



Current date 1/17/23

Applications processed in the order received / Preference given to long-standing events

Event DSACO Festival and 5K

Expected number of participants 4000

Event coordinator(s) Sarah Soell Grace Simpson

Email address + address sarah@dsaco.org grace@dsaco.org 521 W. Wilshire Blvd, Suite 130, Oklahoma City, OK 73116

Phone 405-600-9981 Fax

Event Start: Day/Date Saturday, Sept. 30 Time 8:00 am

Event End: Day/Date Saturday, Sept. 30 Time 1:00 pm

Setup: Day/Date Friday, Sept. 29 Start time 2 p.m. End time 6 pm

Teardown: Day/Date Saturday, Sept. 30 Start time 12:00 pm End time 1:00 pm

Street Closure Times (if applicable)

Closure: Day/Date Saturday, Sept.30 Time 6:30 am

Reopening: Day/Date Saturday Sept. 30 Time 10:30 am

1

Event description (activities, exact location or address, etc.). Please also submit an event site map.

The Down Syndrome Festival and 5K is the annual major fundraising event for the Down Syndrome Association of Central Oklahoma.

This year is our 28th annual awareness walk! All money raised stays in the central Oklahoma region to fund the various programs and activities for DSACO.

Sheridan Avenue between Hudson Avenue and Walker Avenue will be closed from 6:30 a.m. to 10:30 a.m. for the 5K and walk. The Festival activities will take place on the Myriad Botanical Garden lawns facing Sheridan Avenue

beginning at 9:45 a.m. Sheridan Avenue from Ron Norick Boulevard to Hudson Avenue will be closed from 6:30 a.m. to 1 p.m. with street car access only. Food trucks will line the street of Sheridan Avenue.

Activities on the Myriad lawns include, raffles, inflatables, petty zoo, games, DJ for dancing, face painting and more.OKC police, fire and EMSA will be on site to hand out stickers to kids attending.

Families from across the entire state attend to show their support for those with Down syndrome. Expected attendance is 4,000 for the event with more than 600 runners for the 5K and fun run.

Guests will park in the lot south of the Myriad Botanical Gardens beginning at 7 a.m. We will secure this lot for free through American Parking.

We will have portable toilets at the corner of Sheridan Avenue and Ron Norick on the Myriad grounds.

Is this an annual event? yes If yes, how many years? 28

How many vendors will sell items at your event (retail, food, beverages, etc.)?

- None 1 2-10 11-25 26-50 50+

Please note: the deadline for the food vendor list is a strict 10 business days prior to the event.



Event Includes:

- | | | |
|---|--|---|
| <input type="checkbox"/> Block party | <input checked="" type="checkbox"/> Street closure | <input type="checkbox"/> Assembly event
<small>(First Amendment)</small> |
| <input type="checkbox"/> Beverage sales | <input type="checkbox"/> Procession | <input type="checkbox"/> Residential area |
| <input type="checkbox"/> Alcohol sales | <input type="checkbox"/> Parade | <input type="checkbox"/> Non-residential area |
| <input checked="" type="checkbox"/> Food sales | <input type="checkbox"/> Amplified sound | <input type="checkbox"/> Parklet |
| <input type="checkbox"/> Merchandise sales | <input type="checkbox"/> Live entertainment | <input type="checkbox"/> Athletic event |
| <input checked="" type="checkbox"/> Street activities | <input checked="" type="checkbox"/> Electrical wiring/generator(s) | <input type="checkbox"/> Filming |

Number of tents _____ Size of tent(s) _____

Please note: the application deadline for ABLE (alcohol) licenses is **60 days** prior to the event.

