

(DRAFT) 1.25.26



FOREVER
BALBOA PARK

Galavant in the Gardens

Our First Annual
Fundraising Event

Event Concept + Overall Ethos

We're reimagining the traditional Gala by preserving its core goals - fundraising through table sales and patron engagement - while introducing a fresher, more contemporary experience.



The Garden Party concept features interactive activities, specialty bars and lounge areas throughout the venue, encouraging guests to explore and “Galavant” through the space - engaging in a more dynamic way.

Event Logistics Summary

Proposed Date: June 6, 2026

Proposed Time: 5:00 PM - 10:00 PM

Venue: Balboa Bark Botanical Building + Adjacent Lawns & Central Gardens

Ticketed event: estimating 500 people in attendance

Security: Forever Balboa Park to hire (8) guards for duration of event + (2) guards for duration of load in + load out.

Restrooms: 4 restroom trailers / 16 restroom seats

Production: Show Imaging

Catering + Alcohol Service: currently being RFP'd to MIHO,

Valet Parking: TBD Location - provided by ACE Parking

Waste Management: Forever Balboa Park to bring in (1) Recycling + (1) Landfill Rolloff Dumpster + Hire Custodial Staff for duration of event and post-event cleanup.

Power: Existing Venue Power + Solar Generators will be used.

Pre-Planning + On-Site Lead: Kelly Ford - Special Events Manager, Forever Balboa Park



Lounge/Table Sales



- (10) Large Lounges for purchase
- (17) Small Lounges for purchase
- Purchasers choose if they prefer a lounge setup or standard gala table setup within their area

Also will have seating + high top tables set up around the event for patrons who purchase individual tickets rather than reserving a Lounge



Activations/Experiences



(5) Specialty Bars - curated and sponsored by high-end beverage brands or local wineries.



(5) Interactive Experience Stations - build your own bouquet, paint the BOT building, learn about the benefits of herbs, etc.



We will also have a PA System, with live performances (string quartets, etc) from 5:00 - 8:00 pm and then a DJ Spinning Records from 8:00 - 10:00 PM

