



## GREENWAY CONSERVANCY EVENT RESERVATION FORM

*Thank you for your interest in using the Rose Fitzgerald Kennedy Greenway for your event!*

Please supply the following event details to reserve a space for your event on the Greenway and send back to us preferably via email ([eventproposals@rosekennedygreenway.org](mailto:eventproposals@rosekennedygreenway.org)), but also via fax (617-292-2705) or mail (185 Kneeland Street, Boston MA 02111).

### Event information

Applicant Name on Special Event Permit Application: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Date of Proposed Event: \_\_\_\_\_

### Site plan

Please submit a map showing where you expect to hold your event. Maps can be found on the Conservancy website at <http://www.rosekennedygreenway.org/visit/greenway-info/maps/>

### Detailed event description:

*(Please be as specific and accurate as possible as this information will be shared with the public)*

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### Short Calendar Description (maximum 3 lines):

*(This will be included in the online Greenway [calendar](#))*

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### Alternative plan in the event of rain or lawn closure:

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### Event set up / breakdown

What equipment do you propose to bring into the park?

*Please list all items (e.g., tables, cables, extension cords, signs, speakers, microphones, lighting, staging, tents, portable toilets) - please include decorative and promotional items.*

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Describe your procedure and timetable for set-up, breakdown, and cleanup.

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### Marketing

*(Please feel free to include similar contact information for relevant partners and sponsors.)*

Marketing contact name, phone, email (if different from above): \_\_\_\_\_

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How will your event be marketed or publicized prior to the event date? (Circle all that apply):

- Web
- Word of mouth
- Newsletter
- Other (Please describe): \_\_\_\_\_

Event/Organization website (and/or blog): \_\_\_\_\_

Link to event info: \_\_\_\_\_

Facebook page: (e.g., facebook.com/rosekennedygreenway): \_\_\_\_\_

Twitter handle: (e.g., @HelloGreenway): \_\_\_\_\_

*To help us market your event, please:*

- Email us high quality digital photos and relevant logos (.ai or .eps file)
- Tag the Greenway in all relevant social media posts (Facebook: @RoseFitzgeraldKennedyGreenway / Twitter: @HelloGreenway)

*Thank you! Please email us at [eventproposals@rosekennedygreenway.org](mailto:eventproposals@rosekennedygreenway.org) with any questions.*