

TO: Eric Campbell, City Manager  
FROM: Erin Smith, Events Manager, HDR  
DATE: 5/03/19  
RE: Fall 2019 Girls on the Run 5k

**Summary:** Consider the Special Event application request for the Girls on the Run 5k on Sunday, November 17, 2019.

**Background:** The Girls on the Run 5k is organized by Girls on the Run and is planned for 11/17/19 from 2pm-3:30pm on Linda Lane.

The race comes at the end of a 10-week season for girls in the program, and the organization partners with schools and after-school organizations to form teams of 3<sup>rd</sup>-5<sup>th</sup> grade girls and 6<sup>th</sup>-8<sup>th</sup> grade girls. The race is also open to the public, but is untimed and serves to build confidence, perseverance and practice goal setting. Approximately 500 participants and spectators are anticipated.

The organizer has received approval from Skyline Middle and Smithfield Elementary and will notify churches, businesses, and sports organizations that may be impacted by the closure. HPR contact soccer leagues that use Smithland Fields and remind them of the road closure.

The total cost of the event is estimated between \$1,320-1,420. The event organizer will be responsible for payments made to off-duty officers and crossing guards working the event.

**Key Issues:**

- PW Support (street closures, message boards)
- HPD Support (4 officers and/or CSAs)
- HPR to communicate street closure information that may impact activities at Smithland fields
- Food vendor list will be submitted at least 2 weeks prior to event
- Insurance documents attached