Food + Beverage

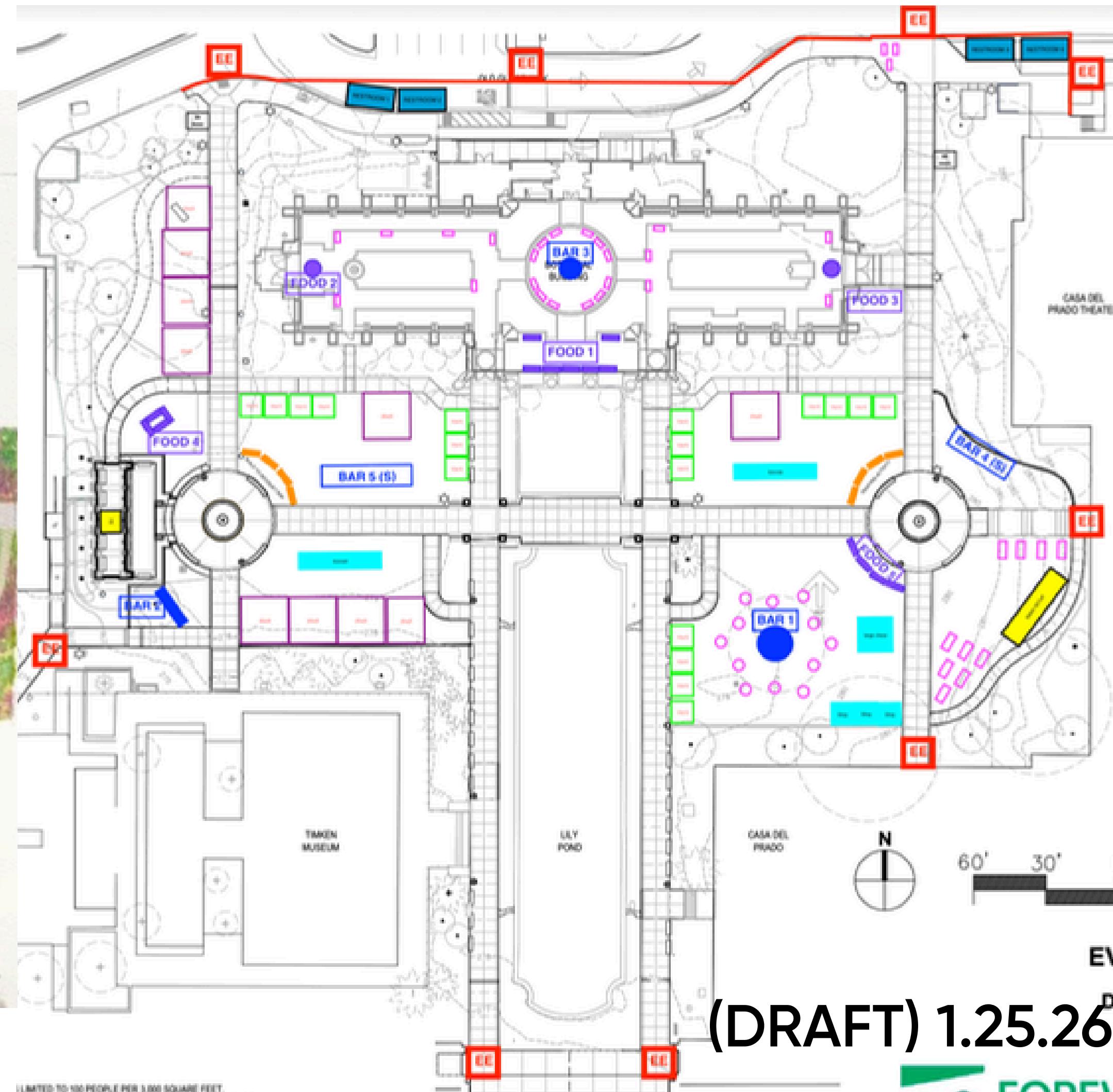
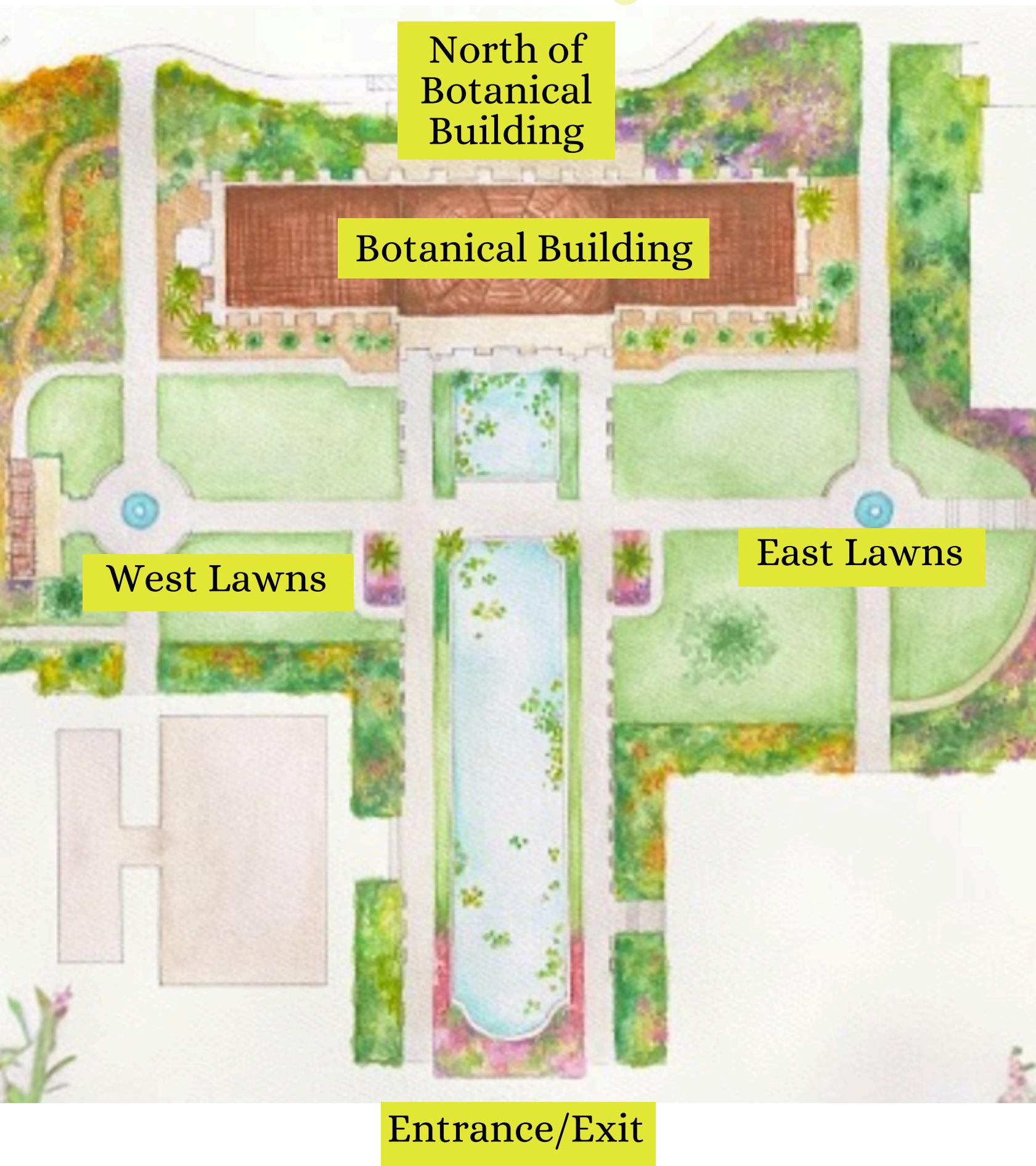


