

SPECIAL EVENT MEETING REQUEST



THE CITY OF SAN DIEGO

Office of Special Events
1250 Sixth Avenue, Seventh Floor
San Diego, CA 92101
Telephone: 619.685-1331
Fax: 619.685-1334
www.sandiego.gov/specialevents

Primary Meeting Contact	Name _____ Address _____ City/State/Zip _____ Telephone _____ Fax _____ E-mail _____
Event Information	Event Name _____ Date _____ Location _____ Does the event use park land? Yes No Has a permit application been accepted by the City of San Diego? Yes No If no, will information be provided to the City prior to the meeting? Yes No Will material be brought to the meeting? Yes No
Meeting Purpose	Circle one: New event proposal Pre-event coordination Post-event evaluation Other Specific topics _____
Preferred Meeting Date/Time	Circle Preferred Date: 2003 September 17 October 15 November 19 December 17 2004 January 7 January 21 February 4 February 18 March 3 March 17 April 7 April 21 May 5 May 19 June 2 June 16 Circle Preferred Time : 9:00 – 9:45 a.m. 10:00 – 10:45 a.m. 11:00 – 11:45 a.m. 1:00 – 1:45 p.m. 2:00 – 2:45 p.m. 3:00 – 3:45 p.m.
How to Schedule a Meeting	Complete the Special Event Meeting Request form and fax or mail it to the Office of Special Events. To ensure a meeting date, please schedule well in advance. Meetings on dates other than those identified in this communication will be scheduled only due to special circumstances. Should more meeting dates and times be required than those currently identified, additional dates will be incorporated into the schedule and posted on the Office of Special Event’s website.
Meeting Location	World Trade Center 1250 Sixth Avenue First Floor Seminar Room San Diego, CA 92101