Large-Scale Event Proposal

Thank you for considering Prospect Park for your event. You must complete a proposal in writing at least 90 days prior to your event to process the required permit.

An event is considered large-scale if any of the following conditions apply:
- Attendance is expected to exceed 250.
- Event will impact the Park Drive or pedestrian paths.
- The event will include promotion of a product, service, organization, etc.
- Press participation is included in your event plan.
- Any type of platform, stage, or structure is erected.

Your proposal must include the following:
- Contact name, phone number and email address.
- Press contact.
- Description of group or company presenting the event (approx 50 words).
- Complete and detailed description of the event.
- Number of event participants and anticipated spectators.

If applicable, your proposal must also include:
- A list of proposed sponsors and/or advertisers.
- Proposal for banner placement that includes size and description of banners.
- Advertising plan.
- List of giveaways or samples.
- Plan for merchandise and/or food sales.
- Proposed number, size, location, set up, breakdown, and time of operation of tents.
- Proposed number, size, location, set up, breakdown, and time of operation of booths.
- Proposed number, size, location, set up, breakdown, and time of operation of tables.
- Anticipated needs for staging, sound, lighting, etc.

Ways to submit your proposal:
- Mail: Prospect Park Alliance
  Attn: Special Events
  95 Prospect Park West
  Brooklyn, NY 11215
  Fax: (718) 965-8950
  Email: events@prospectpark.org

If you have any questions, please contact the Special Events office at 718-965-8944.