



**Paper Application Instruction Booklet  
Adult-Use Establishment Licensing**

**STEP 2 - MARIJUANA EVENT ORGANIZER LICENSE**

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## IMPORTANT NOTICE REGARDING TIME SENSITIVITY:

Applying for an adult-use marijuana establishment license is a time-sensitive venture. The Michigan Regulation and Taxation of Marijuana Act (MRTMA) requires that a license determination be made—and the state license or notice of denial be issued—within 90 days after receiving a complete application.

In order to meet this statutory timeframe, the Cannabis Regulatory Agency (CRA) requires that any information or documentation requested by the agency be submitted to the agency within 5 calendar days.

Please do not submit an adult-use application unless you are able to meet this 5-day deadline. Failure to provide any of the requested items to CRA within 5 days may result in the denial of the application.

## OVERVIEW – TWO-STEP APPLICATION PROCESS

Like the medical marijuana facilities licensing (MMFL) application process, the adult-use marijuana establishment licensing application process is divided into two steps.

Step 1 is the prequalification application. During prequalification, background checks are completed on the main applicant and all supplemental applicants. There is a \$3,000 application fee for the main applicant. The application fee is nonrefundable and does not apply to supplemental applicants.

Step 2 of the application process is the marijuana establishment license application. During Step 2, review of the proposed marijuana establishment is completed.

In short, prequalification involves vetting the entity and the individuals involved in the entity; establishment licensing involves vetting the physical establishment.

An application is considered complete when Step 1, the application fee, and Step 2 have been submitted. Because the MRTMA requires that a license determination be made within 90 days, it is not advised to submit a Step 2 application unless the establishment seeking a state license is fully built and ready to pass an inspection within 60 days after the Step 2 license application is submitted. If the establishment is unable to pass an inspection within 60 days of a complete application submission, the license application may be denied.

Prequalification status is valid for a period of two years after CRA issues a notice of prequalification. If the applicant does not submit a Step 2 application within that timeframe, the prequalification status will expire. If the applicant wishes to complete the adult-use marijuana establishment application process after that time, a new application and fee will be required.

If any questions arise while completing the application, please do not hesitate to contact CRA by telephone at:

**517-284-8599**

Or by e-mail at:

[CRA-Adult-Use-Marijuana@Michigan.gov](mailto:CRA-Adult-Use-Marijuana@Michigan.gov)

## STEP 2 – LICENSE APPLICATION

If any questions arise while completing the application, please do not hesitate to contact CRA by telephone at:  
**517-284-8599**

After prequalification status has been granted to the main applicant and all applicable supplemental applicants, the main applicant should submit a Step 2 license application.

It is not recommended to submit a Step 2 license application unless the physical location of the establishment is in place and will be ready to pass an inspection within 60 days after the day you submit the application.

Prequalification status expires after two years. If you do not submit an adult-use Step 2 license application within that timeframe, you will be required to submit a new Step 1 prequalification application and application fee if you still wish to continue the adult-use licensing process.

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### **Step 2 – Establishment License Application Types**

- **Marijuana Establishment License Application:** This is the standard Step 2 license application. This application is intended for applicants seeking a license for a marijuana microbusiness, marijuana grower (class A, B, or C), marijuana processor, marijuana retailer, marijuana secure transporter, or marijuana safety compliance facility.
- **Marijuana Event Organizer License Application:** This application is intended for applicants seeking to hold temporary marijuana events. A marijuana event organizer license is required in order to apply for temporary marijuana event licenses.
- **Temporary Marijuana Event License Application:** This application is intended for licensed marijuana event organizers seeking a license for a temporary marijuana event.
- **Designated Consumption Establishment License Application:** This application is intended for applicants seeking a license for an establishment which permits adults 21 years of age or older to consume marijuana products on the premises.
- **Excess Marijuana Grower License Application:** This application is intended for licensees who have 5 adult-use class C marijuana grower licenses and at least 2 medical marijuana grower class C licenses.

# MARIJUANA EVENT ORGANIZER LICENSE APPLICATION

This application is intended for applicants seeking a license for a marijuana event organizer. The marijuana event organizer applicant must be approved for prequalification before a marijuana event organizer license application can be accepted.

A marijuana event organizer license is required before applying for temporary marijuana events.

The marijuana event organizer license application can be found at the following link: [Marijuana Event Organizer License Application](#).

## PAGE 1 - APPLICATION CHECKLIST & DEMOGRAPHIC PAGE

Ensure you have gathered all applicable items on the checklist before submitting the application.



Adult-Use Licensing | Licensing Division  
 Cannabis Regulatory Agency  
 P.O. Box 30205 Lansing, MI 48909  
 Telephone: (517) 284-8599  
[CRA-AdultUseLicensing@Michigan.gov](mailto:CRA-AdultUseLicensing@Michigan.gov)



MARIJUANA EVENT ORGANIZER LICENSE APPLICATION	
<p><i>Marijuana Event Organizer License Application</i></p> <p><input type="checkbox"/> Page 1: Demographic page</p> <p><input type="checkbox"/> Page 2: Attestation A - Acknowledgment of Application</p> <p><i>Supporting Documents</i></p> <p><input type="checkbox"/> DBA documentation (if applicable) (obtained at county-level)</p> <p><input type="checkbox"/> Certificate of Assumed Name/DBA documentation (if applicable) (obtained from LARA Corporations Division)</p>	

### MARIJUANA EVENT ORGANIZER INFORMATION

Please provide the following information for the proposed temporary marijuana event license applicant.