Primary contacts (during event):

Name <u>Sarah Soell</u>	Name _____
mobile <u>405-570-3436</u>	mobile _____
email <u>sarah@dsaco.org</u>	email _____

2

Event Coordinator Signature Sarah Soell

(By signing this permit, the event coordinator and their organizing partners agree to abide by the applicable general rules of application listed and the applicable laws referenced under [City of Oklahoma City Municipal Code Chapters 50 and 60](#))

Return to: Special Events – Public Information & Marketing, 200 N Walker, OKC, OK 73102
email: specialevents@okc.gov office 405-297-2890 fax 405-297-3124

SPECIAL EVENTS OFFICE USE

Staff comments

Special Events Office Approval _____



29th Annual Down Syndrome Festival & 5k

Saturday, Sept. 30, 2023

Myriad Botanical Gardens

Event Description

History:

The Down Syndrome Association of Central Oklahoma, Inc. is a 501(c)3 non-profit founded in January 2000, by parents of children with Down syndrome. The purpose of the organization is aligned with its mission which is “raise awareness and provide resources, as well as promote acceptance and inclusion for people with Down syndrome.” We do this through a variety of family-oriented events, education workshops and community awareness campaigns such as:

- Down Syndrome Festival & 5k
- New Parent Visits
- Quarterly New Parent Breakfast
- Quarterly Workshops
- Parent to Parent Support Meetings
- D.A.D.S. – Dads Appreciating Down Syndrome
- Kylee’s Kitchen
- Tutoring and Speech Lab
- Family and Teen/Self Advocate Social Events
- Self-Advocacy Workshops
- Elementary Adventure Club
- DSACO Club
- Bountiful Blessings Calendar
- DSACO Cup Golf Tournament

DSACO envisions communities where everyone, including those with disabilities, is accepted, included, empowered and given the opportunity and choice to create their own happiness and path to success. The Down Syndrome Festival and 5K is the annual and largest fundraising event for the Down Syndrome Association of Central Oklahoma scheduled for Saturday, Sept. 30, 2023. This is the 29th year of celebration for the awareness walk. The event begins with a 5k and 1mile Fun Run at 8 a.m., Awareness Walk with more than 4,000 families and friends at 9:30 a.m. and Festival activities on the lawns of the Myriad Botanical Gardens beginning at 9:45 a.m. It is open to the public and free of charge. We will have entertainment on the lawns, which include inflatables, games, raffles, DJ with dancing along with support organizations offering resources. Food trucks will be available along Sheridan Avenue between Ron Norick Drive and Hudson Avenue. In addition, we will have about 300 volunteers directing guests to various activities and assisting with check-in and booth assignments.

Location and Traffic Impacts:

The DSACO Festival and 5K will take place in the areas surround the Myriad Botanical Gardens. Road closures are as follows:

6:30 a.m. to 1 p.m. – Sheridan closed from Ron Norick Avenue to Hudson Avenue

For the 5k Race and Fun Run - 6:30 a.m. to 10:20 a.m. – Sheridan closed from Hudson to Dewey Avenues. In addition, Walker Avenue from Sheridan to 9th Street, 9th street from Walker to Harvey; Harvey from 9th to 14th Streets; 14th Street from Harvey to Hudson and Hudson between 14th and 9th Streets. The registration for the 5K event will take place on the Myriad Gardens lawn near the band shell area.

For the Awareness Walk - 6:30 to 10 a.m. – The city block of Sheridan to Dewey south to California and north to Walker will be closed for the Awareness Walk. This route is one city block around the John Rex Charter School.

The Festival - Sheridan between Ron Norick Drive and Hudson Avenue will remain closed until the culmination of the event, which is expected to end at 1 p.m. We are using the Myriad Botanical Gardens for the festival activities, which follows the 5K. We have rented the space to allow for facilities, sidewalks

and plaza for our set up/restrooms/music, etc. Food trucks will be along the west-bound traffic side Sheridan. The street cars will not be impacted by the closure and OKCPD will be monitoring all areas for safety and security along with Action Safety.

Activities:

As in years past, The Festival and 5K will host all families with a member who has Down syndrome. We expect approximately 600 runners for the 5k and more than 3,000 family and friends for the Awareness Walk and Festival activities. Entertainment includes inflatables, games, resource information booths, DJ with dancing, as well as food trucks. All resource booths will be asked to provide their own equipment for activities and information. Tables and chairs will be provided upon request. All the entertainment and activities will take place on the lawns of the Myriad Botanical Gardens, which face Sheridan.

