

# Event Proposal / Request for Consideration/Approval

(parade and road race requests must begin application process through Police Department – filming must be requested through film permit process through Community Development)

**Event Title:** The Secrets of Smyrna

**Event Description:** An entertaining, historical street theatre tour of Smyrna’s most interesting places and the stories of some of Smyrna’s citizens of yesteryear. Atlanta Theatre-To-Go, a professional theatre company and non-profit 501(c)(3) organization, will be writing the script and conducting the performances with the oversight of the Smyrna Arts Council.

**Contacts/Organizer(s):** Smyrna Arts Council: Joan M. Stuart, President ([jmstuartgroup@gmail.com](mailto:jmstuartgroup@gmail.com), 404-310-3832) and Lisa Hawk, Board Member ([lisahawk8@outlook.com](mailto:lisahawk8@outlook.com), 404-274-5598)

**Event Date(s)/Times:** Saturday and Sunday, October 16 and 17, 2021 from 5:00pm to 9:30pm. Three 45-minute performances per night with 30 minutes for check-in before each tour (5:30pm, 7:00pm, 8:30pm).

**Event Setup Dates/Times:** Saturday and Sunday, October 16 and 17, 2021 at 3:00 pm (see below for requested street closing of Memorial Place between Church Street and Atlanta Road). Also requesting reservation of the Pavilion (and use of the electrical outlets) in the Market Village (in front of City Hall) for check-in at the start of each tour and reservation of Aunt Fanny’s cabin, which will be the last stop on each tour.

**Event Breakdown/Times:** Saturday and Sunday, October 16 and 17, 2021 by 10:30pm each night.

**Requested Street Closure(s)** – include setup time and street open time(s) as well as your planned staffing to manage street closure(s) as well along with pedestrian/attendee safety plan.

Request closure of Memorial Place between Church Street and Atlanta Road on Saturday and Sunday, October 16 and 17, 2021 beginning at 3:00 pm each day and ending at 10:30pm each night. One of the stops on the tour (see event map) will be the Smyrna Memorial Cemetery and we will park vintage cars on Memorial Place to give the feel of olden days.

**Alcohol Sales** - describe requested sales locations and mechanism (beer trailer(s) etc.) and identify alcohol sales/catering license holder: No sale of alcohol for this event

**Alcohol Sales & Controls:** N/A

**Signage** – list all planned/requested signage within and adjacent to event site (include approved graphic design/photos): We will have signage at the check-in area for the walking tour, which will be located at the Market Village Pavilion. We will work with Community Relations on the final graphics prior to the event. We will have signs directing patrons to the parking lot behind City Hall. We will post “No Parking for Special Event” signs along Memorial Place and other directional signage as needed. We are requesting permission to hang battery-operated lanterns along the cemetery fence for ambiance and safety.

**Entertainment** (describe all such as bands and include anticipated performance times as well as plans for load-in/load-out): We will have a sound system on a golf cart that will play background level period music while patrons are checking in and then travel along the tour to serve as a speaker to amplify the voices of the actors who will be wearing cordless microphones (radio frequency). The sound level will be just enough so that everyone on the tour can hear what the actors are saying. Professional lighting will be used in the cemetery for safety purposes and to ensure the sanctity of the gravesites. A generator will be placed on Memorial Place outside the cemetery and extension cords will be run to the lights positioned in the cemetery.

**Cleanup and Recycling** (must describe plan): We will cleanup, take out trash and recycling from Aunt Fanny's Cabin where light refreshments will be served at the end of each tour.

**Police/Security** (if alcohol sales are requested/planned, please expect to hire number of off-duty City of Smyrna Police as assigned by City of Smyrna): Request permission to use golf cart on event tour path (see map). We will arrange police presence for patrons crossing Atlanta Road at the traffic light to get back and forth from Aunt Fanny's Cabin, which is the last stop on the tour (see map).

**Fire/EMS** (tent inspection/permit must be obtained from the Smyrna Fire Department along with review of other flammable mechanisms such as portable stoves and heating) EMS/Safety may be required to include onsite contracted EMS: No tents. Will call EMS if needed.

**Temporary Structures** (describe and include arrival and removal times– all inflatables, portables, staging, tents etc. and supply a site map – instructions and requirements for delivery and removal may be provided by the City of Smyrna and must be followed): We will have a folding table and 2-4 chairs at the check-in location (the Pavilion in the Market Village across from City Hall). Will be using a professional lighting company to illuminate the cemetery, respecting the sanctity of the cemetery and ensuring the safety of patrons on the tour.

**Health Permit(s)** – must be obtained by food vendors through the Health Department and proof must be supplied when requested and displayed – ordinance in place regarding food trucks and must be followed which will dictate if/where food trucks may be used: N/A (no food vendors)

**Insurance** (list insurance): Smyrna Arts Council has insurance and will take out a rider for the event.

**Site Plan** – must be supplied at time of request and include all temporary structures as well event elements – any requested changes to plan must be communicated and include new proposed site plan: See map of walking tour.

**Resident/Business Contract/Notification** (Event Management is required to notify surrounding residents/businesses which may include proof of notification as well as consent as requested/assigned by the City of Smyrna): We will notify Wells Fargo Bank and Smyrna First Baptist Church. We will be requesting rehearsal space and permission for use of parking from Smyrna First Baptist Church. We also plan to reach out to the restaurants in the Market Village to see if they would like to offer a discount to ticket holders for the day/night of the event to enhance their businesses.

**Advertising/Promotion** – applicant may not begin promotion of any kind until full approval for event is provided, if approved – describe planned advertising/marketing (demographic(s) as well as all mechanisms: Smyrna Arts Council website and social media sites, Cobb Arts VIBE website and FB page,

Atlanta Theatre-To-Go website and social media sites as well as email to their former patrons, press releases, local papers (Brightside), and postcards to be displayed by Market Village merchants. Request promotion in the City of Smyrna's Newsletter and social media sites. Will work with Community Relations on final graphics.

**Parking/Traffic Management** – organizer may be required to fund traffic/parking management of a style/form and direction determined by the City of Smyrna: We will encourage patrons to park in the lot behind City Hall and/or the parking lot owned by Smyrna First Baptist Church, adjacent to the cemetery. Some will likely park in the Market Village, especially if they are dining at the restaurants before or after the tours.

**Note:** Each tour will have a maximum of 45 people (30 people preferred). Tickets can be purchased in advance or on-site. We will specify "Sold Out" when the max is reached.

**Background:** For more information on Atlanta Theatre-To-Go, visit their website at [www.atlantatheatretogo.com](http://www.atlantatheatretogo.com). They are the creators of Alpharetta's historic street theatre tour "Restless in Resthaven."