Applicant Name (as appears on official business documents)	Assumed Name/DBA (Attach copy of filed assumed name certificate, if applicable)
Mailing Address	FEIN/SSN
City                      State              Zip Code	Phone                      Email Address

### PERSON COMPLETING APPLICATION

Please provide the following information for the individual who will act as the primary contact for this license application.

Name (First, Middle, Last)	Date of Birth (mm dd yyyy)
Mailing Address	Phone
City                      State              Zip Code	Email Address

<b>VALIDATION - FOR DEPARTMENT USE ONLY</b>
<b>CRA RECEIPT</b>

Failure to submit any of the required items may result in the denial of the establishment license application.

In the **MARIJUANA EVENT ORGANIZER INFORMATION** section, provide the following information for the applicant in the corresponding field on the application:

- **Applicant name** as it appears on official documents
- **Mailing address** of the applicant
- **DBA/Assumed name/fictitious name** of the applicant, if applicable
- **Federal Employer Identification Number (FEIN) or Social Security Number (SSN)** of the applicant
- **Phone number** of the applicant
- **E-mail address** of the applicant

**MARIJUANA EVENT ORGANIZER INFORMATION**  
Please provide the following information for the proposed temporary marijuana event license applicant.

Applicant Name (as appears on official business documents)			Assumed Name/DBA (Attach copy of filed assumed name certificate, if applicable)	
Mailing Address			FEIN/SSN	
City	State	Zip Code	Phone	Email Address

In the **PERSON COMPLETING APPLICATION** section, provide the following information in the corresponding field on the application:

- **Name** of the individual completing the application
- **Mailing address** of the individual completing the application
- **Date of birth** of the individual completing the application
- **Phone number** of the individual completing the application
- **E-mail address** of the individual completing the application

**PERSON COMPLETING APPLICATION**  
Please provide the following information for the individual who will act as the primary contact for this license application.

Name (First, Middle, Last)			Date of Birth (mm/dd/yyyy)	
Mailing Address			Phone	
City	State	Zip Code	Email Address	

**Please note:** The applicant is required to keep their contact information on file with the CRA up to date. If there are changes to any of the above contact information, please contact the CRA to have the information updated.

**PAGE 2 – ATTESTATION A – ACKNOWLEDGMENT OF APPLICATION**

The applicant should sign this form in the presence of an active notary. In the notary block at the bottom, the applicant signature date and notary signature date must match.

After reading the attestation, provide the name of the main applicant and the name and title of the individual authorized to sign on behalf of the main applicant in the spaces provided.

Provide the applicant signature and date in the spaces provided.

If the notary signature is invalid and/or the dates do not match, you will receive a Notice of Deficiency. Failure to correct any deficiencies within 5 days after receiving a Notice of Deficiency may result in the denial of the application.



**ATTESTATION**  
**ACKNOWLEDGMENT OF APPLICATION**

**(To be completed and submitted by the applicant)**  
Do not sign until notary is present

On behalf of \_\_\_\_\_, I \_\_\_\_\_  
Name of Main Applicant Name & Title of Individual Authorized to Sign on Behalf of Main Applicant

acknowledge the following:

1. I am currently prequalified to receive a state license from the Cannabis Regulatory Agency.
2. I understand that a marijuana event organizer license is valid for a period of 1 year.
3. I understand that I must submit a temporary marijuana event license application to the Agency and that application must be approved before I can hold a temporary marijuana event.
4. I understand that I must submit a temporary marijuana event license application to the Agency at least 90 days before the first day of the proposed event.

Further, I affirm, under the penalties of perjury, that the information set forth in this application and all supporting documents is true, complete, and correct, and that no material information has been omitted.

\_\_\_\_\_  
Signature of Individual Authorized to Sign on Behalf of Main Applicant Date \_\_\_\_\_

Subscribed and sworn to by \_\_\_\_\_ before me on \_\_\_\_\_  
(Authorized Individual Name) (Date)

\_\_\_\_\_  
(Notary Public Signature) (Notary Public Printed Name)

State of \_\_\_\_\_, County of \_\_\_\_\_, Acting in the county of \_\_\_\_\_  
(county) (state)

My commission expires: \_\_\_\_\_

**SUBMITTING THE APPLICATION**

The application can be submitted in person at: **2407 North Grand River Avenue, Lansing, MI 48906**, or submitted via postal mail to:

**Cannabis Regulatory Agency**  
**Adult-Use Establishment Licensing**  
**P.O. Box 30205**  
**Lansing, MI 48909**

If any questions arise while completing the application, please do not hesitate to contact CRA by telephone at:  
**517-284-8599**

The adult-use marijuana event organizer license application should consist of the following supporting documents:

- DBA documentation (if applicable) (obtained at county-level)
- Certificate of Assumed Name (obtained from LARA Corporations Division)