



**Special Event/Large-Scale Event Request Form**

Please fill out this request form and submit to the Tanglewood Park Marketing & Events Office. Special Events are typically booked 12-18 months in advance. Please note that submitting this form does not guarantee any requests for special events and all requests must go through an approval process.

**General Information**

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

Event Date(s): \_\_\_\_\_

Description of Event (Please briefly describe the event):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Daily Attendance: \_\_\_\_\_

**Organization and Applicant Information**

Organization Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Additional Comments/Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After review of this request form is completed, if there is availability and the opportunity for Forsyth County Parks and Recreation to accommodate this request, a Special Events Application form will be provided to requestors to review, complete, and sign.