



RIVERFRONT PARK EVENT OUTLINE TEMPLATE

EVENT OVERVIEW			
EVENT TITLE		ARRIVAL TIME	
EVENT DATE(S)		EVENT START TIME	
EVENT LOCATION(S)		EVENT END TIME	
EVENT DESCRIPTION		DEPARTURE TIME	
		ESTIMATED ATTENDANCE	

DAY-OF EVENT COORDINATOR INFORMATION			
COORDINATOR NAME			
COORDINATOR ORG			
TELEPHONE			
EMAIL			
ADD'L CONTACT NAME		ADD'L CONTACT EMAIL	
CONTACT PHONE 1		CONTACT PHONE 2	

EVENT SCOPE	
TARGET AUDIENCE	
MARKETING PLAN (How do you plan to promote your event?)	
OBJECTIVE(S)	

EVENT SPECIFICATIONS AND DETAILS	
QUANTITY	DETAILS AND COMMENTS: (Please provide a general overview of your event activity. Final details will be determined if grantee is awarded)
VENDORS do you plan to have at your event?	
FOOD VENDORS/TRUCKS	
BEER GARDENS	
VEHICLES will need to enter the park?	
OTHER	

EVENT ITINERARY	
ESTIMATED TIME	ACTIVITY: Please provide an estimated timeline of event activity.

A/V TECH DETAILS			
A/V EQUIPMENT REQUIREMENTS	DESCRIPTION/COMMENTS: (if none, write n/a)		
LIGHTING			
SOUND			
STAGE			
SPEAKERS			
LIVE MUSIC			
DESCRIBE STAGING SET-UP			
A/V COMPANY NAME		A/V PHONE	
A/V POINT OF CONTACT		A/V EMAIL	
DESCRIBE ANY ADDITIONAL SET-UP REQUIREMENTS			

ADDITIONAL COMMENTS/SUPPORTING DETAILS