



# City of Tulsa

## FILM PERMIT APPLICATION

### Summary of Production

---

Production Title: NBC 3rd Hour TODAY Destination: Tulsa Date(s) of Project: Oct. 8 - 10, 2025

Location: Starting Address: Guthrie Green, 111 E Reconciliation Way Council District(s): 1

Ending Address: Guthrie Green, 111 E Reconciliation Way

Film Description: NBC's 3rd Hour TODAY is planning a one hour live broadcast at Guthrie Green Park. Show will include a mixture of live and tape pieces - highlighting arts, culture and food. We will have a musical performance from Hanson.  
Requesting permission for a one hour live broadcast of NBC's 3rd Hour of TODAY. Will include a mixture of live and tape segments and guests, including a musical performance from Hanson.

Production Category: Broadcast Television Show

Production Includes: Private Park, Lane Closure, Public Right-of-Way, No Parking Signage, Street Closure, Camera Vehicles, Drone, Private Property, Intermittent Traffic Control

Number of Crew/Cast: 75 Number of Crew/Cast Vehicles: 5 Number of Equipment Vehicles: 5

### Production Manager, Applicant and Location Manager Information

---

Production Company: NBC Universal, LLC Website: https://www.today.com/

Production Manager: Kylie Haoues

Email: kylie.haoues@nbcuni.com Phone: 312-805-6350

Applicant Name: Kylie Haoues

Email: kylie.haoues@nbcuni.com Phone: 312-805-6350

Location Manager: Kylie Haoues

Email: kylie.haoues@nbcuni.com Phone: 312-805-6350

On-site Contact: Kylie Haoues Mobile: 312-805-6350

Billing Contact: NBC TODAY Phone: 312-805-6350

Billing Address: 30 Rockefeller Plaza, New York, NY 10112

### Event Timeline and Lane/Street Closure Information

---

Production Starts: Date: 10/08/2025 Time: Noon

Street Closure for Production Start: Date: 10/09/2025 Time: 7pm

Street(s) to be Closed for Production Start: 4 Streets surrounding Guthrie Green: Cameron Street , MLK Jr Blvd, Boston Ave, Reconciliation Way

Intermittent Traffic Control Only: Date: 10/10/2025 Time: 7am

Street(s) to be Used for Intermittent Traffic Control Only: See TCP and Site Maps. 2 officers stationed on Detroit Ave to direct traffic during rush-hour traffic 7am - 9am

Production Ends: Date: 10/10/2025 Time: 10am

Street Reopens after Production Ends: Date: 10/10/2025 Time: 10:30am

Using Traffic Control Barricade Company? Yes Contact, Email and Phone: Traffic Control: RoadSafe Traffic Systems, Inc., Brad Holder, O: 918-425-4550, C: 918-906-0551.  
Crowd Control: 4 State Fence Inc., Kayla Steeby, O: 918-325-1423, C: 620-778-5015, kayla@4statefence.com. Main contact Brian House, 620-605-8168.

**Equipment Setup:** Date: 10/10/2025 Time: 10:30am **Equipment Pickup:** Date: 10/10/2025 Time: 10:30am

### **Secondary Permits Required**

Tent/Canopy: Tent or groupings Less than 400 sf Provider and Phone: Production Owned

Use of fireworks, rockets, lasers, or other pyrotechnics: No

Provider and Phone: N/A

Drone: Yes Drone Operator: Commercial Operator

If no Drone Operator License, please explain:

Use of any signs, banners, decorations, or special lighting: Yes Using TV production lighting through Lighting Design Group, Kyle Collop, Senior Project Manager, collop@ldg.com, C: 713-249-2544

Crew/Cast Parking Type: Parking Garage

If no parking, please explain: We have reserved parking spaces for our equipment vehicles and transmission truck (as seen on site plan). All cast and crew will walk to the site from a local hotel, use a rideshare, or park in a nearby garage.

