

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 – Ethnic Food Fair
2. When – May 25, 2014
 - a. Date(s) – May 24 (for set up purposes) & May 25, 2014 (Event)
 - b. Time – Set up between 12PM-11AM, Event 11:00 AM- 6:00pm, dismantle & clean up 6PM-10PM
 - c. During the Moratorium (Memorial Day – Labor Day) – Yes, May 24 & 25, 2014
3. Where (Provide map(s) showing location & site plan- Pan American, HPR Lawn, and International Lawn*(This map can be used as a reference only, the setup will be something similar. However nobody knows at this point who wants to have a booth and where is it going to be).
 - a. Road Closure(s)- Not needed for this event
 - b. Parking Lot Closure(s)- Not needed for this event
 - c. Bridge Closure- None
4. Estimated Attendance – 1,000+
5. Amplified Music – Yes
 - a. Other prolonged noise impacts? No
 - b. Acts on a local or national level? Local
 - c. When do you plan to conduct event sound checks? May 25, 2014 between 7:00-11:00 am
6. Do you plan to apply for an Alcohol Permit? No
7. Partnering with a park entity? No
 - a. Which one(s)? n/a
8. Public Benefit Non-Profit? Yes, House of Pacific Relations holds a 501-C3
9. Have completed noticing Park Institutions? Application for Reservation submitted to Parks & Rec
10. Are there performances at the:
 - a. Old Globe – Yes
 - b. Starlight – Closed
 - c. Organ Pavilion – Yes
11. Other special event of more than 500 people occurring concurrently? Not known at this time
 - a. Location(s) in the Park – Not known at this time
12. Will you be making a donation to Balboa Park, a facility or institution located in the Park or outside the Park? Not known at this time. This would have to be brought to the HPR Delegates meeting and voted on.
 - a. How much – n/a
 - b. Who – n/a
13. Other unique event feature not covered above? None

Saturday May 24., 2014

12:00 PM - 1:00 PM
1:00 PM - 2:00 PM
2:00 PM - 3:00 PM
3:00 PM - 4:00 PM
4:00 PM - 5:00 PM
5:00 - 6:00 PM
6:00 PM - 7:00 PM
7:00 PM - 8:00 PM
8:00 PM - 9:00 PM
9:00 PM - 10:00 PM
10:00 PM - 11:00 PM
11:00 PM - 12:00 AM

Task

Scheduled delivery of Spankys portable sanitation equipment, Houses preparation & set up
Houses preparation & set up

Sunday May 25, 2014

7:00 - 8:00 AM
8:00 AM - 9:00 AM
9:00 - 10:00 AM
10:00 - 11:00 AM
11:00 AM - 12:00 PM
12:00 - 1:00 PM
1:00 - 2:00 PM
2:00 - 3:00 PM
3:00 PM - 4:00 PM
4:00 - 5:00 PM
5:00 - 6:00 PM
6:00 - 7:00 PM

Sound equipment set up
Set up, start DEH inspections
DEH inspections, stage set up & sound check, food prep & cook
DEH inspections, stage set up & sound check, food prep & cook
food sales, stage entertainment begins
food sales, stage entertainment
Dismantle & clean up

Monday May 26, 2014

7:00 - 9:00 AM

Removal of EDCO Dumpster, Spankys portable sanitation equipment