

# Event Planning Request Form

## Davis Downtown Business Association

The Davis Downtown Business Association puts on a variety of events each year. Proposals for events should be submitted 90 days prior to the day(s) the event would occur; however, there may be exceptions. City permit process requires a minimum of 60 days notice.

Fill out this form, and attach additional pages as needed. Submit completed documents to Autum Batton, DDBA Event Coordinator, at [autum@davisdowntown.com](mailto:autum@davisdowntown.com) OR call 530-756-8763 to coordinate the drop off of your printed packet to the DDBA office at 826 Second Street, Davis, CA 95616

### **Title of Event:**

**Goals:** *(priority is given to events that offer the most benefit to the downtown and its businesses)*

### **Describe the Event:** *(supply additional pages along with this form)*

- Which organizations, businesses, individuals are involved?
- How many people are expected to attend? Target audience?
- What will happen at this event?
- How will the activities be accomplished?
- Where does the event take place?
- Will the event require approval from the city, county, UCD, property owners?
- Does the event require permits? Ex: sound permit, street closure permit? Food vendor health permits? Open container? Park reservation?
- Does the event require portable bathrooms or extra trash receptacles?
- Are activities ADA compliant?
- Will parking be impacted?
- Will there be a need for security?
- Will the event require insurance coverage?

### **Timeline:**

**Budget:** *(will this event require monetary expenditures, contracted services, and/or volunteer time?)*

**Staff Time:** *(do you anticipate the need for DDBA staff to be involved in any aspect of event preparation or facilitation?)*

**Will your organization host the event?**

**Organization Name:**

**Does this event require or could it benefit from a subcommittee?**

**Names of the proposed subcommittee members:**

**Your Contact information:**

Name:

Title:

Email:

Phone:

Website:

**Attach Relevant Documents (Flyers / Powerpoint / Images / Photos)**