

APPLICATION REVIEW

| SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION

Application Review

"Chuck Carmen" Orlando Walk for Epilepsy

Saturday March 21, 2026

 Under Review


Print Application

Application Comments

Details

Application ID:	3665
Permits:	
Applicant:	David Manchon
Account User:	Mike Sheehan
Permit Manager:	Permit Coordinator
Last Updated:	Jan 23, 2026 09:17:02 AM

Permits

Related Applications

There are no related applications.

Billing

Application

 Administrative Tasks and Permit Notes  not viewable by applicant

Comments and Files:

 Organization Information

 Contacts

Event Information

Required

Comments and Files:

Event Dates & Attendance

Required

Comments and Files:

● Event Location

Required

Event Venue Type

City Park or Facility

City Park / Facility use for the event

Lake Eola Park

City Park or Facility Reservation Confirmation Number

143491

City Park or Facility Reservation Confirmation File(s)
Upload

[Lake Eola Walk Receipt.pdf](#)

Event Venue Description

The walk will take place at Lake Eola's Northeast Lawn, which will serve as both the starting and finishing point. Participants will enjoy a scenic walk along the primary walkway around Lake Eola, taking in beautiful views in the heart of downtown Orlando.

Event Venue Map Address

195 N. Rosalind Avenue, Orlando, FL 32801

Comments and Files:

●● Site Plan

Required

Site Plan Files

[Lake Eola Map Layout copy.png](#)

Event Narrative and Timeline

Event Narrative & Timeline

2026 Orlando "Chuck Carmen" Walk for Epilepsy

The 2026 Orlando "Chuck Carmen" Walk for Epilepsy is a community-focused, family-friendly fundraising event designed to raise awareness and support for individuals impacted by epilepsy and seizure disorders. The event will combine a scenic walk around Lake Eola with engaging activities, entertainment, and opportunities for education and connection.

Event Flow & Activities

7:30 AM – 8:30 AM | Event Setup & Vendor Load-In

Event staff, volunteers, and vendors arrive for setup at Lake Eola's Northeast Lawn. This includes registration tents, sponsor tables, sound equipment, signage, and activity areas.

8:30 AM – 9:00 AM | Participant Check-In & Team Gathering

Walkers check in, receive event materials, and visit sponsor and community partner booths. Music will be playing to create an energetic atmosphere. Teams gather for photos and final registration.

9:00 AM – 9:15 AM | Opening Ceremony & Welcome

A brief welcome by the event host and Epilepsy Association leadership, including acknowledgments of sponsors, partners, and top fundraising teams. A short message highlighting the mission and impact of the Walk.

9:15 AM – 9:30 AM | Pre-Walk Activities & Warm-Up

Light music and optional group warm-up/stretching. Final announcements and safety reminders are provided.

9:30 AM – 10:30 AM | Walk Begins

Participants begin the walk from the Northeast Lawn and proceed along the primary walkway surrounding Lake Eola. Volunteers and signage will guide participants along the route to ensure safety and accessibility.

10:30 AM – 11:00 AM | Post-Walk Celebration & Entertainment

Walkers return to the Northeast Lawn for post-walk festivities, including:

- Live wrap hosted Executive Director
- Raffle drawings and prize giveaways
- Recognition of the largest team and top fundraisers
- Opportunities to visit sponsor and vendor booths

11:00 AM | Event Conclusion & Breakdown Begins

Final announcements and thank-yous are made. Event staff and volunteers begin breakdown and cleanup of the site.

As the agent of the Host Organization, I understand and agree that I have the sole responsibility to fully depict all event plans, activities and components and other information on the site plan, route map and/or enclosed area diagrams submitted.

Yes

Comments and Files:

●●● Do you plan to use tents, stages and/or temporary built structures at your proposed event?

Yes

Comments and Files:

Do you plan to have food service for your event? No

Will alcohol be served, consumed or sold, consumed at your proposed event? No

Do you plan to have amplified sound? (Musical instruments, bullhorns, wireless mics/speakers) Do you need a Loudspeaker Permit? Yes

Comments and Files:

Is your event a Race, Walk, Run, Cycling or a combination? Yes

Comments and Files:

Do you have a parade component in your event? No

Do you plan to include, close, modify and/or impact any public right of way? No

Will the event have vendors selling or giving away merchandise or services including donation at time of sales? Yes

Comments and Files:

Do you plan to use fencing or barriers? (e.g. event perimeters, beer garden, VIP area, parking, production, lines, etc) Yes

Fenced Areas	Other
Fencing/Barrier Description	N/A

Comments and Files:

Do you plan to have pyrotechnics, fireworks, or flame effects? No

Will the event have any banners or signs? Yes

Comments and Files:

Will there be aeronautical activity at your proposed event? No

Additional Information Required

Comments and Files:

● Security/Safety Plan Required

Comments and Files:

●● Medical Plan Required

EMS

Not Yet Reviewed

Fire - Fiscal Coordinator

Not Yet Reviewed

Comments and Files:

Transportation Impact & Notification Plan

Required

Do you plan to provide a rideshare zone? No

Do you plan to promote the use of public transportation? No

Do you plan to provide shuttle service? No

Do you plan to implement other transportation plans not described? No

Describe your Transportation Impact Plan below (to include load in/out logistics, pedestrian access etc.) N/A

Transportation related file(s) upload

Notification Plan Upload

Upload a copy of the mailing receipt to include the date that the notifications were sent out.

Check the box below if you have not uploaded the Notification Letter.

I will submit the required notification letter no less than 3 weeks prior to the event start.

Comments and Files:

Parking Plan and Impact

Required

Comments and Files:

Streets Cleaning and Stormwater Best Practices

Required

Streets / Stormwater

Approved

Comments and Files:

Waste Removal Plan

Required

Comments and Files:

Restrooms/Sinks

Required