(3) General bars serving all drinks - then more high-end / specialty beverages served at the (2) specialty bars



(5) stationary food-service locations where patrons can pick up a plate. Purchased Lounges will have the option for a dedicated server or food setup at their area.

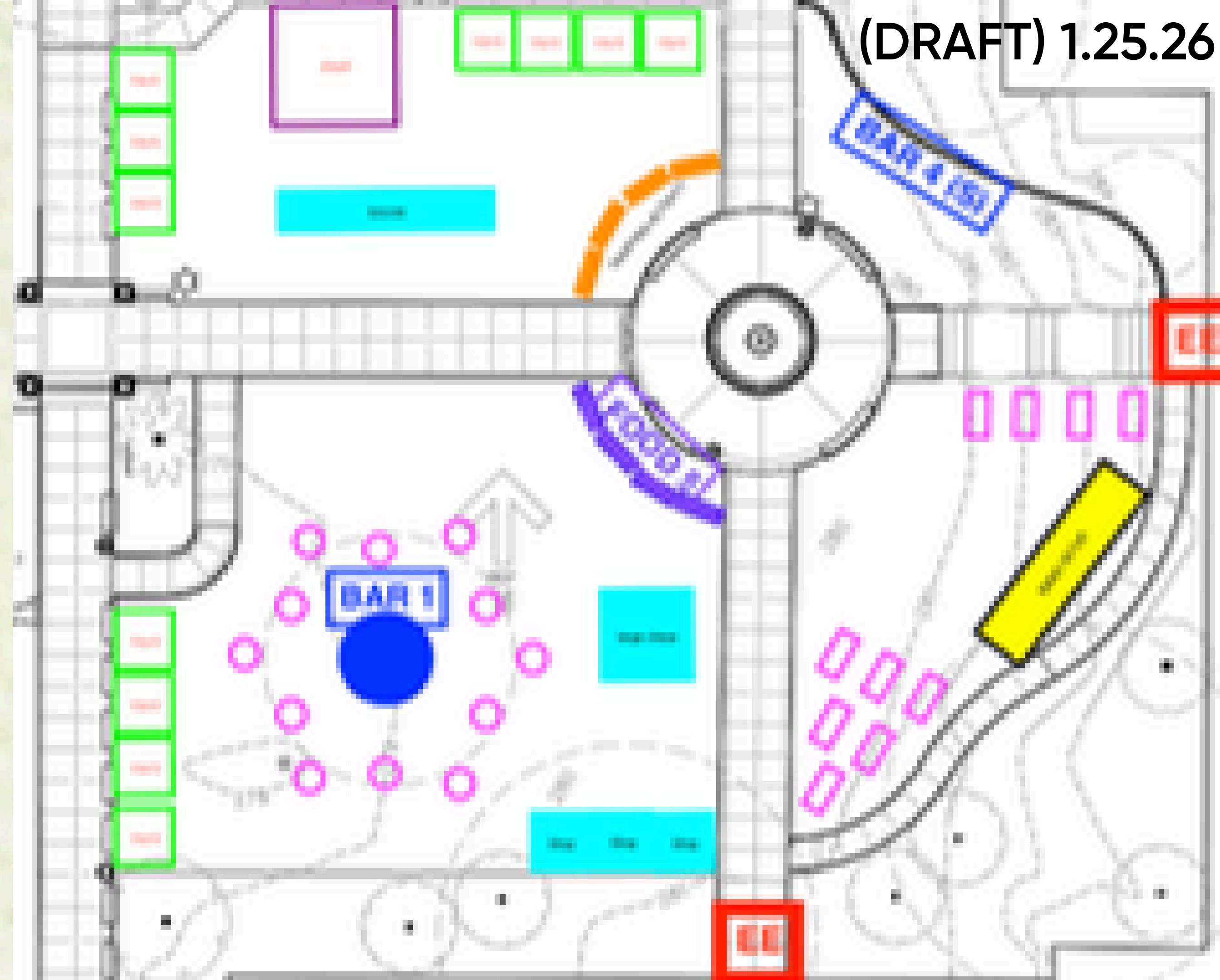
Event Layout



