

- 1) Event proposal with objective of the event & description of the use
 - a) Programme of event
- 2) Cleaning Plans
- 3) Site layout plan
- 4) Land Area with breakdown
- 5) Gross Floor Area with breakdown (for building case)
- 6) Expected turnout (number of pax)
 - a) Profile of target audience
- 7) Loading and unloading plans
- 8) Set up and teardown plans
- 9) Any promotion/sales of products/F&B? If yes, details such as type of products, size of booth.
- 10) Any sub-letting of space? If yes, details of the sub-letting.
- 11) Ticket price (for ticketed events)
- 12) Amount/% of proceeds to charity (for charity events)
- 13) Supporting documents (Clearance and supports)