

**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 – **Trustees Connected**
2. When – **Thursday, February 16, 2017 5:30-8:30pm**
  - a. Date(s) – **Thursday, February 16, 2017**
  - b. Time (including Set-up & Break-down)- **Event time: 5:30-8:30pm**  
Set up: **8:30am-5:30pm**  
Load out: **8:30pm-midnight**
  - c. During the Moratorium (Memorial Day – Labor Day) - **No**
3. Where (Provide map(s) showing location & site plan) – **Site plan attached**
  - a. Road Closure(s)- **Chapel Road- road surrounding the Veteran’s Museum in Balboa Park**
  - b. Parking Lot Closure(s)- **Yes, 17 stalls closest to the Veteran’s Memorial Garden as part of the event venue**
  - c. Bridge Closure- **No**
4. Estimated Attendance – **400**
5. Amplified Music – **Yes**
  - a. Other prolonged noise impacts? **No**
  - b. Acts on a local or national level? **None**
  - c. When do you plan to conduct event sound checks? **4pm**
6. Do you plan to apply for an Alcohol Permit? **Yes**
7. Partnering with a park entity? **Yes**
  - a. Which one(s)? **Balboa Park Cultural Partnership Members**
8. Public Benefit Non-Profit? **Yes**
9. Have completed noticing Park Institutions? **Yes**
10. Are there performances at the:
  - a. Old Globe – **Most likely, minimal impact**
  - b. Organ Pavilion – **No**
11. Other special event of more than 500 people occurring concurrently? **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? **N/A**
  - a. How much –
  - b. Who –

13. Other unique event feature not covered above? This is an opportunity for trustees from 30 different BPCP members to collaborate.

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February 16, 2017