Food:

Food trucks will be on hand to offer food and beverages to guests. All food trucks will be asked to provide their own generators and any other equipment needed for the event. Food trucks will be along the west-bound traffic side Sheridan.

Safety:

We will work in conjunction with the Oklahoma City Policy Department and Action Safety during the event to ensure safety and security measures are met for 5k participants, walk participants, as well as guests and entertainment attending the Festival. We have hired OKCPD to enforce road closures and monitor guests crossing streets and other areas that might need additional assistance or accessibility assistance.

Parking:

We have arranged free parking with American Parking Center in the lot directly south of the Myriad Botanical Gardens. Volunteers will be on hand to direct guests to activities as designated. Signage will also be provided to direct guests to appropriate events and check-ins.

Other Items to Consider:

To keep the areas clean, trash cans will be located at the beginning of the 5K race (Hudson and Sheridan) and at the turn around point (14th Street and Harvey). Portable restrooms (2 – one of which is an accessible restroom) will be located at the corner of Hudson and Sheridan on the grounds of the Myriad Botanical Gardens and the other at the corner of Sheridan and Ron Norick Blvd. Public Restrooms at the Myriad Botanical Gardens will also be available for guests. Please see attached 5k and Awareness Walk route map and Myriad Botanical Garden map for more details.

Summary:

The event brings together community members and families to celebrate the opportunities and strengths of individuals with Down syndrome. It is to promote Down syndrome so the community can see those with Down syndrome for the individuals they are and their abilities. Last year's event had record numbers, including more than 600 race participants and raising more than \$200,000. We expect this year's event to be even bigger with more runners and walkers and generating a new beginning for the downtown Oklahoma City area to see our organization as a value to their business.



29th Annual Down Syndrome Festival and 5K 2023

Event Site Plan

Included in this packet you will find a 5k and Awareness Walk map, which shows the road closures for each event.

Also included in this packet is a direction signage map showing approximate placement of events and activities on the Myriad Botanical Gardens. This map also includes important information for guests and volunteers to check-in as well as restroom information, food trucks and various information booths.



- 5K** 5K CHECK-IN
- CG** CARNIVAL GAMES
- D** DSACO TABLE/CALENDAR PICKUP
- DJ** DJ PARTYMAN
- E** FIRE/POLICE/EMSA/SHERIFF
- FT** FOOD TRUCKS
- M** MERCHANDISE
- PB** PHOTO BOOTH
- PZ** PETTING ZOO
- RP** RAFFLE PRIZES
- TP** TEAM PHOTOS
- TS** TEAM PHOTO STAGING
- V** VOLUNTEER CHECK-IN
-  RESTROOMS



