



JOHN WAYNE AIRPORT  
SPECIAL EVENT APPLICATION

**Application must be submitted no later than thirty (30) days prior to the event.**  
Please submit the Special Event Requirements Memo and Event Application to  
Jordan Wong and/or Evanna Barbic [CommercialRevDev@ocair.com](mailto:CommercialRevDev@ocair.com)

Date submitted: \_\_\_\_\_

1. Tenant hosting Special Event: \_\_\_\_\_

Tenant email: \_\_\_\_\_ Tenant phone no.: \_\_\_\_\_

2. Is this event  NON-AOA or  AOA?

3. Will guests have access to AOA? Yes  No

4. Description of Special Event (including name of event and purpose):

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

5. Special Event contact person: \_\_\_\_\_

email: \_\_\_\_\_ phone no.: \_\_\_\_\_

5. Date(s) of Special Event: \_\_\_\_\_

6. Duration of Special Event: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

(Attach schedule of activities or timeflow if available.)

7. Estimated number of guests: \_\_\_\_\_

8. Estimated number of Tenant's staff working the event: \_\_\_\_\_

9. Estimated number of Event staff working the event: \_\_\_\_\_

10. Estimated number of guest vehicles: \_\_\_\_\_

11. Estimated number of vendor or other vehicles: \_\_\_\_\_

12. Where is the proposed access point for vehicles? \_\_\_\_\_  
\_\_\_\_\_

13. What is your proposed parking location for vehicles?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Will valet parking be provided? Yes  No

15. Valet company name: \_\_\_\_\_

16. Valet company contact person: \_\_\_\_\_

email: \_\_\_\_\_ phone no. \_\_\_\_\_

17. Describe layout plan indicating staging areas and locations of food tables, bar, dancing, stage, aircraft or vehicle displays, etc. (or attach layout map): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Describe any other planned activities during the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Provide any additional information regarding the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Will alcohol be served? Yes  No

21. If your response to #20 is yes, will alcohol be for sale? Yes  No

22. Do you or your caterer have a permit to serve alcohol at the event? Yes  No   
Attach a copy.

23. Will an open flame be needed for any food preparation? Yes  No

24. If your response is yes, please specify the exact location, type, and quantity of open  
flame equipment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

25. Do you or the event sponsor anticipate or plan to invite any media personnel to the  
event? Yes  No

If your response is yes, contact AnnaSophia Servin, JWA Public Affairs,  
[AServin@ocair.com](mailto:AServin@ocair.com), (949) 252-5182.

Do you or the event sponsor anticipate or plan to do any filming at the event for  
commercial purposes? Yes  No

If your response is yes, you must apply for a County of Orange permit at  
<http://www.ocair.com/businessandemployment/filming>. For more information about  
filming, contact Elma Choi, [echoi@ocair.com](mailto:echoi@ocair.com) (949) 252-5213.