

Notification Policy

All event organizers must notify affected community members (*including residents, businesses, schools, and places of worship*) about their event, associated road closures, and other impacts **at least 4 weeks prior to the event date**.

Any establishment that will be blocked, detoured, or heavily inconvenienced must be notified. Neighborhood Partnerships and Homeowner Associations must also be notified when applicable.



Photo courtesy of Art Howard

An explanation of your notification plan, including postcard or flyer/email template, must be submitted to the Office of Emergency Management and Special Events for approval at least 6 weeks prior to the event date.

Approved Notification Methods

- **Option 1: Mailed Postcards**

Event organizers may mail standardized, bright yellow postcards detailing event information to all affected community members. Postcard instructions are provided on pages 2-3.

- **Option 2: Individualized Notification**

Event organizers may individually contact affected community members in person, over the phone, or via email and submit their tracked interactions to the Special Events Office using the *Proof of Notification Form*, provided on page 5. Event organizers may coordinate with property managers to alert all tenants of a large complex via the preferred communication method of the complex.



Event Organizers may submit a suggested alternate notification plan to the Office of Emergency Management and Special Events in advance, which may be approved, modified or denied. For the benefit of both the event organizer and Raleigh community members, we encourage event organizers to use additional notification means such as social and broadcast media, local calendars and newspapers, etc.

Mailed Postcard Instructions

Mailed Notifications

In order to comply with the City of Raleigh Event Notification Policies, event organizers have the option of mailing standardized postcards to affected community members provided they follow these guidelines:

Required Postcard Specifications

- Postcard size: minimum 5.5" x 8.5"
- Paper Type: minimum 80# cover weight; blank ink on bright yellow paper
 - *Such as Astrobrights Lift-Off Lemon*
- Type of Mail: First class is recommended, but any service is permissible as long as the postcards are received by the community **at least 4 weeks prior to the event date**. Coordinate with USPS or a local mailing facility to determine the best method for your delivery.

Required Postcard Text

- Header reading "Official Notice: Special Event Road Closure"
- Name of Event
- Sponsoring Organization(s)
- Date and time of event
- Description of road closures (locations and times)
- Description of event
- Noise impacts, such as music or fireworks including timeframe
- Name, email address, and phone number of event organizer
- Website associated with event
- Event Feedback QR code or Link

Required Proof of Notification

- Submit a notification template to the Office of Emergency Management and Special Events for approval **at least 6 weeks prior to the event date**
- Submit a copy of your mailing receipt to the Office of Emergency Management and Special Events **at least 4 weeks prior to the event date**
- Submit either of the following:
 - List of addresses contacted
 - Map depicting the geographical boundaries of the area that received notifications

Tips and Resources

- To avoid returned postcards, add "or current resident" after the name of each recipient
- Design a USPS compliant piece: www.usps.com/nationalpremieraccounts/planyourmailing.htm
- Consider Every Door Direct Mail for smaller events: www.usps.com/business/every-door-direct-mail.htm

Notification Postcard Sample (Front and Back)

Sample Notification for Demonstration Only (FRONT)

Your Organization's Name
Street Address
City, State, ZIP Code

Applicable Postage



Impacted Resident First and Last Name or Current Resident
123 Street Dr.
City, State, ZIP Code

Sample Notification for Demonstration Only (BACK)

Official Notice: Special Event Road Closure

Include Event Name and Date Here

<p>Event: Include general information about the event, including date, timeframe, and location.</p> <p>Sound: Include noise impacts, for example, "Sound checks will take place from 6:00pm - 7:00pm, music begins at 8:00pm, and fireworks show will begin at 10:00pm."</p> <p>Associated Road Closures: Include street names, specific blocks impacted, and the timeframe of the closure(s).</p>	<p>Name of Event Organizer Event Organizer Phone Number Contact eventorganizer@event.com with any questions.</p> <hr/> <p>www.youreventwebsite.com</p>
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LEAVE US A COMMENT. The City of Raleigh welcomes citizen and participant feedback. Scan the QR code with your phone camera to provide comments about Raleigh events.



Individualized Notification Instructions

Individualized Notifications

To comply with the City of Raleigh Event Notification Policies, event organizers have the option of notifying affected community members individually and tracking these interactions with the form on page 5.

Notifications may be made in person, over the phone, or via direct email. Always request to speak with the owner or manager when possible. Ensure that you cover all the following information during your exchange so you will accurately represent the impact of your event:

- Name of Event
- Sponsoring Organization(s)
- Date and time of event
- Description of road closures (locations and times)
- Description of event
- Noise impacts, such as music or fireworks including timeframe
- Name, email address, and phone number of event organizer
- Website associated with event
- Event Feedback QR code or Link



Event Feedback

The City of Raleigh welcomes citizen and participant feedback and utilizes this information in future planning. All event organizers are required to provide the community an opportunity to submit feedback on the event.

- **Option 1: Feedback Form QR Code**

This QR code must appear on all methods of notification to the community including the following statement:

LEAVE US A COMMENT. The City of Raleigh welcomes citizen and participant feedback. Scan the QR code with your phone camera to provide comments about Raleigh events.



- **Option 2: Feedback Form Link**

This link must appear on all methods of notification to the community including the following statement:

LEAVE US A COMMENT. The City of Raleigh welcomes citizen and participant feedback. Use the [Event Feedback Form](#) to provide comments about Raleigh events.