P

RON NORICK BLVD

FREE PARKING AVAILABLE SOUTH OF RENO →

W SHERIDAN AVE

W RENO AVE

S HUDSON AVE

FREE PARKING AVAILABLE SOUTH OF RENO →



Street Closures Sheet 1

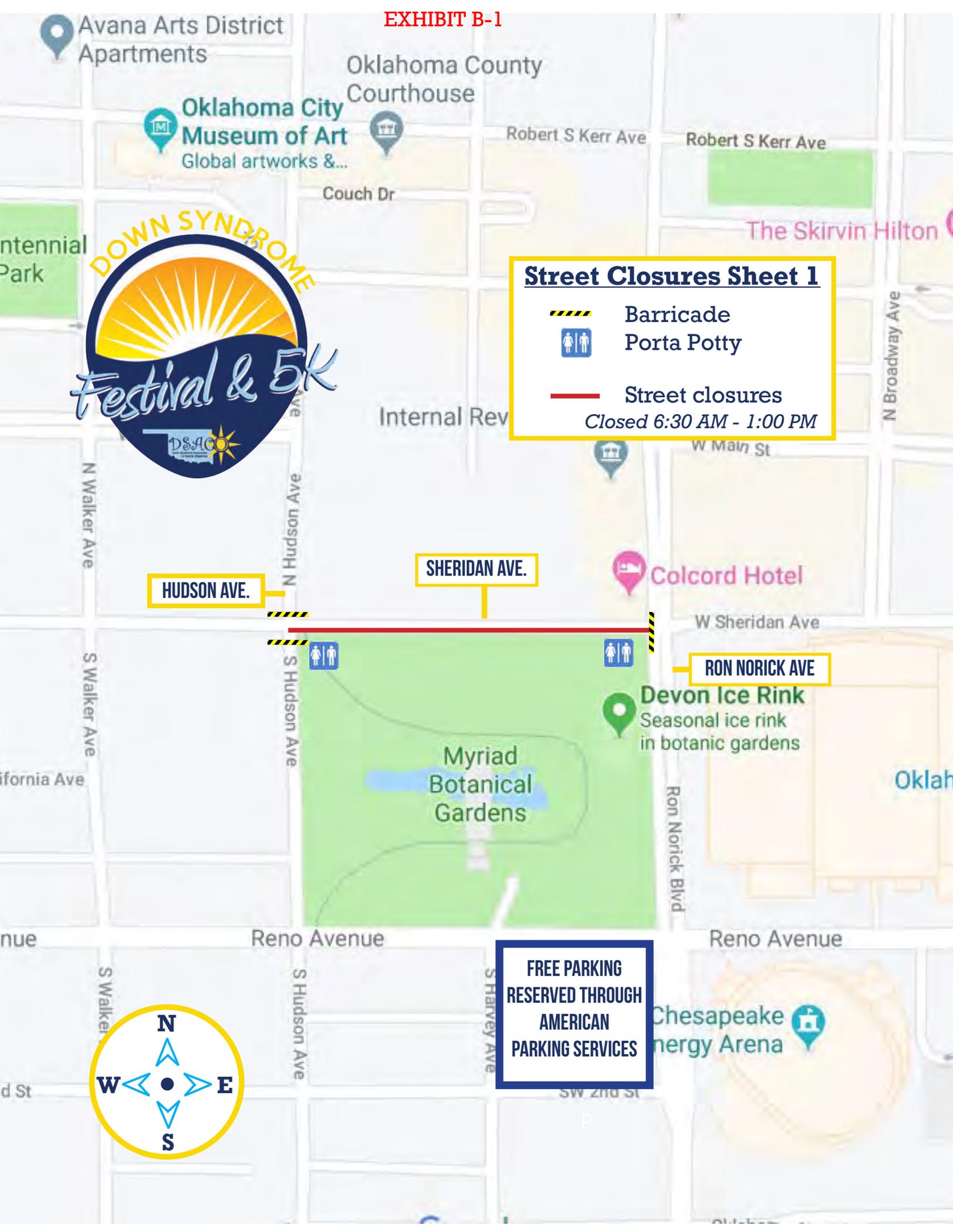
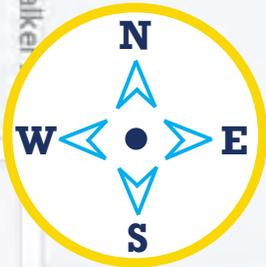
-  Barricade
-  Porta Potty
-  Street closures
Closed 6:30 AM - 1:00 PM

HUDSON AVE.

SHERIDAN AVE.

RON NORICK AVE

FREE PARKING
RESERVED THROUGH
AMERICAN
PARKING SERVICES





5K Route



Awareness Walk



Safety Zone



Street Closures List

Sheet 1: 6:30 a.m. to 1 p.m.

Sheridan closed from Ron Norwick Blvd. to Hudson Avenue – eastbound traffic only, street cars will pass through

Sheet 2: 6:30 a.m. to 10:20 a.m.

