

WELCOME CENTER EVENTS

Standard process for approving events at Welcome Centers

The Michigan Department of Transportation (MDOT) supervises the daily operations of the state's 14 Welcome Centers. Together, approximately 9 million travelers annually stop at Michigan's Welcome Centers. The mission of the Welcome Centers is to provide travelers with "tourism-related information restroom facilities and assistance to encourage safe driving."

To help achieve the Welcome Centers' mission, MDOT may authorize an event to be held at a center. For detailed information on acceptable events, see [Standard Conditions for holding events at Welcome Centers](#). The process for approving these events is as follows:

1. The sponsor of a potential event at a Welcome Center submits a completed Welcome Center Event Application and Permit, to the Welcome Center. This form must be submitted a minimum of thirty (30) days prior to the proposed event, forty five (45) days if the event involves food or beverage.
2. The lead worker at the center reviews the request for compliance with the Department's guidelines and provides a recommendation for approval or denial to their TSC Manager.
3. If the event involves food or beverage that competes with existing vending services, the TSC Manager forwards the request form to James Hull (hullj@michigan.gov), the Assistant Business Enterprise Program Manager Michigan Commission for the Blind for comment. He may also be contacted at (517) 373-2062.
4. The Michigan Commission for the Blind will respond with any concerns about the event within fifteen (15) days of receiving the request form. If no response is received within 15 days, the event shall be considered acceptable.
5. After receiving all necessary recommendations/comments, the TSC Manager approves or denies the requested event and notifies the sponsor.
6. A final response should be submitted to event sponsor at least ten (10) days prior to the event.