

# APPLICATION REVIEW

| SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION

## Application Review

### Smile Mile

Saturday March 14, 2026

🕒 Under Review

 Print Application

#### Application Comments

 Permit Coordinator /  Dec 18, 2025 10:03 AM

[⚠ More Info Needed](#)

 Permit Coordinator /  Dec 18, 2025 10:04 AM

● Submitted

 Permit - Finance /  Dec 19, 2025 08:39 AM

🕒 Under Review

#### Details

Application ID: 3581

Permits:

Applicant: Katelyn Presti

Account User: Katelyn Presti

Permit Manager: Permit Coordinator

Last Updated: Jan 23, 2026 08:44:08 AM

#### Permits

#### Related Applications

There are no related applications.

#### Billing

Date	Invoice #	Bill To	Due Date	Amount	Status	Department
12-18-2025	11546	Katelyn Presti	01-01-2026	220.00	Paid	Special Event Division
12-23-2025	11560	Katelyn Presti	01-30-2026	292.00	Paid	Fire Department
01-23-2026	11702	Katelyn Presti	03-09-2026	375.00	Paid	Solid Waste

Application

🟡 ✓ Administrative Tasks and Permit Notes 🚫 not viewable by applicant

Comments and Files:

⬆ Organization Information

⬆ Contacts

Who is your Primary Contact?	Chief Officer of the Host Organization
Primary Contact First Name	Katelyn
Primary Contact Last Name	Presti
Primary Contact Position	Sr. Event Manager
Primary Contact Email	katelyn@trackshack.com
Primary Contact Phone Number	6087280546
Primary Contact Mobile Phone	6087280546
Is the Onsite Contact the same as the Primary Contact?	Yes

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	Blue Jacket Park
City Park or Facility Reservation Confirmation Number	Upper Blue Jacket Park
City Park or Facility Reservation Confirmation File(s) Upload	<a href="#">SM26_Park Rental Application.pdf</a>
Event Venue Description	Upper Blue Jacket Park 2501 General Rees Ave Orlando, FL 32814 The start is located at the intersection of Robin Rd. and Upper Park Rd.
Event Venue Map Address	2501 General Rees Ave Orlando, FL 32814

Parks (Other Parks)

**Approved**

Comments and Files:

✓✓ Site Plan

Required

Site Plan Files

[2026 Smile Mile Site Map\\_Permit.pdf](#)

Event Narrative and Timeline

Saturday, March 14, 2026

- 8:00 AM - 11 year boys
- 8:15 AM - 11 year girls
- 8:30 AM - 10 year boys
- 8:45 AM - 10 year girls
- 9:00 AM - 9 year boys
- 9:15 AM - 9 year girls
- 9:30 AM - 8 year boys
- 9:45 AM - 8 year girls
- 10:00 AM - 7 year boys
- 10:15 AM - 7 year girls
- 10:30 AM - 6 year boys
- 10:45 AM - 6 year girls
- 11:00 AM - 5 year boys (1/2 mile)
- 11:10 AM - 5 year girls(1/2 mile)
- 11:20 AM - 4 and under

From 8:30 am - 11:30 am enjoy face painting, caricaturist drawings, balloon artist, fun games and giveaways from partners.

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:

Fire Marshal Dec 19, 2025 09:16 AM

Fire watch fee \$292.00 for fire inspection food trucks, food vendors, warmers/chaffing dish, tents, stage, fencing, crowd control, inflatables, pyrotechnics "cold sparks" contact Inspector J E Brand 407 246 3137 or email Jennifer.Brand@Orlando.gov , payments contact Katrina Verbal 407 246 3649

Fire - Fiscal Coordinator Dec 23, 2025 08:40 AM

After further review, just race food, no food trucks on site and no cooking

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

Yes

Planning/Permitting Services

**Approved**

Fire Marshal

**Approved**

**Comments and Files:**

✓ Do you plan to have food service for your event? Yes

Fire Marshal  
**Approved**

**Comments and Files:**

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

**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

Police - Extra Duty  
Not Yet Reviewed

Comments and Files:

✓  Medical Plan

Required

Medical Plan Contact Name	Bryan Pearce
Medical Plan Contact Phone	321-299-2518
Request for additional OFD Services	Transports Unit
Will your event be held rain or shine?	Yes
Weather Plan	Event Alert System - Attachments can be provided for approval
I understand and agree that the Orlando Fire Department (OFD) will determine if and how many Extra Duty Medical Personnel or Services are needed for my proposed event.	Yes

EMS

**Approved**

Fire - Fiscal Coordinator

**Under Review**

Comments and Files:

👤 EMS / 📅 Jan 11, 2026 06:45 PM

OFD medical coverage will be required.

✓  Transportation Impact & Notification Plan

Required

Transportation

**Approved**

Notifications

**Under Review**

Comments and Files:

🔍  Parking Plan and Impact

Required

Comments and Files:

# SMILE SMILE



**March 14, 2026**  
 Blue Jacket Park, Upper Park –  
 Baldwin Park, Orlando  
 2324 Robin Rd. Orlando, FL 32814  
**Sponsor Parking:** Side streets; arrive by 6:45am



Produced by

-  TSE Tent, Table and Chairs provided
-  Tent, Table and Chairs provided (Client providing tent)
-  Vehicle (Wooden Planks Needed)
-  Generator (Wooden Plank Needed)

**Start Time:** The race will be run in heats of each age group in the following order:

8:00: 11-yr boys	9:15: 9-yr girls	10:30: 6-yr boys
8:15: 11-yr girls	9:30: 8-yr boys	10:45: 6-yr girls
8:30: 10-yr boys	9:45: 8-yr girls	11:00: 5-yr boys (1/2 mile)
8:45: 10-yr girls	10:00: 7-yr boys	11:10: 5-yr girls (1/2 mile)
9:00: 9-yr boys	10:15: 7-yr girls	11:20: 4-yr and under** (FREE Unscored Fun Run)

