



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: SEC Gymnastics Championship Date(s) of Event: Saturday, March 21, 2026

Location Address: Start: 100 E 2nd St (Hyatt Regency Downtown) Council District(s): 1  
End: 400 E 1st St (BOK Center)

Event Description: Police escorts of team buses from host hotel to competition venue.

**Event Category:** Police Escort

**Event Includes:** Public Right of Way, TPD will escort SEC Gymnastics Championship teams

Anticipated Attendance: Total: 100 Per Day: 100

Anticipated Participants: Total: 0 Per Day: 0

Number of Events for Monthly Event: No

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: Tulsa Regional Chamber/Visit Website: www.visittulsa.com  
Tulsa

Chief Officer of Host Organization: Sarah Inboden

Email and Phone: sarahinboden@visittulsa.com 918-560-0260

Applicant Name: Sarah Inboden

Email and Phone: sarahinboden@visittulsa.com 918-560-0260

Professional Event Organizer:

Email and Phone:

On-site Contact: Sarah Inboden Mobile: 850-321-5857

Billing Contact: Tulsa Regional Chamber/Visit Phone: 918-560-0260  
Tulsa

Billing Address: 1 W 3RD ST S 1100  
Tulsa, OK 74103

## ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 03/21/2026 Time: 8 a.m.  
Street Closure for Event Setup: Date: 03/21/2026 Time: Varies  
Street(s) to be Closed for Event Setup: N/A - Police Escorts

**Event Start:** Date: 03/21/2026 Time: 11 a.m.  
Street Closure for Event Start: Date: 03/21/2026 Time: Varies  
Street(s) to be Closed for Event Start: N/A - Escort team buses from host hotel (Hyatt Regency Tulsa Downtown) to BOK Center.

Run, Walk, Parade Start Time: N/A  
Daily Event Hours: N/A

**Event End:** Date: 03/21/2026 Time: 5 p.m.  
Street Reopens after Event End: Date: 03/21/2026 Time: Varies

**Event Teardown:** Date: 02/21/2026 Time: 6 p.m.  
Street Reopens after Event Teardown: Date: 03/21/2026 Time: Varies

## ***Secondary Permits Required***

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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: 0  
Number & Sizes of Tents: 0 Provider and Phone: N/A  
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: N/A

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

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Security and/or Police: No Contact, Email and Phone: N/A

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parking Type: Parking not available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

**Sponsor and Other Event Information**

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Event Sponsor(s): Visit Tulsa, Tulsa Sports Commission

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: No Provider and Phone: N/A

Total Number of Portable Toilets: 0 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Other Event Information: Escort team buses from host hotel (Hyatt Regency Tulsa Downtown) to BOK Center. Nine (9) teams all staying at the Hyatt Regency Downtown. There will be two (2) sessions of escorts. Five (5) teams for session one (1) and four (4) teams in session two (2). Detailed departure schedules will be known once teams are seeded for the Championship utilizing the "Rules of the Road".

**Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

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

N/A

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

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

N/A

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

N/A

**Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: N/A - Police escort only

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

N/A

**Affidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 02/04/2026    Date routed: 02/09/2026    Date for review: 02/18/2026

Special Events Committee Recommendation: \_\_\_\_\_    Yes  No  \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_    Mayor's Recommendation: Yes  No  \_\_\_\_\_

Date routed to Council: \_\_\_\_\_    City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_    Comments: SEC meeting 02/18/2026.

Additional fees paid and application revised 02/06/2026.

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