City, County, River or Private Park: Yes Name of Park and Location: Guthrie Green, 111 Reconciliation Way

Portable Toilets: Yes Provider and Phone: Brett@aysrentals.com, https://www.aysrentals.com/ (10 portas, 2 that are ADA assessable, and 2 handwashing stations).

Equipment Setup: Date: 10/10/2025 Time: 7pm Equipment Pickup: Date: 10/10/2025 Time: 1030am  
Security/Police: Yes Contact and Phone: Steve Marz, Vice President of Security, smarz@gatheringplace.org, 918-947-9489  
TPD Lt. John Hoehner, 918-586-6054, jhoehner@cityoftulsa.org

Medical/First Aid Services: Yes Contact and Phone: Justin Lemery, Chief of Emergency Medical Services and Mobile Integrated Healthcare, Tulsa Fire Department, Cell: 918-443-0367, Email: jlemery@cityoftulsa.org

Fire Department: No Contact and Phone: N/A

### **Mitigation of Impact**

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event:

Guthrie Green providing staff for cleanup and trash removal

Number of Trash Receptacles: 20 Number of Dumpsters: 0 Number of Recycling Containers: 10

Presented Event Concept to: Business Assn

If not present, please explain: N/A

If Other Entities, Please Explain:

### ***Affidavit of Applicant***

---

I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims of third parties that are based upon injuries sustained at, or in conjunction with this Event.

**Initials:**     KH

---

**For City of Tulsa Special Events Committee Use Only**

Date received: 09/26/2025      Date routed: 10/06/2025      Date for review: Email Review

Special Events Committee Recommendation: \_\_\_\_\_      Yes ☐    No ☐ \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation:    Yes ☐    No ☐ \_\_\_\_\_

Date routed to Council: \_\_\_\_\_      City Council Approval:      Yes ☐    No ☐ \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: SEC meeting 10/08/2025. Final site map  
10/06/2025. Final TCP map pending.

---



**Tulsa Office of Film, Music, Arts & Culture**  
***A division of Tulsa Regional Tourism***  
**One West Third Street**  
**Tulsa, Oklahoma 74103**

**September 29, 2025**

**RE: *Today Show, Third Hour* Letter of Support - Revised**

**To Whom It May Concern:**

Please accept this letter of support for NBC Universal as they film in Tulsa for the television episode of the *Today Show, Third Hour*. The production has been in contact with the Tulsa Office of Film, Music, Arts & Culture (Tulsa FMAC), the film commission for the Tulsa region, and has submitted all necessary information to our office regarding this project.

*Today Show* will film in Tulsa October 7-10, 2025, at the following locations (locations secured by production):

- Guthrie Green, 111 E Reconciliation Way, Tulsa, OK 74103 - Contact: Julio Badin, [jbadin@gatheringplace.org](mailto:jbadin@gatheringplace.org) 714-585-0858
- The Gathering Place, 2650 S John Williams Way
- Buck Atom's / Route 66, 1347 E. 11 St
- Mother Road Market/ Route 66, 1124 S Lewis Ave
- Silhouette Shoes & Art, 10 N Greenwood Ave
- Cain's Ballroom, 423 N Main St

Please let Tulsa FMAC know if there are any questions or concerns. Thank you for your ongoing support and commitment to making Tulsa a thriving hub for creativity and filmmaking.

Sincerely,

A handwritten signature in blue ink, appearing to read "Meg Gould".

**Meg Gould, Executive Director**  
**Tulsa Office of Film, Music, Arts & Culture Team**  
**TulsaFMAC.com | VisitTulsa.com | meggould@visittulsa.com**

\*Key production contacts listed on the following page

**Key Production Company Details and Contacts:**

Production Company

NBC Universal, LLC

(312) 805-6350, <https://www.today.com/>

Production Manager/Location Manager/ On Site Contact:

Ms. Kylie Haoues

(302) 805-6350, [kylie.haoues@nbcuni.com](mailto:kylie.haoues@nbcuni.com)



