



DAYTIME SPECIAL EVENT REQUEST

National Naval Aviation Museum
1750 Radford Blvd. Ste.
Pensacola, Fl. 32508 Ph# 850-308-8963
email: dbell@navalaviationmuseum.org

Before booking, please visit "<https://museumreservations.skedda.com>" login with credentials: nnamreservations@gmail.com and then the password Museumreservations60! And ensure that the date you are requesting is available.

Request Date:	<input type="radio"/> New	<input type="radio"/> Revised	POC:	
Customer Name:			Command:	
Address:		State:	Zip code:	Phone:

Check Blocks for Items Needed

Sound System
 Wireless Mic
 Bullets
 Side Podium
 Bell
 Red Carpet
 #Music
 # of Chairs
 Visual Screen Above Stage
 PA System
 Visual support/
 Table on Stage
 # VIP Parking Spaces
 # Rectangular Tables

0900-1000 setup and 1000 to 1100 ceremony morning event slot. 1300 to 1400 setup and 1400 to 1500 ceremony afternoon evening slot. Dates and times of practices and ceremonies will not be changed unless written request has been submitted to the Museum Reservation Coordinator via e-mail to dbell@navalaviationmuseum.org to be considered for approval. Customer will be notified via e-mail.

SPECIAL EVENTS INFORMATION REQUIREMENT:

Event:				Date of Event:			Location:						
Practice Date:		Start Time:		End Time:		Setup Time:		Start Time:		End Time:		Attendees:	<input type="text"/>
Military Sponsor:	<input type="text"/>			Phone#	<input type="text"/>		Email:	<input type="text"/>					

Practice Date: Begin Time: End Time:

Please List all Flag Officers attending event or guest speaker of event:

RECEPTION

Self-Catered
 Catered
 Lemonade, water, tea, coffee & ceremonial cake
 Begin Time: End Time:
 Location:
 #Attendees:

NAS MWR Approved Catering List

1. Classic City Catering 850- 433-8064
2. Nancy's Haute Affair 434-0112 or 393-4565
3. **Nouveau** Pasteries & Catering 850-626-1615
4. Culinary Productions, Inc. 850-469-0445
5. Portabello Market 850-439-6545
6. Five Sisters Blues Cafe 850-912-4856
7. Great Southern Restaurants 850-433-9450
8. Chick Fil A 850-455-6100
9. Sonny's BBQ- 850-456-2000

Special Requirements to be listed below for approval by NNAM.

Date:

I have read and I understand all policy guidelines.

Signature:

Please read the instructions regarding Daytime events on the reverse side. Please initial and sign form.

Please Read
Special Information Regarding Daytime Events

Please understand that the National Naval Aviation Museum is one of the largest institutions of its kind in the world and is very much a working museum. To this end, we may not be able to control the noises associated with the functioning of a busy museum that may arise during a ceremony or event held during our hours of operation. (Check Read Special Request

Please be as specific as possible when requesting special requirements such as parking, and audio requirements so that museum staff members can assess the ability to meet these requirements and schedule them. (Check Read

Set-Up and Breakdown

Set-up for events will not begin before 9:00 AM unless approved by the Director, National Naval Aviation Museum.

The requesting activity or group is responsible for returning the event area to the state of cleanliness and order. Chair and table set-up and breakdown are the responsibility of the customer. (Check Read

Practices

Particularly in the case of military ceremonies, we understand the need to schedule a practice prior to the actual event and will accommodate these requests. However, please be advised that actual ceremonies and events take precedence over practices. (Check Read

Publicity

Events held in the museum may not be publicized in print, broadcast, or online media without prior approval of the museum. (Check Read

Please be advised that all events are subject to change by the National Naval Aviation Museum. Operational requirements may require a change in scheduled events. Every effort will be made to minimize the impact of possible changes. (Check Read

No event that may be interpreted as a fund raiser or political activity may be held in the museum. (Check Read

I hope the above information answers many of your questions about holding an event in the museum. Please note that you will require a military or Naval Aviation Museum Foundation sponsor before an event can be considered. () check as read

Date/Time :

Signature:

Internal Use Only

Approved:

Date/Time

Confirmation via e-mail 3 to 5 days upon receipt of request

Disapproved:

Signature