



### THE GREEN PROPOSED EVENT QUESTIONNAIRE

APPLICATION DATE: \_\_\_\_\_

PROPOSED EVENT DATE: \_\_\_\_\_

PROPOSED EVENT START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

PROPOSED EVENT SET UP DATE: \_\_\_\_\_ SET UP TIME: \_\_\_\_\_

PROPOSED EVENT TAKE DOWN DATE: \_\_\_\_\_ TAKE DOWN TIME: \_\_\_\_\_

PROJECTED ATTENDENCE: \_\_\_\_\_

COMPANY/ ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EVENT BENEFICIARY (IF APPLICABLE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

501c3: YES            NO

PERCENTAGE OF PROFIT FROM EVENT WHICH BENEFITS THE NON-PROFIT (LESS EXPENSES): \_\_\_\_%

WILL FOOD/ NON-ALCOHOLIC BEVERAGES BE SERVED OR SOLD? YES            NO

IF YES, EXPLAIN: \_\_\_\_\_

WILL ENTERTAINMENT BE PROVIDED? YES            NO

IF YES, EXPLAIN: \_\_\_\_\_

SOUND EQUIPMENT: YES            NO

WILL ADDITIONAL VENDORS, OTHER THAN FOOD, BEVERAGE & MUSIC BE USED? YES            NO

IF YES, LIST ADDITIONAL VENDORS: \_\_\_\_\_



**PROVIDE A SCHEDULE OF EVENTS ALONG WITH A SITE PLAN WHICH INCLUDES:**

- FEATURES AND ATTRACTIONS (INCLUSIVE OF TENT SIZES & PROPOSED LOCATIONS)
- PROPOSED PARKING(INCLUSIVE OF HOW YOU WILL HANDLE OVERFLOW PARKING)
- LOCATION OF WASTE DISPOSAL FACILITIES/OVERALL PLAN FOR CLEAN UP
- ACCESS FOR DISABLED
- RESTROOM ACCESS PLAN
- ROAD CLOSURES, POLICE, EMS, OR SECURITY NEEDED