

## Event Timeline

[30-70 Days](#)  
(Prior to Event)      [30 Days](#)      [15 Days](#)      [10 Days](#)      [Day of Event](#)

### 30 - 70 Days Prior to Event Day

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<b>Contact</b>	The Office of Cultural Affairs with event dates, questions, or advice. Neighborhood organization and City Council Representative of your event ( <a href="#">See Contacts</a> )
<b>PR</b>	Parks & Recreation Facility Use Permit—to reserve park and/or stages
<b>PW</b>	Public Works—Street Closure/Right-of-way <b>(Allow 60 days if requesting a liquor license)</b>
<b>SF</b>	Police Application Permit for a Parade or Race/Walk <b>(Apply between 30 and 70 days prior)</b>
<b>PR</b>	Event Diagram, Letter to Manager of Parks & Recreation if applying for a liquor permit

### 30 Days Prior to Event (Minimum time to submit)

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<b>EL-1</b>	Special Event Liquor Permit & Special Event Cabaret Permit
<b>EH &amp; EL-1</b>	Temporary Food Establishment Permit
<b>EL-2</b>	Temporary Amusements Application
<b>EL-2 &amp; EH</b>	Excise & License & Environmental Health-Temporary Body Art Establishments Application
<b>EL-2 &amp; EH</b>	Excise & License & Environmental Health-Temporary Body Artists Application
<b>TX</b>	Tax- Notify Tax Collections Unit of your event— a Tax Revenue Agent will be assigned
<b>PW</b>	Public Works Street Closure—Right-of-way at least 30 days if <u>not</u> requesting a liquor license

### 15 Days Prior to Event (Minimum time to submit)

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<b>EL-1</b>	Excise & License-Special Event Liquor Permit & Special Event Cabaret Permit
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### 10 Days Prior to Event

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<b>SF</b>	Denver Fire Department- Collects signed applications and payments
<b>SF</b>	Denver Fire Department-Schedule meeting to pull permits
<b>PR</b>	Parks & Recreation-Schedule pre- and post-walk-through with Park personnel
<b>EX</b>	Submit approved Special Event Liquor Permit to the Colorado Department of Revenue
<b>EH &amp; EL</b>	Food/Beverage vendors -completed the menu review (EH) and approved for Temp food <b>License (EL)</b>

### Day of Event

([Refer to Day of Event Checklist](#))