

Letter of Intent Check List

Van Nuys Airport Special Event

LOI must include the following event details:

- Location
- Date(s)
- Hours
- Event Description
- Type of displays
- Displays static or moving
- Number & type of aircraft / vehicles
- Who will ground handle aircraft
- Number of attendees
- Open to the public or private
- Any VIPs expected
- Any media expected
- Any filming
- Any large tents
- Any alcohol being served
- Any cooking / open flame
- Event map
- Security Plan / crowd control / public safety
- Evacuation Plan
- Parking Plan
- Confirmation LAFD / APP were notified
- Insurance
- Contact numbers