

## City of Philadelphia Office of Special Events



**Population:**  
1,573,916 (No. 6)

**Govt Employees:**  
25,000

**Address:**  
1515 Arch St.  
15th Floor  
Philadelphia, PA 19102

**Phone:**  
(215) 686-3488

**Email:**  
[ose@phila.gov](mailto:ose@phila.gov)

**Capabilities Statement:**  
[Link](#)

**Cage Code:**  
644Y5

**UEI Number:**  
CRZ1A1JTLQB6

**DUNS#**  
12-474-2474



### Site:

<https://www.phila.gov/departments/office-of-special-events/>

### Mission:

The Office of Special Events strives to be the most comprehensive and efficient municipal special event support agency in the nation.

Our office:

Serves as Philadelphia's one-stop shop for special event planning, production, and permitting.

Promotes event industry growth through sustainable best practices and relationships with the local community.

Highlights the diversity of Philadelphia through special events.

### Contacts and Stakeholders Information:

Jazelle Jones - City Representative and Director of Special Events  
[jazelle.jones@phila.gov](mailto:jazelle.jones@phila.gov)

James Allen - Finance Coordinator  
[james.e.allen@phila.gov](mailto:james.e.allen@phila.gov)

Robert Allen - Deputy Director of Operations  
[robert.t.allen@phila.gov](mailto:robert.t.allen@phila.gov)

Lisa Enger - Event Coordinator  
[lisa.enger@phila.gov](mailto:lisa.enger@phila.gov)

Natalie Faragalli - Communications Director  
[natalie.faragalli@phila.gov](mailto:natalie.faragalli@phila.gov)

Laina Foust - Administrative Assistant  
[laina.e.foust@phila.gov](mailto:laina.e.foust@phila.gov)

Stephanie Lee - Special Projects Coordinator  
[stephanie.k.lee@phila.gov](mailto:stephanie.k.lee@phila.gov)

### Actsoft Workforce Manager for Gov:

- DHS signed the Authority to Operate (ATO) on Sept 12, 2024
- FPS completed their internal ATO in June 2025
- WFM for Gov passed three (3) Third Party Assessor Organizations (3PAO) Audits, the Initial Audit and two Annual Audits
- WFM for Gov is GovRAMP Authorized