

# World's Fair Park & Volunteer Landing Event Information Sheet

Public Building Authority • World's Fair Park & Volunteer Landing Event Office  
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Mailing: 400 Main Street, Suite M22, Knoxville, TN 37902 • Attn: Liz Lyons

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The World's Fair Park Event office will send a copy of this form to the Special Event Office in order for your event to be placed on the City of Knoxville's Special Event Calendar. **It must be submitted to the World's Fair Park Event Office 60-days prior to the event to be placed on the City Calendar.**

## Event Contact(s)

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

## Event Information

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Setup (Date/Time): \_\_\_\_\_ Teardown (Date/Time): \_\_\_\_\_

Event Location: \_\_\_\_\_ Time of Event: \_\_\_\_\_

## Event Description

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## Please select your event type:

Public Event       Private Event

\*\*\* Private events will not be listed on the online WFP/VL calendar nor on the City's calendar

### Office Use Only:

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|--|--|
| <input type="checkbox"/> Date Available        | <input type="checkbox"/> Date Confirmed with Contract          |
| <input type="checkbox"/> Tentative Reservation | <input type="checkbox"/> Event shared with City Special Events |