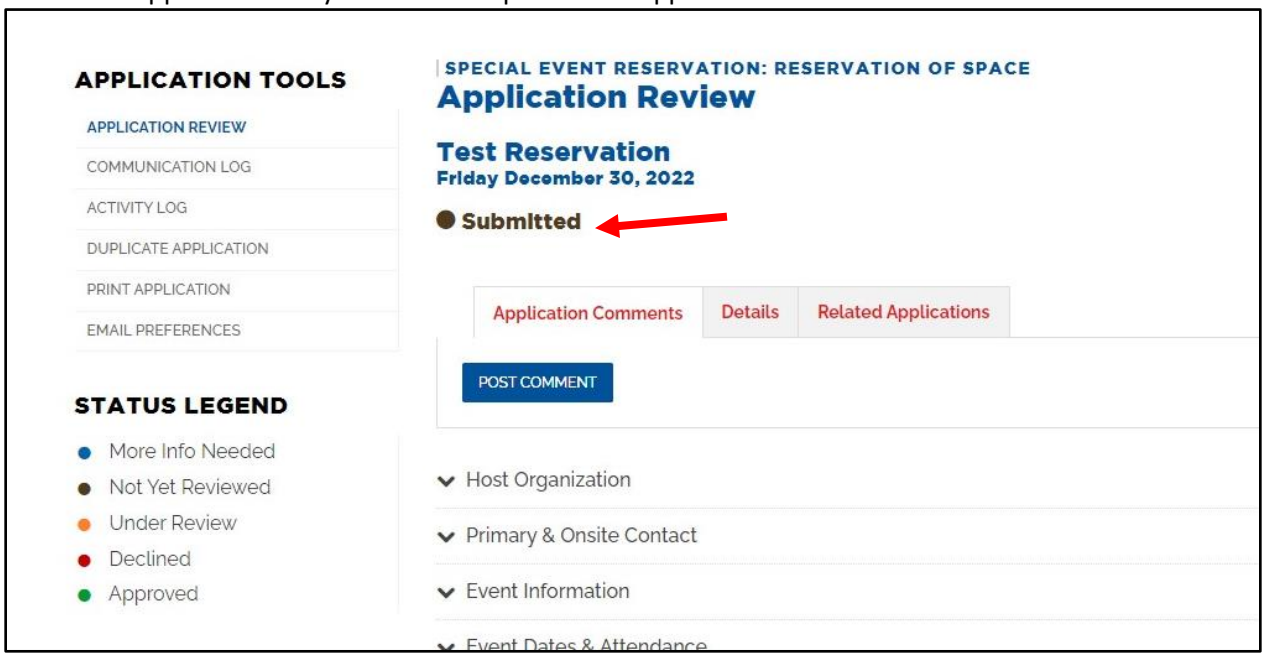
Application Basics

All applications are organized into sections for collecting information. Each section can be viewed on the left-hand "Application Menu". Using the menu, you can skip around the application and complete sections in any order you prefer. Sections of the application that still need to be completed are indicated with an orange exclamation point (!). A gray box is at the top of each section to provide information to assist you when completing your application.



When a section is complete the orange explanation point will change to a green check mark (✓).

Submitted applications may be viewed as part of the Application Review.



Status Labels

The application status will update during the various stages of the application process.

The application status references the overall progress of the application. The options include:

- **Draft (grey)**: Your application has been started but not submitted.
- **Submitted (brown)**: Your application is submitted, and you cannot make any changes. Staff have not yet started the review process.
- **More Info Needed (blue)**: Staff need additional information, and you must re-submit.
- **Under Review (orange)**: Staff reviews are in progress.
- **Declined (red)**: Event will not receive a permit.
- **Approved (green)**: The application is approved and permitted.
    - **Tentatively Confirmed (green)**: The Reservation of space is tentatively confirmed, but you still need to submit the full application.

