

Special Events

Santa Clara County Fairgrounds Management Corporation

344 Tully Road ♦ San Jose, CA 95111

408/ 494-3165 or 408/ 494-3100 ♦ Fax: 408/ 998-7223

rbfair@earthlink.net

www.thefair.org/communit.htm

Dance/Concert Proposal

Promoters wishing to hold dances or concerts to gain profit must submit a proposal of intent. The proposal will be reviewed and you will be notified by mail or telephone call within 30 days. The proposal must be typed, in form of a letter and include the following information:

- 1) Name of promoter, organization or person organizing the event
- 2) Name of event
- 3) Date and time of event
- 4) Purpose or type of event
- 5) What type of music will be played?
- 6) DJ or live performance?
Please include background description of DJ or live performer(s).
- 7) Will admission be charged? If so how much?
- 8) What age group are you targeting? Expected attendance?
- 9) Do you plan to have concession? Will alcohol be served?
- 10) Do you plan to have vendors selling novelty items / merchandise?
- 11) How do you plan to advertise for your event?
- 12) List three (3) references. Preferably other venues where you have held previous events.

**Please list two (2) or more proposed dates for your event. This proposal does not ensure you a reservation for any dates listed.*

Please add your name, organization name, phone and/or fax number and any additional information that is relevant to your event and submit to:

The Special Events Department

Or

Attention: Marketing Director

(See address above)