City of Poulsbo   *Special Event Permit Process*

It is the vision of the City of Poulsbo to provide growth and support towards economic development, financial stability, parks and recreation, public works, public safety, and customer service and share in our diverse community members' and visitors' stories and memories!

Today Poulsbo is a thriving community with many amenities that attract tourists and encourage people to move to this area. With its picturesque downtown core of rosemaling storefronts and shopping areas at Poulsbo Village, along Viking Avenue, and in College Market Place, Poulsbo offers much to citizens and guests alike. These include several beautiful parks throughout the city, a boardwalk along Liberty Bay, a public library, three marinas, exciting gift shops, delicious bakeries, good schools, including the Olympic College satellite campus, and panoramic views of Liberty Bay and the Olympic Mountains.

As we always look to improve, we would like to give you an anonymous opportunity to share your feedback and thoughts so we can hope to have you continue to plan this and other events like this in the future.

Please fill out these quick demographic questions

1. Company/Organization Name: _____
2. Type of Organization select 1 answer: Non-Profit   LLC   Business Other:_____
3. Is your Company/Organization located in Poulsbo?:   Yes   No
4. How many employees does your organization support?: _____
5. As the Event Organizer, state your role at your company/organization: _____

Please share about your event

1. What was the name of your event?: _____
2. What type of event was it? (check all that apply):   Free   Ticketed   Private   Public
3. How many people do you believe attended your event?: _____
4. In your mind, was your event successful or not? Please be as descriptive as possible:
   _____
   _____
   _____
5. Do you know if any attendees spent the night(s) in Poulsbo Lodging?:   Yes   No   I don't know
   If you select yes, then you may be able to apply for Lodging Tax Grant Funds in the future.
   Learn more here: https://cityofpoulsbo.com/lodging-tax-grant-program/
6. Will you be hosting this event in Poulsbo again?:
   Yes, I want to do it again
   Maybe, it depends on other factors
   No, I do not want to do it again

*The city always like to highlight your event - do you have any event photos/videos/news/links/stories you are willing to share with the city? Please submit them to lwilson@cityofpoulsbo.com

more questions are continued on the next page

www.cityofpoulsbo.com/special-event-permit/
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Our City of Poulsbo Special Event Permit Process

We updated our Special Event Permit Process in 2019 and always seek to understand and improve how you as the applicant felt about our City of Poulsbo Special Event Permit Process.

1. How did you learn about the Special Event Permit Process? Check all that apply:

   I host this as an annual event, so historical knowledge on the process

   City of Poulsbo Website: https://cityofpoulsbo.com/special-event-permit/

   Coming into City Hall or Poulsbo Parks & Recreation

   Word of Mouth: Friend, Family, Colleague, etc.

   In the News: billboard, article, magazine, etc.

   E-mail

   Social Media: Facebook/Instagram

2. Why did you host this event in Poulsbo? Check yes or no for each statement:

   The event was in Poulsbo because I am local.

   The location of my event was ideal.

   I was able to host the event on the date I wanted.

   I was able to have all the elements I wanted at my event.

   Other: _____

3. What do you think about the City of Poulsbo Special Event Permit Process? Check yes or no:

   The permit application was easy to complete.

   I was able to complete the permit applications without any questions.

   The permit application was the right price.

   The City Staff was responsive.

   The City Staff assisting me was knowledgeable and helpful.

   I used the additional permit guide to help me understand how special events work in the city.

   I completed the paperwork without filling stressed out about event planning.

4. Please share any of the top things you appreciate the special event permit helped you with:

   _____
   _____
   _____
   _____

5. Please share any suggestions for making the special event permit better?:

   _____
   _____
   _____
   _____

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