The individual sections of an application will also use status labels. The options include:

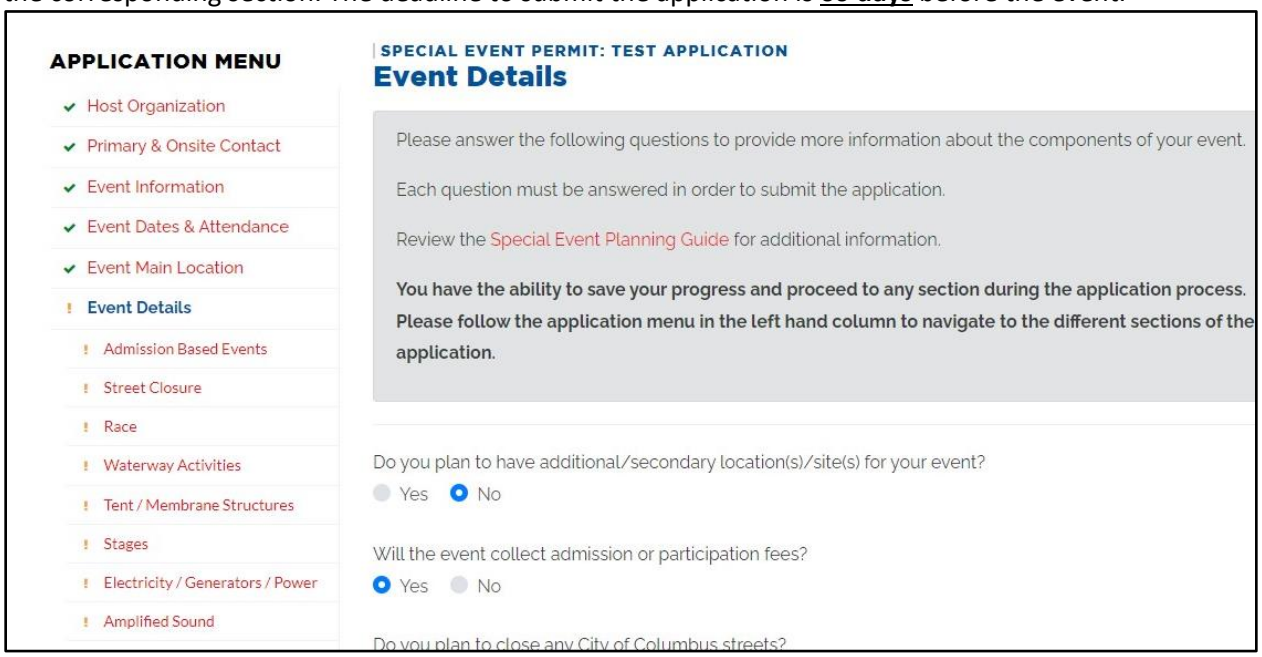
- **Not Yet Reviewed (brown)**: Staff representatives have not yet reviewed the section.
- **More Info Needed (blue)**: Staff need additional information. You must respond with a comment, or resubmit that section (when applicable).
- **Under Review (orange)**: Staff reviews in progress.
- **Declined (red)**: Section of the application or event component will not be approved. The rest of the event may still be approved and receive a permit.
- **Approved (green):** The section is approved and will be noted on the permit.

Special Event Permits

Steps

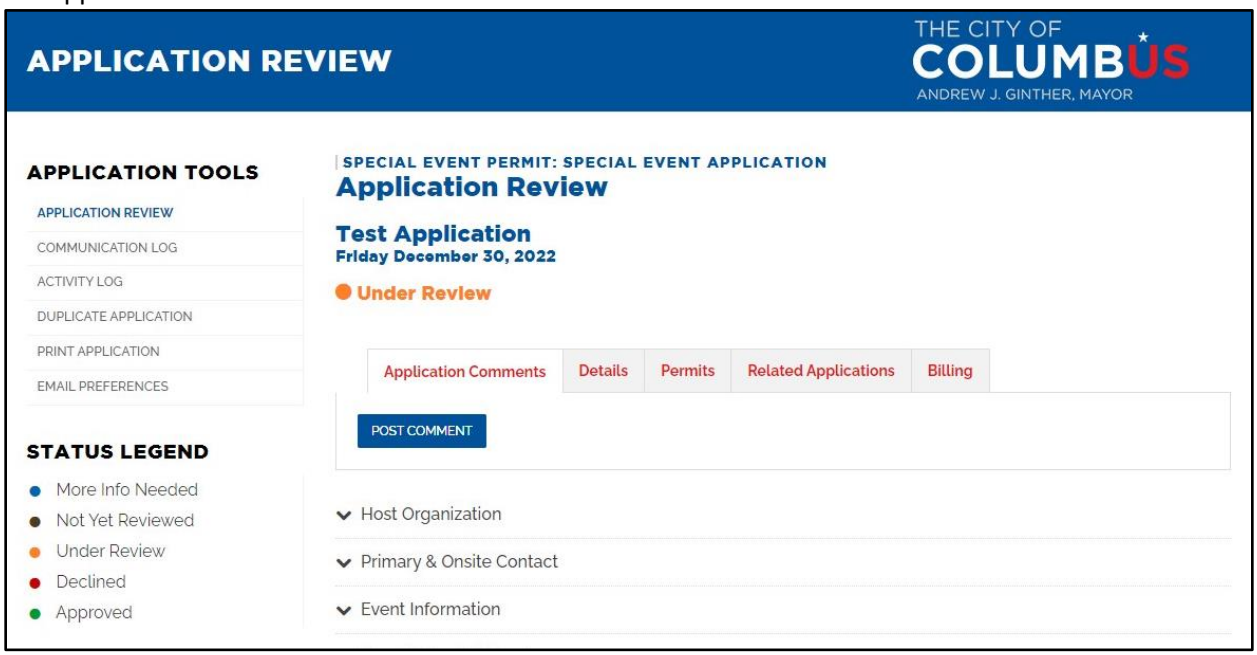
Step 1 – Reservation. The Special Event Reservation gives a general overview of the event. Staff will review and tentatively confirm the reservation of space. Completing this step will unlock the full application. The reservation can be submitted up to **one year** before the event.

