



Parks and Recreation Project Activity Notice

- All projects require a minimum of 14 days' public notice to ensure participants have sufficient time to make any necessary accommodation.
- Please fill out the Parks and Recreation Project Activity Notice 21 days in advance and email it to Tannia Ruiz at tannia.ruiz@phoenix.gov and copy Jana Benson at jana.benson@phoenix.gov.

PROJECT ACTIVITY NOTICE LOCATION	PARKS AND RECREATION DIVISION:Downtown
DATE:	
COUNCIL DISTRICT:	
PROJECT:	
LOCATION: (Specify the location of the closure – ex., Community Center, Dog Park, Basketball Court, playground, athletic field etc.)	
SCOPE OF WORK:	
PROJECT TIMELINE:	
PUBLIC IMPACT:	
NOTIFICATION PROVIDED TO THE PUBLIC: (Describe how the public was notified of the closure – ex., flyers, emails, signage on-site, social media, etc.)	
POINTS OF CONTACT: (include cell phone number)	
ORGANIZATIONS/CONTRACTORS INVOLVED:	
NOTES:	