Organizing a First Amendment March, Rally or Demonstration?

If yes, please complete the following sections on the ACE Application so that the affected departments may better assist with your planning. Please note, **fees** may apply to your event.

Section 1	**Username & Password** – create a username, password and enter a valid e-mail address.
Section 2	**General Event Information** – the following are required fields for this section.

☐ Official Event Title ☐ Event Start Date, Event Start Time, Event End Time ☐ Tear Down Date, Tear Down End Time ☐ Day 1 Attendance ☐ Event Address or Approximate Location ☐ Applicant's First Name ☐ Applicant's Last Name	☐ Applicant Cell Phone Number ☐ Applicant's Email Address ☐ Applicant's Organization/Business Name ☐ Applicant's Organization/Business Address ☐ Applicant's Organization/Business Number ☐ Does the organization have a website? ☐ Is your organization a nonprofit?

Section 3	**Event Details** – in this section a Yes <u>or</u> No answer is required for details that apply to your event. The following areas are key for a first amendment demonstration. • Will your event take place or generate crowds in the street, sidewalk and/or alley? i.e. line queuing, running/walking, crowd overflow, standing, sitting, etc. • Will your event take place at the State Capitol, the Capitol Complex, or streets surrounding the Capitol? Please follow this link for a map of the area considered to be the Capitol Complex. • Upload your scaled site plan/event route or map.
Section 4	**Production Information** – in this section a Yes <u>or</u> No answer is required for details that apply to your event
Section 5	**Event Contact Information** – in this section provide applicable contact information for your event.
Section 6	**Event Details** – in this section select areas that apply to your event.
Section 7	**Event Services** – in this section select areas that apply to your event.
Section 8	**Street & Sidewalk Events** – in this section select areas that apply to your event. Should your event require street or sidewalk closures/usage; elaborate within the appropriate fields.
Section 9	**Description of Event** – provide a detailed event description.
Section 10	**Submit** – provide your signature and submit.

Once the event information has been entered, you will receive an email confirming that your application has been submitted to the ACE team. Once your route has been approved, you will be required to fill out a Right of Way use request or ROWMAN request.

Should you have questions, please contact Austin Center for Events at 512-974-1000 or SpecialEvents@austintexas.gov.