Step 2 – Application. The Special Event Application will require more information depending on the responses in the event details. For each event component, you will need to provide specific details on the corresponding section. The deadline to submit the application is **60 days** before the event.

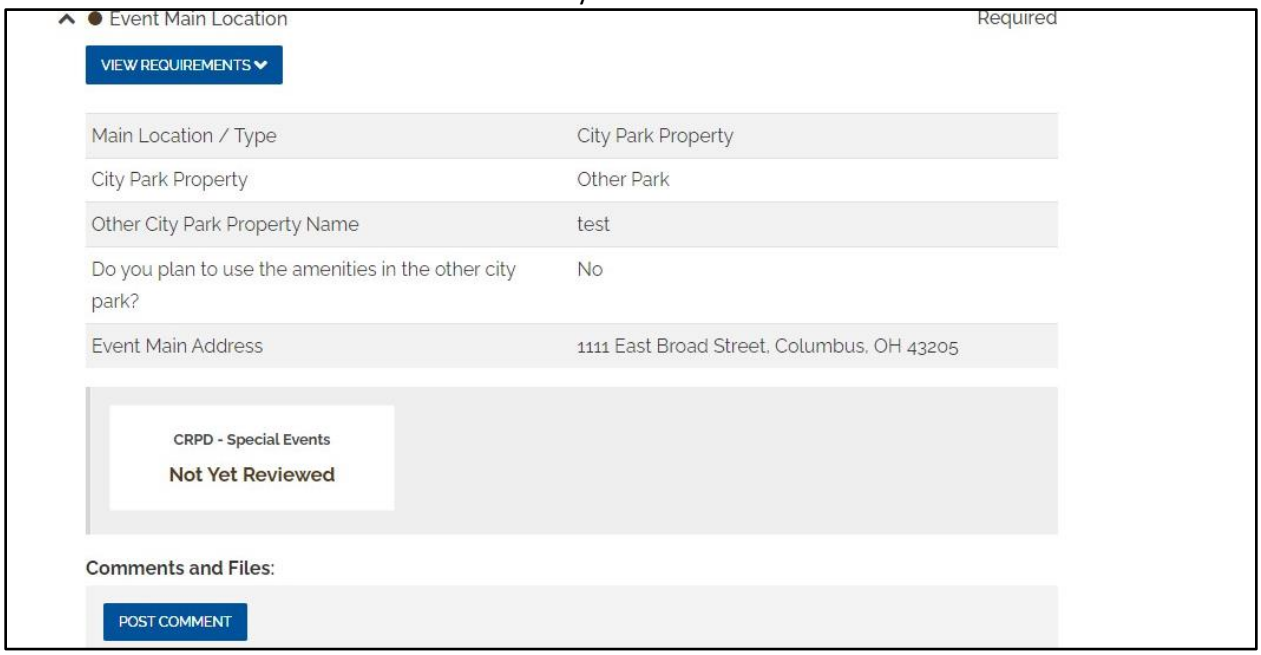


Application Review

When the Application status is "Under Review" the collective City staff are in the process of reviewing the application.

