



# City of Galveston

## COVID-19 Plan Application for Events

### Events Held on Private or Public Property

For events with 10 persons or more, a COVID-19 plan is required that is approved by the City of Galveston. Applicants should forward this completed form to the below staff members. Applicants will be contacted after the process has been completed, or if there are additional involved questions. It is also up to the discretion of the property owner/operator whether to hold such events.

**When this form is completed, please email it to the following people:**

Special Events Director, David Smith: [DSmith@GalvestonTX.gov](mailto:DSmith@GalvestonTX.gov)  
Special Events Coordinator, Megan Pierce: [MPierce@GalvestonTX.gov](mailto:MPierce@GalvestonTX.gov)

**For questions, please contact Megan Pierce at (409) 797-3705 or David Smith at (409) 797-3920**

Primary Contact (First & Last Name): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Location: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Start Date and Time: \_\_\_\_\_

End Date and Time: \_\_\_\_\_

COVID-19 Plan (Please describe in detail or attach separately): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received & Reviewed by Special Events: \_\_\_\_\_ Date: \_\_\_\_\_

Approved / Disapproved by Mayor Pro Tem: \_\_\_\_\_ Date: \_\_\_\_\_

