



Public
Assembly
Permit

Special Event Process

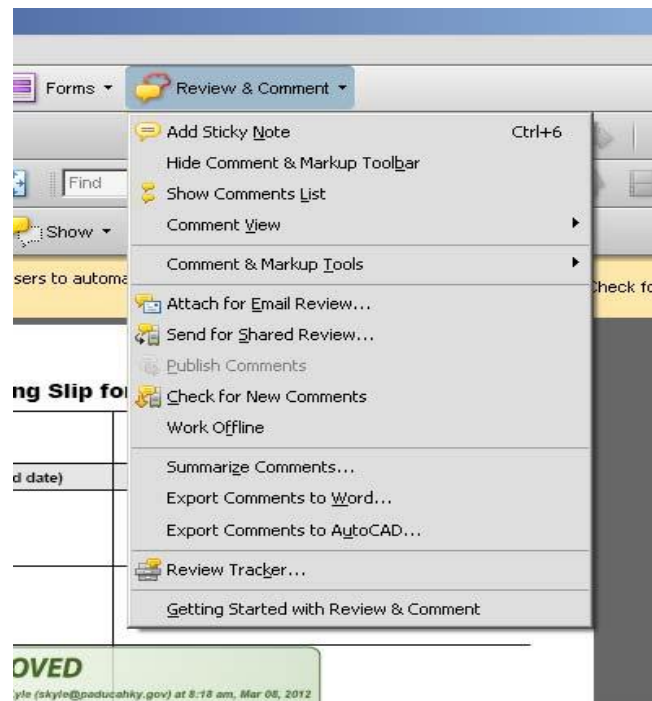
PERMIT REQUESTS – SENDING OUT A SHARED REVIEW

- Create a “Draft Permit” in MS Word. When completed, save your document, then prepare for the pdf shared review.
- With the Word document open, go to the top menu bar and under “File” select “Print.” When the print menu appears, for the printer select “PDF Creator,” to print the document as a pdf document.
- When the pdf is created, save it to the “Special Events Permits” folder on the Common drive.
Use this format for naming files: year – date – event name
Example: 2012 – May 12 – Candy Cane Hunt
Once the pdf is created and saved, then you can create and insert the Approval Routing Slip.
- To create the approval routing slip, you can use the MS Word document titled Approval Routing Slip that is in the Permits folder. There is a text box to type into to replace the existing event name and the event date fields. When you update that information, print the document as a pdf document – same as above.

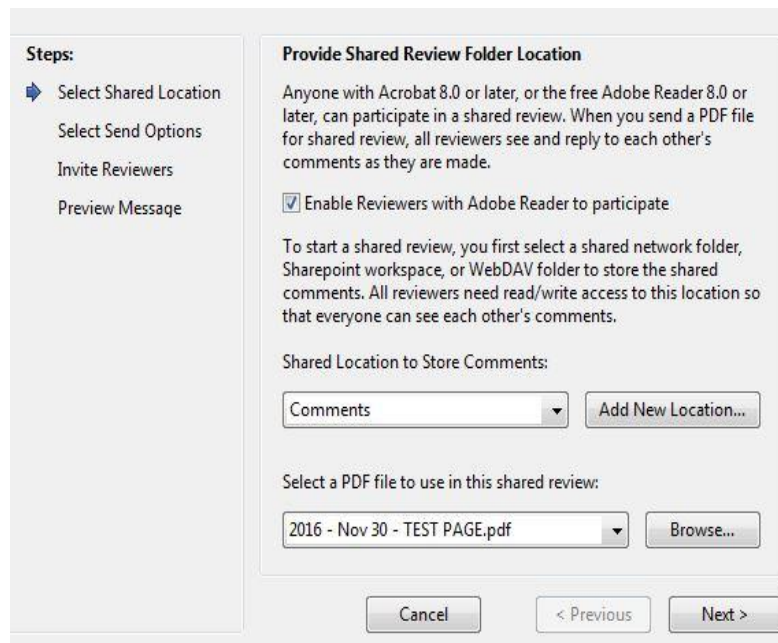
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- Once the approval routing slip is created as the pdf, save it to your desktop. You can close out of the Word document.
- To add the Approval Routing Slip to the Draft Permit do the following: With the pdf version of the Draft Permit open, go the "Document" along the top menu and choose Insert Pages --- you will be able to choose the document to insert, which in this case is the Approval Routing Slip in pdf format from the desktop. Once chosen, a window will open and you will want to insert the approval routing slip "before" page 1. Once the Approval Routing Slip is inserted, place your cursor on the approval routing slip so when the document opens, the document will open on that page. This allows reviewers to see comments or statements placed on the page by other reviewers before they begin reading the draft document. Sometimes comments will be made on the draft document itself, and that's no problem as all reviewers will be able to see it.