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East Lawns Key

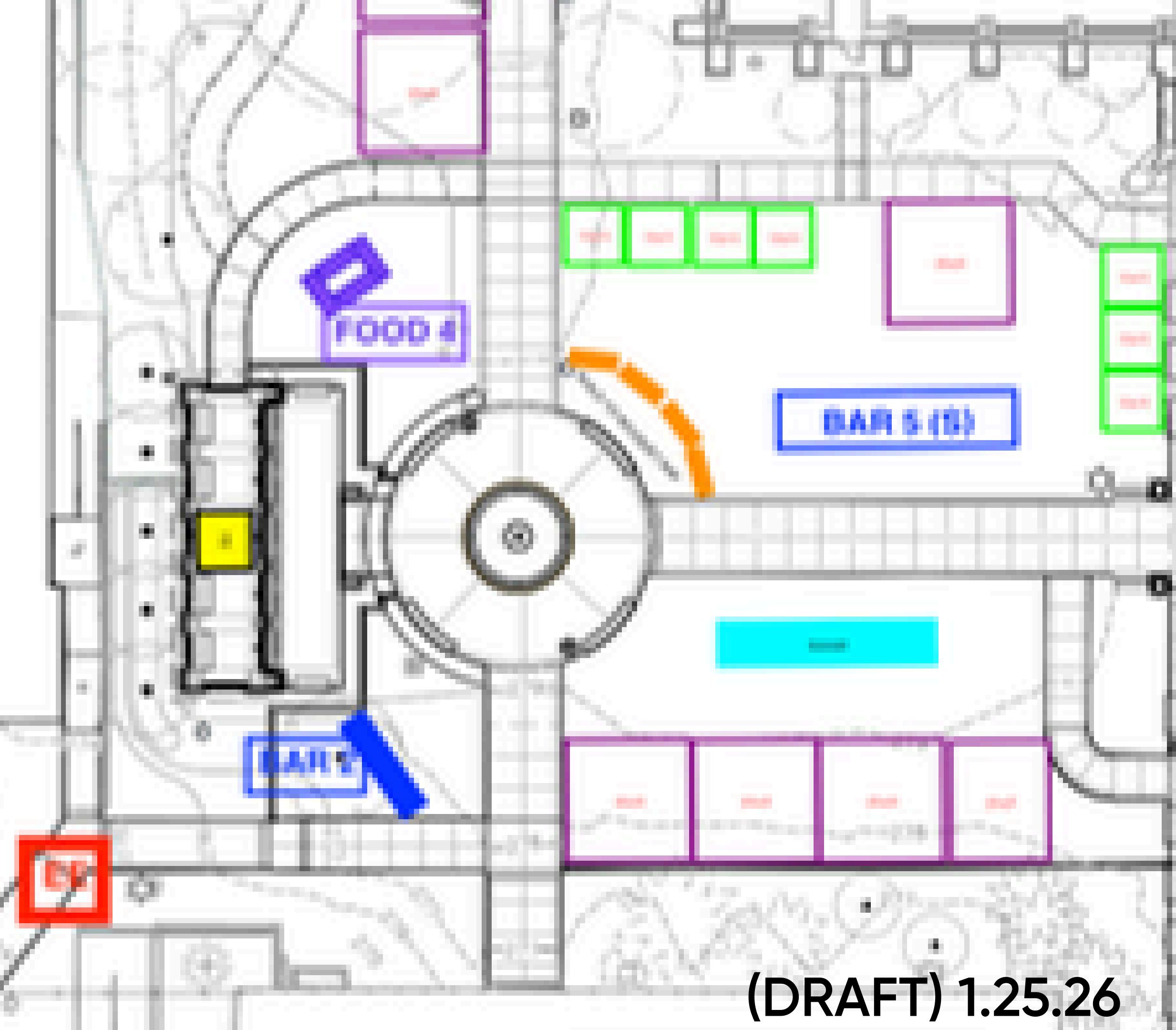
- 6' Table
- 4' High Top Table
- Circular Bar
- Activities
i.e. Large Chess, Bocce Ball, Shops
- Catering Setup
- Painting Station
- Live Music Setup
- Small Lounge
- Ticket Package
(10x10)
- Large Lounge (20x20)
Ticket Package



