Special Event Application
User Manual

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Getting Started

Welcome to the Town of Queen Creek Office - Special Events online permitting process. Please review the initial instructions on the homepage of [Eproval](#). To proceed with the application, an account is required.

Account

An account must be created to apply for a Special Event or Block Party. Once the account is created, select the account button at the top to open the drop-down option and select "Login".

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All new accounts must verify the associated email address. It is important to note that automated email notifications will be sent throughout the application process. Follow the prompts of the email to verify the account. After the account is created, enter the email and password to log in. If the password is forgotten, there is an option to reset it.

Dashboard

The dashboard is the primary location to manage your applications

1. Find the dashboard using the menu navigation at the top
2. Create new applications
3. View existing applications
4. Check the status of applications

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Selecting "Create Application" provides the option to select the type of permit to apply for. Special Event Permits will start by selecting the "Intent to Apply".

Review the instructions, and select the large button at the bottom of the page to start the process.

Application Basics

Applications are organized into sections for collecting information. Each section can be viewed on the left-hand "Application Menu". The menu allows skipping between sections and completing them in any preferred order. Sections of the application that still need to be completed are indicated with an orange exclamation point (!). A gray box at the top of each section may provide additional information to assist with completing the application.

When a section is complete the orange exclamation point will change to a green check mark (✔).

Submitted applications and their statuses can be viewed under the Application Review tool.

Status Labels

The application status will be updated during the various stages of the application process.

The application status references the overall progress of the application. The options include:

- **Draft** (**Grey**): The application has been started but not submitted.
- **Submitted** (**Brown**): The application has been submitted, and additional changes cannot be made. Staff have not yet started the review process.
- **More Info Needed** (**Blue**): Staff needs additional information, which may require sharing further documents or details.
- **Under Review** (**Orange**): Staff reviews is in progress.
- **Declined** (**Red**): The application has been denied.
- **Approved** (**Green**): The application is approved and permitted.
  - **Tentatively Approved** (**Green**): The reservation of space is tentatively confirmed, submission of the full application is still required.

The individual sections of an application will also use status labels. The options include:

- **Not Yet Reviewed** (**Brown**): Staff representatives have not yet reviewed the section.
- **More Info Needed** (**Blue**): Staff need additional information. A comment must be provided, or the section must be resubmitted (when applicable).
- **Under Review** (**Orange**): Staff review in progress.
- **Declined** (**Red**): A section of the application or event component has not been approved. The rest of the event may still be approved and receive a permit.
- **Approved** (**Green**): The section is approved and will be noted on the permit.

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Special Event Permits

Steps

Step 1 - Intent to Apply. The Intent to Apply provides a general overview of the event. Staff will review and tentatively approve the initial request. Completing this step will unlock the full application once approved by the Special Events Staff. The Intent to Apply can be submitted up to **one year** before the event.

Step 2 - Application. The Special Event Application will require additional information based on the responses provided in the event details. Specific details must be provided for each event component in the corresponding section. The deadline to submit the application is 60 days before the event.

Application Review

When the Application status is "Under Review," Town staff are collectively in the process of reviewing the application.

Under each section of the application, the departments that need to review it and their current status can be seen. Communication with the Town can be managed through comments.

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Permit

Once the application review is complete, the permit will be issued. To view the permit, select the "Permits" tab.

| SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION

Application Review

Party
Wednesday July 24, 2024

● Under Review

| Application Comments | Details | Permits | Related Applications |

There are no Permits for this application.
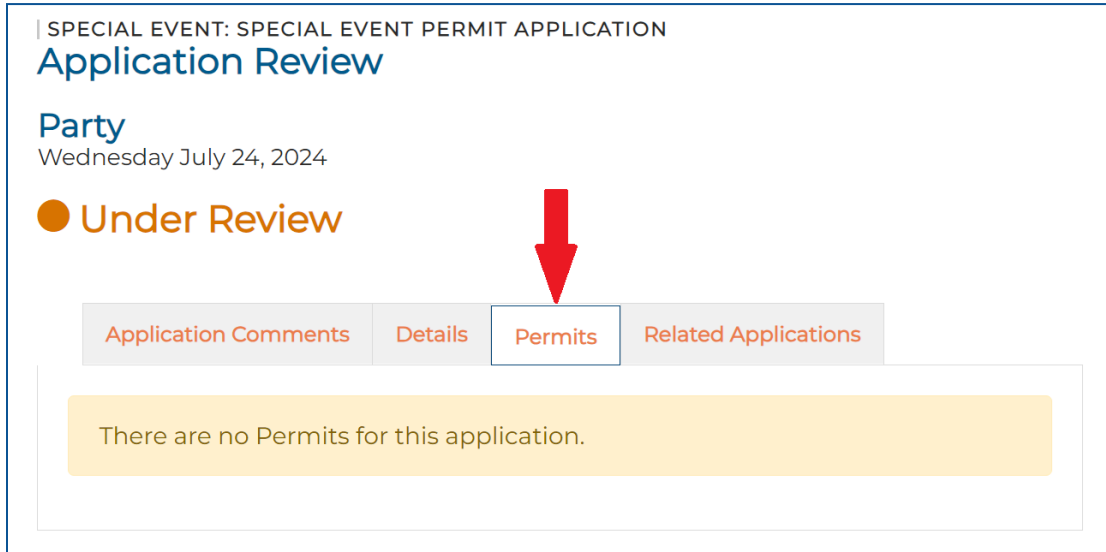
Contact Us!

Contact the Special Event Division with any questions regarding your Special Event Application or Facility Reservation.

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Website: QueenCreekAZ.gov/SpecialEvents
Facebook: Facebook.com/QCRecreation

Queen Creek Parks and Recreation
Library Recreation Annex
(The entrance is on the SE corner of the QC Library building)
21802 S. Ellsworth Road
Queen Creek, AZ 85142
Phone: (480) 358-3700

Business Hours
Monday-Thursday, 8 a.m. - 7 p.m.
Friday, 8 a.m. - 3 p.m.
Closed Saturday and Sunday