



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: MLK Dr. Martin L King Jr. ParadeDate(s) of Event: Feb. 17, 2024Location Address: Start: 700 N Detroit Ave
End: 100 N Elgin AveCouncil District(s): 1, 4Event Description: Parade floats, Marchers, Bands, Cars, Drill Teams, Motorcycles, and HorsesEvent Category: ParadeEvent Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Lane Closure, No Parking Signage, Street ClosureAnticipated Attendance: Total: 10000Per Day: 10000Anticipated Participants: Total: 5500Per Day: 5500Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Martin Luther King Jr.
Commemoration SocietyWebsite: <https://www.mlktulsa.com/>Chief Officer of Host Organization: MCCLELLAN JOYCE ANITA.

Email and Phone:

Applicant Name: Pleas ThompsonEmail and Phone: mlktulsa@gmail.com 918-492-9495

Professional Event Organizer:

Email and Phone:

On-site Contact: Jayne BroomeMobile: 918-261-0069Billing Contact: Martin Luther King Jr.
Commemoration SocietyPhone: 918-492-9495Billing Address: PO Box 14025
Tulsa, OK 74159

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 02/17/2024 Time: 0530
Street Closure for Event Setup: Date: 02/17/2024 Time: 0630
Street(s) to be Closed for Event Setup: See staging map area (purple & green).
Event Start: Date: 02/17/2024 Time: 1100
Street Closure for Event Start: Date: 02/17/2024 Time: 1000
Street(s) to be Closed for Event Start: See route map area (parade route-red and disbanding area-blue).
Run, Walk, Parade Start Time: 1100
Daily Event Hours: 1100 - 1300
Event End: Date: 02/17/2024 Time: 1300
Street Reopens after Event End: Date: 02/17/2024 Time: 1330
Event Teardown: Date: 02/17/2024 Time: 1500
Street Reopens after Event Teardown: Date: 02/17/2024 Time: 1400

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 1
Number & Sizes of Tents: 4 Provider and Phone: (1) 10X10; (1) 40x40 (Bama); (2) 10X10
(OneOK/ONEGas), Party Pro Rents (918)
622-8102
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: No 0 Provider and Phone: NA
Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: NA

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: TPD Special Events Unit (918) 586-6054, In His Service (918) 230-2830, OSU-Tulsa Police (918) 594-8123

Medical and/or First Aid Services: Yes Contact, Email and Phone: EMSA (918) 596-3100

Traffic Control Barricade Company: No Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Crowd Management Fencing Company: No Contact, Email and Phone: City of Tulsa (918) 576-5636

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Street, Unpaved Lot, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Dr. Martin Luther King Jr. Commemoration Society

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service (918) 212-9696

Total Number of Portable Toilets: 18 Number of ADA Accessible Portable Toilets: 6

Equipment Setup: Date: 01/17/2024 Time: 0630

Equipment Pickup: Date: 01/17/2024 Time: 1430

Other Event Information: Raised stages at Elgin Ave & John Hope Franklin Blvd (KTUL); Greenwood Ave & John Hope Franklin Blvd (Turning Point Church)

Entertainment and Related Activities

Number of Stages: 2

Number of Performers/Bands: TBD

Performer/Band name and music type: Parade - Middle & High School Marching Bands & Drum Corps. List of parade participants TBD.

Sound Amplification: Yes

Start Time: 1100

Finish Time: 1430

Please describe the sound equipment that will be used for your event:

ION Audio Tailgater (iPA77) Portable Bluetooth PA Speaker w/MIC (2)

Sound checks conducted prior to the event: Yes

Start Time: 1030

Finish Time: 1045

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

MLK Commemoration Society Banner, sponsor banners, participant banners

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: HOW Foundation will clean up the parade grounds after the horses pass the main stage.

Number of Trash Receptacles: 20

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: HOW Foundation (918) 252-5739

Presented Event Concept to:

Residents, Schools, Neighborhood Assn, Business Assn, Businesses, Places of Worship

If not presented, please explain:

NA

Affidavit of Applicant

I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims of third parties that are based upon injuries sustained at, or in conjunction with this Event.

Initials: On File

For City of Tulsa Special Events Committee Use Only

Date received: 01/19/2024 Date routed: 01/23/2024 Date for review: 02/07/2024

Special Events Committee Recommendation: Meeting Review Yes ☒ No ☐ 01/24/2024

Date routed to Mayor: 01/26/2024 Mayor's Recommendation: Yes ☐ No ☐ _____

Date routed to Council: 01/26/2024 City Council Approval: Yes ☐ No ☐ _____

Date Permit Issued: _____ Comments: SEC meeting 01/24/2024. Mayor agenda
01/31/2024. City Council agenda 02/07/2024. Postponed from 01/15/2024 (weather) to 02/17/2024.

Application and map revised 01/23/2024.



MLK Jr. Parade 11 a.m.

Staging Area

Road Closure 6:30 a.m. - 1 p.m.

Assembly Area

Road Closure 6:30 a.m. - 1 p.m.

Start of March

March Route

Road Closure 10 a.m. - 1:30 p.m.

End of March

Disbanding Area

Road Closure 10:30 a.m. - 2 p.m.

Unauthorized vehicles subject to tow.

[Special Events Office](#)