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# Large-Scale Event Proposal

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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.
- Vehicle access needs – If vehicle access is permitted you will be required to provide the following Information prior to issuance of permits: Number and type of vehicles, make/model of each vehicle, license plate number (include State) for each vehicle, driver's name and license class/type.

**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](mailto:events@prospectpark.org)**

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