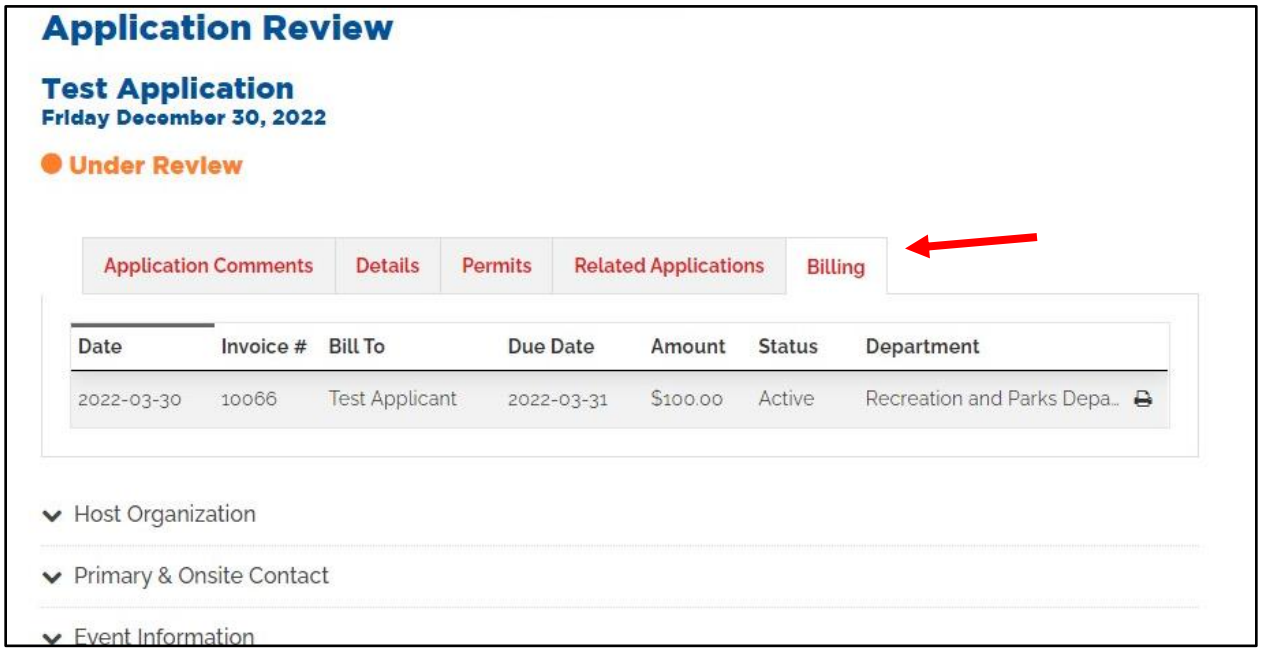


Under each section of the application you can see which departments need to review, and their current status. You will be able to communicate with City with comments.

