

**Information Priority List For Individuals Presenting Special Event Proposals To the Balboa Park Committee: Presentations Will Be Limited to 5 Minutes**

1. Name of Event:
2. When:
  - a. Date(s) and Times of set-up:
  - b. Date(s) and Times of event:
  - c. Dates(s) and Times of breakdown:
  - d. During the Moratorium (Memorial Day – Labor Day): Yes ☐ No ☐
3. Location (Provide map(s) showing location & site plan:
  - a. Road Closure(s): Yes ☐ No ☐ List Closure(s)
  - b. Parking Lot Closure(s): Yes ☐ No ☐ List Closure(s)
  - c. Bridge Closure: Yes ☐ No ☐
4. Estimated Attendance:
5. Amplified Music: Yes ☐ No ☐
  - a. Other prolonged noise impacts? Yes ☐ No ☐
  - b. Acts on a local or national level? Yes ☐ No ☐ Name of Act:
  - c. When do you plan to conduct event sound checks?
6. Do you plan to apply for an Alcohol Permit? Yes ☐ No ☐
7. Partnering with a park entity? Yes ☐ No ☐
  - a. Which one(s)?
8. Public Benefit Non-Profit? Yes ☐ No ☐
9. Have completed noticing Park Institutions? Yes ☐ No ☐
10. Are there performances at the following:
  - a. Old Globe: Yes ☐ No ☐ Unsure ☐
  - b. Organ Pavilion: Yes ☐ No ☐ Unsure ☐
11. Other special event of more than 500 people occurring concurrently? Yes ☐ No ☐
  - a. Location(s) in the Park?
12. Will you be making a donation to Balboa Park, a facility or institution located in the Park or outside the Park? Yes ☐ No ☐
  - a. How much:
  - b. Who:
13. Describe unique event feature not covered above?