Now, with the pdf document and the approval routing slip attached, go to “Review and Comment” along the top menu and look for “Send for Shared Review,” and select that option.



On the first window screen – location in your local should be “Comments” & the name of the document you are sending. Now, click on the “Next” button at the bottom of the window screen.



The second window screen that pops up you should use the “Send a link to the PDF option. Make sure that button is selected (colored in). Then under Select a location on your local, use the browse button and go the Common folder to select the folder “Special Events Permits” & save.

Now, the “Next” button should be highlighted so you can click on it to get to the next window screen where you can select those you want to send the document to. Click on Address Book – type in the names that have to approve the permits

Steps:

- Select Shared Location
- Select Send Options
- Invite Reviewers
- Preview Message

Decide How to Send the PDF File

You can send the PDF file as an attachment to an email message, or as a link (if you post the PDF file on your network). You can also choose to save the PDF file locally for now.

Automatically send email invitation to reviewers

Attach the PDF file to the message & save a copy locally

Send a link to the PDF in the message

Do not send email invitation, just save file locally

Select a location on your network to save a copy of the PDF file that is enabled for shared review:

Nov%2030%20-%20TEST%20PAGE_Review.pdf

Sav...\\2016%20-%20Nov%2030%20-%20TEST%20PAGE_Review.pdf

If you don't send an invitation out now, you can send the PDF file to reviewers yourself at anytime.

Steps:

- Select Shared Location
- Select Send Options
- Invite Reviewers
- Preview Message

Invite Reviewers

Click Address Book to choose review participants from your email address book, or enter each participant's email address here (you can separate the name with semicolons or Enter).

Required Reviewers

Optional Reviewers

Set Deadline (mm/dd/yyyy): / /

The addresses that you enter are stored within the shared review-enabled PDF so that all reviewers know who is reviewing the PDF file.

Thompson
Laird
Kyle
Yarber
Cherry
Hayes
Evans

Click on “Next” and follow prompts to send out the review. Once a review is sent out, the pdf document that ends with _Review is the one with the attached Approval Routing Slip that will have the comments and approvals on it.

Approval Routing Slip for Special Event Permit

Event: TEST PAGE	Date: November 30, 2016
Route for approval (signature and date)	Comments
Parks Services Director, Mark Thompson	APPROVED <i>By Lessa Wilson at 3:39 pm, Nov 28, 2016</i>
Chief of Police, Brandon Barnhill	
Fire Chief, Steve Kyle	APPROVED <i>By Lessa Wilson at 3:40 pm, Nov 28, 2016</i>
Engineering/Public Works, Chris Yarber	APPROVED

PERMIT CC LIST

- Info@paducah.travel
- pspencer@paducahky.gov
- jhayes@paducahky.gov
- jsaxton@paducahky.gov
- lmorrison@paducahky.gov
- levans@paducahky.gov
- more...



POWERPOINT PRESENTATION

By: LESSA WILSON,
EXECUTIVE ASSISTANT 1
