



Moving Event Preliminary Proposal Form

To be completed by Event Organizer

The Port of San Diego Parks & Recreation Department oversees special events on the Port tidelands. This form provides a guideline only and is the minimum information necessary for staff's preliminary review of any proposed moving event (parades, marathons, triathlons, corporate fun runs, walks, bike rides, swims, etc.) located in areas under the jurisdiction of the Port of San Diego.

- 501+ attendees: form must be completed no fewer than 6-months in advance of the proposed event
- 500 attendees or fewer: form must be completed no fewer than 2-months in advance of the proposed event

Review of your preliminary proposal and proposed route does not guarantee the date requested or that an event permit will be issued. No moving event should be announced or promoted in advance of staff's review of the requested date(s), location, and route approval by the Port of San Diego Parks & Recreation Department.

Moving events require significant planning, community outreach and feedback in the development of the proposed route. The review process will include event coordination with Port staff, regional agencies, and impacted businesses.

Event Type (run, walk, parade, etc.)		
Event Name		
Event Start Location		
Event End Location		
Pass Thru location(s)		
Staging/Storage Areas		
Non-Profit <input type="checkbox"/> Yes <input type="checkbox"/> No	Paid Admission <input type="checkbox"/> Yes <input type="checkbox"/> No	Per Ticket Cost Range:

Event Description Submittal of the Proposed Route Diagram and Turn-by-Turn Narrative with time stamps is required.

Submittal of this form does not guarantee dates, locations, or venues.

Proposed Event Date(s)	Proposed Event Day(s) of Week	Proposed Event Time(s) Start and End	Estimated Total Attendance
Day 1			
Day 2			
Proposed Set-up Date(s)	Proposed Set-up Day(s) of Week	Proposed Set-up Time(s)	
Proposed Dismantle Date(s)	Proposed Dismantle Day(s) of Week	Proposed Dismantle Time(s)	

Amplified sound not to exceed 85 dB between sound board and water's edge.

	TIME BEGIN	TIME END
Hours of Amplified Sound – Rehearsal/Sound Check		
Hours of Amplified Sound - Event		

Proposed Sound Monitoring Plan (dB levels, monitoring equipment, recording, reporting process)

Equipment (lighting, oversize structures, etc)

No. of Stages:	No. of Dumpsters:	No. of Generators:	No. of Portable Toilets:
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Alcohol Plans (who is supplying, how is it being dispensed, etc)

Type	<input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor <input type="checkbox"/> Other	Beer Garden	<input type="checkbox"/> Yes: <input type="checkbox"/> No	No. of Vendors Serving Alcohol:
Length of Beverage Services	<input type="checkbox"/> All Event Hours: _____ <u>Or</u> <input type="checkbox"/> Limited Time Hours			
Imposed Limit on Alcohol	<input type="checkbox"/> Max #__ of Drinks <input type="checkbox"/> Drink Tickets <input type="checkbox"/> Wristbands <input type="checkbox"/> Cup size Limit <input type="checkbox"/> Other: _____			

Traffic Management Plan (road closure, location, date, time)

Traffic Delays Yes No If yes, list street/location:

Parking Plan (public transportation, shuttles, ADA, valet, Parking Availability for Public vs event Attendees, etc.)

Park Parking Lot Usage	<input type="checkbox"/> Event Space <input type="checkbox"/> Event Parking	Other Parking Lot Usage	<input type="checkbox"/> Yes <input type="checkbox"/> No Location: _____
Paid Parking	<input type="checkbox"/> Yes <input type="checkbox"/> No Cost: _____	Ride Share	<input type="checkbox"/> Yes <input type="checkbox"/> No Location: _____

What is the process for managing event related complaints or comments (sound, parking, park access, traffic etc.)

Describe how the footprint of proposed event impact public access to park or surrounding area during set up, event, and dismantle?

Organization Name			
Organizer's Name/Title		Telephone	
Organizer's Email		Event Website	
Attach Proposed Route Diagram and Turn-by-Turn Narrative with time stamps (file names)			

Email completed form, proposed route, and any additional documentation to movingevents@portofsandiego.org.

For additional information contact the Port of San Diego's Parks & Recreation staff at 619-725-6001.

For Office Only- Port of San Diego Comments and Insights

Type of crowd, capacity, demographics; Political Concerns (CDP, Cities, Tenants, Surrounding Infrastructures, Multi event areas; Parking Concerns, etc

Initial Assessment of Estimated Attendance in Relation to Site and/or Venue Capacity:

Any Initial Safety Concerns Given the Attendees Proximity to Thoroughfares (Roadways > 40 mph) and/or Waters Edge:

Potential for Physical Altercations or Public Disruptions Given the Nature of the Event, Crowd, and/or Attendees:

Assessment of Other Port Related Events Co-occurring in the Area and/or Impacts to Nearby Critical Infrastructure: