



East Village Business Improvement District Special Events Committee
Community Event Presentations Review Process

The East Village Business Improvement District Special Events Committee meets usually once a month. Please check website eastvillagesandiego.com or email specialevents@EastVillageSanDiego.com to confirm date/time/location.

Presenters must submit information* in writing about their issue/subject matter preferably one month prior to the meeting to be placed on the agenda. If you have handouts, please bring a minimum of 12 copies for the special events committee and email an attachment. All meeting agendas, minutes, and background information are made available to the public.

There is a time limit of three to five minutes for presentations. Based on subject matter, the Special Events Committee may approve allocating a longer time period. The following recommendations may be made by the Special Events committee 1) Recommend letter of support for event to East Village Association Board of Directors 2) Recommend letter of support with conditions and/or stipulations to EVA Board of Directors 3) Recommend a letter of acknowledgement that presentation was given 4) Request Community Event organizers to make a presentation to the full EVA board or 5) Recommend to withhold letter of support.

*Please provide the following information:

Name of Presenter:

Organization Name:

Phone/email:

Address:

Subject/Issue:

If this is an event: Date/Time/Location:

Are you asking for an action by the Board? [check] ___Yes ___No

If so, please explain the action requested. (e.g. approval)

How does this affect and benefit East Village?

Need more than 3 minutes for presentation? Explain.

Do you have handouts? [please check]: ___Yes ___No Please attach handouts.

Have you filed for City of San Diego Special Events permit? ___Yes ___No

Additional Notes:

Please return by mail to: Executive Director, East Village Business Improvement District (Date rec'd _____)
1041 Market St. #200, San Diego, CA 92101
by fax :619.239.1200
by email SpecialEvents@EastVillageSanDiego.com