



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), 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)

Short Calendar Description (maximum 3 lines):

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

Alternative plan in the event of rain or lawn closure:



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.

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

Marketing

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

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

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 with any questions.