

Special Event Checklist Downtown Days

- 1.) Julie Cook, Events & Promotions Director
Downtown Lee's Summit Main Street (DLSMS)
13 SE Third St, Lee's Summit, MO 64063
(816) 246-6598
- 2.) City of Lee's Summit
- 3.) Not applicable
- 4.) Our proposed site plan shows the public streets and spaces we wish to enclose for the 3-day festival:
 - Third Street from Market to Johnson Streets
 - SW Main Street from Second to Fourth Streets
 - SE Main Street from Second to Fourth Streets
 - Douglas Street, south of the Fire Department to Fourth Street
 - Green Street from Third Street to the alley/access to Red Racks
 - Green Street Market, Lawn, Grove, and Plaza
- 5.) Friday through Sunday, June 5-7, 2026
- 6.) Downtown Days is the primary fundraiser for DLSMS. It is a free, family-friendly festival featuring handcrafted vendors, live entertainment, food, a carnival, beer tents, and other activities. Anticipated attendance during the three-day weekend is 80k-90k people.

Festival hours of operation:

- Friday, June 5: Noon to 9 p.m.
- Saturday, June 6: 10 a.m. to 9 p.m.
- Sunday, June 7: 11 a.m. to 4 p.m.

All carnival rides, live performances, beer sales, and vendor booths will close nightly at 9 p.m.

Carnival Rides:

Carnival ticket sales will close at 8:30 p.m. nightly and extend to 5 p.m. on Sunday. The carnival company will supply a ride list for City staff review. Rides with inversions (go upside down) will not be allowed, and only approved rides may be set up.

We request use of the following public parking lots:

- The Farmers Market lot at Second and Douglas streets for the carnival living quarters from June 1-8.
- The parking lot north of Bridge Space for Vendor parking from June 4-7.
- The parking lot at 214 SE Douglas St to park a Verizon Cell-On-Wheels trailer from June 3-7.
- The parking lot at 121 SE 3rd St to place portable restroom units from June 4-7.

Street closures for the festival are as follows:

- **Tuesday, June 2 at 5 pm:** SW Main Street from Second Street to Fourth Street for carnival ride set up.
- **Wednesday, June 3 at 5 pm:** Third Street from Market Street to the Railroad tracks for carnival rides.
- **Thursday, June 4 at 10 am:** All other streets (between the Railroad to Johnson and Second to Fourth). All streets will be swept of debris and reopened to traffic by Monday, June 8 at 8 a.m.
- **Parking Control:** Assistance from LSPD parking control is needed during street closures to identify cars.
- **Barricades:** LSPD will set city-owned barriers at the perimeter of the festival. DLSMS will rent additional Type-3 and water barricades as needed.

Permitting: DLSMS requests the City not issue any other special licenses or permits for the sale of beer, alcoholic beverages or food during the festival. For the ease of access to Downtown, we request the City not issue construction permits for alleys, 2nd Street, or other surrounding areas during the festival.

Signage and banners will consist of “No Parking” signs in parking lots, alleyways and along the streets; directional signage throughout the festival area; and banners throughout the community. We obtained permission from property owners to hang an over-the-street banner at the intersection of 3rd & Douglas, attached to Country Club Bank and Libations & Co. DLSMS will notify business owners of the street closures.

Safety & Security

DLSMS will work with LSF and LSPD to provide the safest possible environment for festival patrons.

LSPD will:

- Staff officers on site starting Thursday evening June 4, when vendors arrive, through Sunday evening, June 7 to reopen the east side of Downtown to traffic.
- Staff a Mobile command post near 3rd & SE Main Street
- Set additional lighting and traffic control at the intersection of 3rd & SE Main Street
- Set barricades at all festival entry points
- Communicate safety threats to festival & carnival staff; coordinate festival closure & attendee egress

LSFD will:

- Utilize emergency communication tools to notify staff and festival patrons of safety threats
- Render emergency aid during the festival
- Establish a location for DLSMS to offer parent-child reunification in the event of an emergency
- Coordinate with a forklift operator, if needed, to fill and set water barricades on Friday, June 5

DLSMS will:

- Hire officers with Titan Security, stationed at Carnival entry points, serving under the direction of LSPD
- Rent additional lighting, at the discretion of LSPD, to discourage loitering
- Rent additional Type 3 and water filled barriers at the discretion of LSPD and LSF
- Enforce ticket sale closure at 8:30 p.m. and festival closure at 9:00 p.m. nightly.
- Set a Verizon Cell-on-Wheels to boost cell signal coverage; aid in communication during an emergency
- Schedule Medical Reserve Corp to render non-emergency aid at a First Aid Tent
- Staff an Information Booth
- Recruit volunteers to remove trash and maintain a clean environment for attendees
- Send emergency text alerts to vendors

7.) Attached

8.) See attached map. A final site plan will be provided once logistics are finalized with City departments.

9.) We request permission to use the following hydrants:

- Corner of 3rd & SW Main (near ITap)
- Corner of 3rd and SE Main (near Owen Lumber)
- 3rd Street (in front of Blue Heron Design)
- Corner of 3rd and Douglas (near Anchora Bella Boutique)
- Douglas Street, South of 3rd Street (near Vogue condos)
- 3rd Street (near the alley by Llywelyn’s)
- Corner of Douglas and 4th St

10.) Attached

11.) Electrical plan will be inspected by the Codes Department the day of the event.