

**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  
Houses preparation & set up  
Houses preparation & set up  
Houses preparation & set up  
Houses preparation & set up  
Houses preparation & set up  
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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  
food sales, stage entertainment  
food sales, stage entertainment  
food sales, stage entertainment  
food sales, stage entertainment  
food sales, stage entertainment  
Dismantle & clean up

Monday May 26, 2014

7:00 - 9:00 AM

Removal of EDCO Dumpster, Spankys portable sanitation equipment