**Special Events Instructions**

When reporting special events data, please comply with the following instructions:

* Only include events comprised of 300 people or more.
* Provide year-long or partial-year events first (e.g. Year Long, School Year, Winter), followed by individual date events in chronological order.
* Spell out the word ‘at’ instead of using the @ symbol.
* Do not use acronyms (e.g., HS, GS, etc.) or abbreviations.
* Do not include league sports or other uses that do not conform to regional park use.
* Spell out city names (e.g., Minneapolis, Saint Paul, etc.).
* Make sure to denote attendance at events that are split across multiple park or trail units. Check to see if the event also occurs in parks or trails in other jurisdictions. Refer to previous use estimate, if necessary.