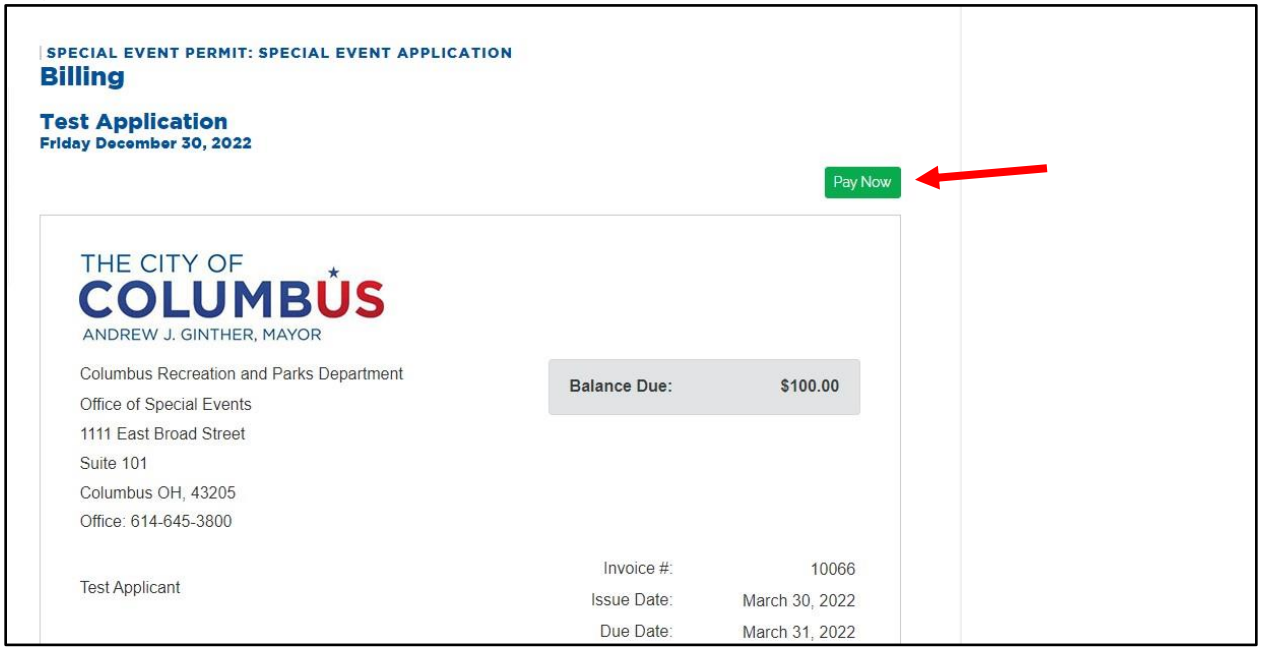


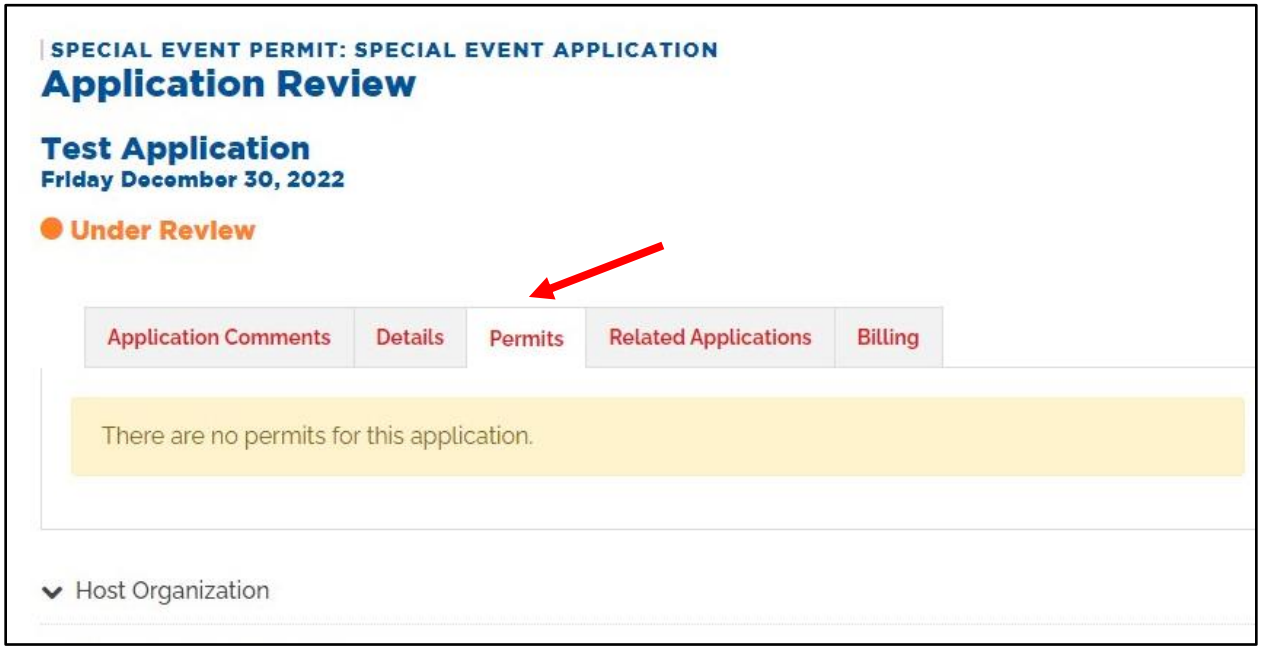
Billing

Invoices for some fees are issued directly in the application. Select the "Billing" tab to see active invoices.



The active invoice will show the total balance due, and give you the ability to pay online. Select "Pay Now" to launch the payment processing portal. You can pay with credit cards (for a 3% convenience fee), or with an e-check.



Permit

After all the reviews are complete and fees paid, the permit will be issued through the application. Select the “Permits” tab to view the permit.