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West Lawns Key

- Standard Bar Setup
- Specialty Bar Activation
(trailer or bus)
- Activity i.e. Large Chess, Bocce Ball, etc.
- Catering Setup
- Build Your Own Bouquet Station
- Vinyl DJ Setup
- Small Lounge
Ticket Package
(10x10)
- Large Lounge (20x20)
Ticket Package



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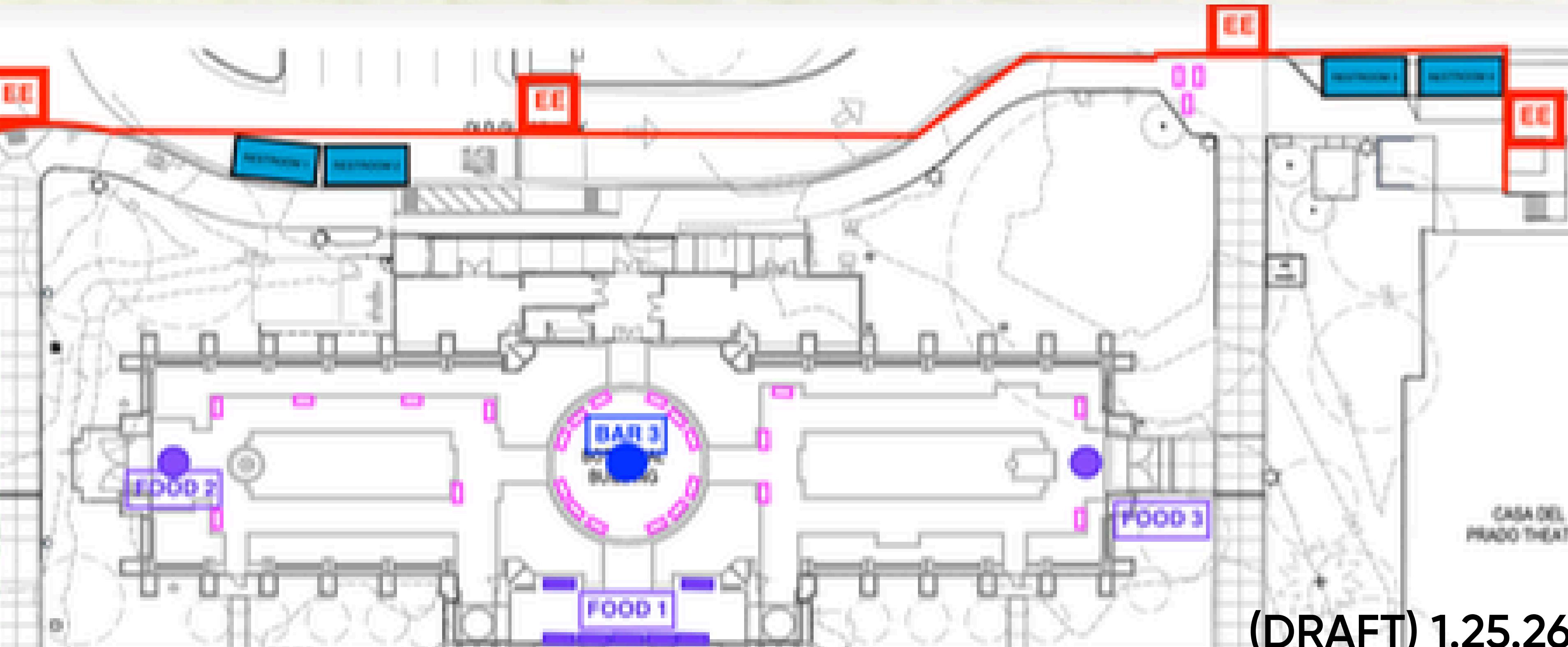
Botanical Building + Old Globe Dr.



Restroom Trailer

● Circular Bar Setup (Serving from all sides) ■ Catering Setup

● Circular Catering Setup (Serving from all sides) □ 4' x 2' High Top Table



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Thank you!

Please direct any questions to
Kelly Ford - Special Events Mgr
kelly@balboapark.org

773-263-1835

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