city of CINCINNATI

Interdepartmental Correspondence Sheet

Date: March 11, 2026

202601035

To: Mayor and Members of City Council

From: Sheryl M. M. Long, City Manager

Subject: **SPECIAL EVENT PERMIT APPLICATION: PTO Opening Day**

In accordance with Cincinnati Municipal Code, Chapter 765; Kenyatta Smith has submitted a Special Event Permit Application Form to the Chief of Police. The Special Event Permit Application has been reviewed by the following department(s): (Cincinnati Fire Department, Metro, Cincinnati Police Special Events Unit, Cincinnati Police District One, Traffic and Engineering Department, Traffic and Road Operations Department and The Health Department). There are no objections to issuing the Special Events Permit.

The particulars of the requested event are as indicated:

EVENT NAME/TITLE:	PTO Opening Day
EVENT SPONSOR/PRODUCER:	Kenyatta Smith
CONTACT PERSON:	Kenyatta Smith
LOCATION:	1112 Clay Street
DATE(S) AND TIME(S):	3/26/26 2pm to 7pm
EVENT DESCRIPTION:	P.T.O Reds Opening Day Block Party located on Clay st. a free community celebration from 2pm to 7pm with food trucks, vendors and live music by DJ Vader .
ANTICIPATED ATTENDANCE:	400

ALCOHOL SALES: ☒ YES. ☐ NO.

TEMPORARY LIQUOR PERMIT HOLDER IS: Kenyatta Smith

cc: Lieutenant Colonel Adam D. Hennie, Interim Police Chief