Sheridan closed from Hudson Avenue to Dewey Avenue. – eastbound traffic only, street cars will pass through

Dewey Avenue to California Avenue -2-lane

California Avenue to Walker Avenue – 2-lane

Walker Avenue from Sheridan to 9th Street -2-lane

9th street from Hudson to Harvey – 2-lane

Harvey from 9th to 14th Streets – 2-lane

14th Street from Harvey to Hudson – 4-lane

Hudson between 14th and 9th Streets – 2-lane

EXHIBIT C

Waste Plan

Public Restrooms (4) are located at the Myriad Botanical Gardens as indicated on the Festival Map. Porta Potties will be located at the corner of Sheridan and Ron Norick Blvd. on the Myriad Gardens.

Trash and recycling receptables. Receptables will be contained within the Myriad Botanical Gardens. Trash will be disposed in the dumpsters at the Myriad Botanical Gardens.

Electricity Usage Plan

Food trucks will use small generators, which are either located on their vehicles or placed next to/within proximity of their vehicle. A few entertainment activities may also use small generators to power items like inflatables. All generators will be placed next to/within proximity of their vehicle or activity so to avoid cords stretched across walkways. No cable ramps will be utilized because no power cords will be used across walkways.

Street Closure Notification



The Down Syndrome Association of Central Oklahoma will be hosting a 5K that will impact the street where you do business. We apologize for any inconvenience and ask that you contact us at 405-600-9981 by July 1, if you have any questions or concerns about the event. If we have not heard from you by then, we will assume that you approve our use of this route during the following times:

Date: September 30, 2023

Time: 6:30 a.m. - 10:15 a.m.

Thanks in advance for your understanding!
For more information, visit: **www.dsfestivaland5k.com**



The City of
OKLAHOMA CITY

SPECIAL EVENTS

Consent Affidavit confirms that you have received street closure approvals from property owners for the street closure. Signed petition form, emails or letters are accepted forms of consent.

AFFIDAVIT OF CONSENT FROM, AND NOTICE TO, PROPERTIES ABUTTING EVENT

AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Sarah Soell

Name

as event coordinator of the Down Syndrome Festival + 5K
Event Name

hereby certify that all required property owners abutting the street closure for the named event have been notified in writing and have provided consent that the right-of-way be closed Sept. 30, 2023
date(s)

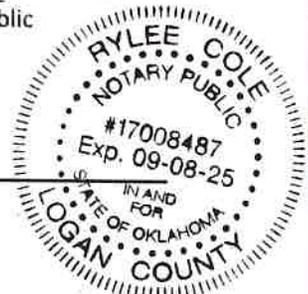
Sarah Soell
Signature

6/8/23
Date

Subscribed and sworn before me this 8th day of June, 2023

My commission expires 9/8/25

Notary Public



Find additional info and forms @ www.okc.gov/specialevents



The City of
OKLAHOMA CITY

SPECIAL EVENTS

Written Notice Affidavit to properties abutting event.
The written notice affidavit confirms that you have provided written notice (via postcard, letter) to property owners along running route/course.

AFFIDAVIT OF WRITTEN NOTICE TO PROPERTIES ABUTTING EVENT

AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Sarah Soell
Name

as event coordinator of Down Syndrome Festival and 5K
Event Name

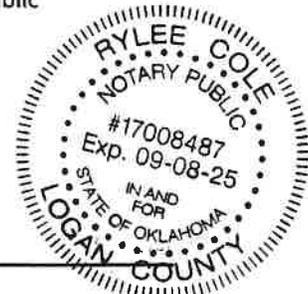
hereby certify that property owners abutting the named event **have been notified in writing that the right-of-way will be closed** (date(s)) Sept. 30, 2023.

Sarah Soell 6/8/2023
Signature Date

Subscribed and sworn before me this 8th day of June, 2023.

Notary Public

My commission expires 9/8/2025





29th Annual Down Syndrome Festival & 5k 2023

Emergency Contacts:

- Sarah Soell, DSACO Executive Director: 405-570-3436
- Rylee Cole, DSACO Programs Coordinator: 405-401-6964
- Kathy Trout, DSACO Office Assistant: 405-408-5300
- Grace Simpson, DSACO Communications and Fundraising Coordinator:
(503) 806-7651

