



Special Event Permit
Application Form

PERMIT NUMBER: PRSE20225123 RECEIPT NUMBER: _____

SPECIAL EVENT: Halloweenic Roast Event

☐ Athletic Event

☐ Mobile Food Vendor

☐ Event Signage

☒ Other

EVENT DATE(S): 10-22-22 EVENT TIME(S): 12:00 to 3:00P

EVENT LOCATION/ADDRESS: 400 SE 3rd Street Lee's Summit, MO 64003

Molly Dean Team Leader one ZONING OF PROPERTY: _____
Parking lot.

APPLICANT: Molly Dean Team PHONE: 816-805-9910

CONTACT PERSON: Keisey Connolly FAX: _____

ADDRESS: 400 SE 3rd St Lee's Summit CITY/STATE/ZIP: Lee's Summit MO,
64003

PROPERTY OWNER: Molly & Josh Clark PHONE: 816-694-2108

CONTACT PERSON: Josh Clark FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

Josh Clark

PROPERTY OWNER

Print name: Josh Clark

Keisey Connolly

APPLICANT

Keisey Connolly

Administrative Notes (do not write below this line)

Approved Development Services Department

RFRE/MDT

Halloweenie Roast Event

OCT 22, 2022 / 12-3P / MDT OFFICE

WHO? (~150 guests)

RFRE agents & MDT clients - Morgan sending out Email & CC-ing Kelsey

Sponsor: Barnett Inspections staff

Sponsor: Chesterfield Title

RFRE + MDT Giveaway: Chiefs Tickets (games Nov 6th, 13th, 27th - which tickets to buy?)

WHAT?

Fall-themed event with pumpkin painting contest, face-painting, balloon animals, a photobooth (PERSON RUNNING THE BOOTH: _____?), food (hotdogs, hamburgers, toppings, chips, soda, water)

SCHEDULE

| WK | MON | TUES | WED | THURS | FRI | SAT |
|----|---|--|---------------------------------------|-------|--|-----|
| 1 | 12 | 13 | 14 | 15 | 16 | 17 |
| | → Determine high level schedule w/ MDT/RFRE resources | → Determine what pop by will be best suited for event (for agents) | → | → | → Schedule agreed to by all parties → All Roles & Response... agreed upon and finalized | |
| 2 | 19 | 20 | 21 | 22 | 23 | 24 |
| | → | → Talking Points for agent personal invites | → Finalize prizes for event giveaways | → | → Graphics available for event announcements | |

| | | | | | | |
|---|--|---|--|---|--|--|
| | | finalized (Mel/Jana) | (raffle: 4 chiefs tickets, prizes: 2 adult & 2 kids gift baskets) | | (text, social, fb event) | |
| 3 | 26 | 27 | 28 | 29 | 30 | 1 |
| | → Facebook Event Launched | → Social Media posts begin - "SAVE THE DATE" → FB/IG Post | → | → | → Deadline for all material orders to be placed (banners, table cloths, whatever) | → FB/IG Post - AM ("3 weeks away!") |
| 4 | 3 | 4 | 5 | 6 | 7 | 8 |
| | → Agents begin personal invites | → personal invites continue → MDT sends announcement email to all <u>joint</u> RFR/MDT clients | → personal invites continue → RFR sends Announcement email to all of Brivity database | → personal invites continue | → personal invites continue | |
| 5 | 10 | 11 | 12 | 13 | 14 | 15 |
| | → Agents begin dropping off pop-by invitations (taking photos of the drop off and texting the pic to the client) | → | → | → | → All prizes to have been purchased / put together | → |
| 6 | 17 | 18 | 19 | 20 | 21 | 22 |
| | → | → | → | → All pumpkins for event are to be on site at MDT this day | → All materials ordered for event are to be on site at MDT this day | EVENT DAY! |
| 7 | 24 | 25 | 26 | 27 | 28 | 29 |
| | → | → | → | → | → | |

Pre-Marketing:

Ideas:

- Step/Repeat table cloths, napkins, other chachkies
- Step/Repeat banner for photo booth
- Branded envelopes for winning prizes (if they're tickets or something...?)

| | |
|---|--|
| Graphics <ul style="list-style-type: none">• Social Media posts• Textable Graphic• Facebook Event Cover• Email Banner• Personal Messages / Calls (Script?)• Photo Watermark <input checked="" type="checkbox"/> | Marketing Activities <ul style="list-style-type: none">• Personal Invitations<ul style="list-style-type: none">◦ Agents call down their COI and personally invite◦ Send Private Messages w/ graphic◦ Text based campaign with textable graphic• Email Marketing RFR: To our entire Brivity database (perhaps an auto plan?) MDT: Send to their database of joint clients• Facebook Event• Pop-By for agents (Mel/Morgan/Kai) |
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NEEDS:

Food/Stuff:

| | |
|---|---|
| MDT <ul style="list-style-type: none">• Burgers• Hot Dogs• Chips• Pop/Juice• Tape <input checked="" type="checkbox"/>• Dessert - cookies• | RFRE <ul style="list-style-type: none">• Condiments<ul style="list-style-type: none">◦ Ketchup \$4◦ Mustard \$2◦ Relish \$3◦ Lettuce (Pre-cut) \$2◦ Tomatoes (Pre-cut) \$2◦ Pickles (chips) \$6◦ Onions (Pre-cut) \$4◦ Cheese (cheddar) \$9• Paper Plates<ul style="list-style-type: none">◦ Decorative \$8◦ Plain \$10• Plastic<ul style="list-style-type: none">◦ Decorative◦ Plain• Cutlery• Napkins<ul style="list-style-type: none">◦ Decorative/Festive◦ Plain |
|---|---|

Supplies:

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| MDT <ul style="list-style-type: none">• Pumpkins (All medium)• 1 Adult Prize Basket<ul style="list-style-type: none">◦ cooking/baking themed (grill seasonings?)• MDT koozies, stickers, keychains - goodie bags• Spiders for voting(150) | RFRE <ul style="list-style-type: none">• Art Supplies<ul style="list-style-type: none">◦ Paint Brushes◦ Small Paper Plates for Paint◦ Paint in Squeeze Bottles - Black, Red, Green, White, Blue◦ Cups for water◦ Paper Towels• 1 Kid Prizes<ul style="list-style-type: none">◦ Halloween Fun basket (2)• 2 Chiefs Tickets for Raffle• 150 goodie bags, candy, stickers• RFRE stickers, fidget spinners, pens?• Entry forms for voting & raffle <input checked="" type="checkbox"/>• 1 face-painter + 1 balloon artist for 3 hours = \$750 |
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Music:

| | |
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| MDT <ul style="list-style-type: none">• Bluetooth microphone | RFRE <ul style="list-style-type: none">• Speaker• <u>Halloween Playlist</u> <input checked="" type="checkbox"/>• Extension cord for speaker |
|---|--|

Parking Lot Supplies:

| | |
|---|--|
| MDT <ul style="list-style-type: none">• Chair Rental -<ul style="list-style-type: none">◦ Bledsoe Rentals?◦ Hay Bails• City Permit for Event<ul style="list-style-type: none">◦ \$50.00• Cardboard Cutouts/Photo Props - Background stand, background purchased, props purchased <input checked="" type="checkbox"/>• 1 circle table <input checked="" type="checkbox"/>• Large Blue Cover Tent (MDT) <input checked="" type="checkbox"/>• Keychains for goodies bags <input checked="" type="checkbox"/>• 2 long fold out tables (MDT) <input checked="" type="checkbox"/> | RFRE <ul style="list-style-type: none">• Bring Large Trash Can• Bring 3x 6' White Table (@ office/Jana's?)• Bring Blue Cover Tent (@ Jana's)• 6 table covers <input checked="" type="checkbox"/> |
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AGENDA FOR EVENT DAY

1030a: set-up

12p: event start

1230p:

2p:

245p:

3p: event end

330p:

LINKS

FB Event:

Map Set-Up:

CANVA LINKS: Watermark,

Kelsey Canva Email to Share with: robincht@gmail.com

LANGUAGE

POSTING LOCATION: PRIVATE FACEBOOK EVENT DESCRIPTION

Announcing Royal Fox Real Estate's 2nd Annual Halloweenie Roast Client Event in collaboration with the Molly Dean Team at LeaderOne Financial! Past, present and future clients, plus their families and friends are all invited to join the Royal Fox and LeaderOne teams for a frightfully fun and FREE event. Enter to win KC CHIEFS tickets and other spook-tacular prizes; there'll be face painting, pumpkin painting and so much more! Come join us on Saturday, October 22nd from 12pm to 3pm, grab a bite to eat and catch up with your favorite real estate and mortgage team!

POSTING LOCATION: PRIVATE FACEBOOK EVENT POST

GRAPHICS: Photos from last year 3-4 + the 2022 event graphic

👻 ATTENTION ALL GHOSTS & GOBLINS 👻

You're invited to our 2nd annual client event, the FRIGHTFULLY FUN Halloweenie Roast! There's enough fun for everyone so bring your friends and family too!

🎟️ ENTER for a chance to WIN a pair of CHIEFS TICKETS*!

🎟️ WIN even more PRIZES in our Pumpkin Painting Contest*!

🎟️ Bring your evil sidekick to life at the balloon animal station!

🎟️ Sink your fangs into a plate of free Frank 'N' Steins, Boo-Burgers, and more delicious treats!

🎟️ Get into the Halloween spirit - get your face painted by one of our amazing apparitions - I mean, artists!

🎟️ Grab your best FIENDS and pose for the camera at our fall-themed photobooth (with props)!

Missing this killer event will HAUNT you so, how 'bout you jump on your broom and meet us there?!