



# SPECIAL EVENT REQUEST

## Requestor Information

Date of Request

Company Name

Requestor Name

Email Address

Phone

## Event Information

Event Name:			
Date of Event:		Time of Event:	
Type of Event:			
Anticipated Attendance:	Adults	Children	<input type="checkbox"/> Static Aircraft Display <input type="checkbox"/> Live Flights
*POC day of event:	Name:	Cell #:	Email:
Vehicle Parking location:			
Catering type offered:			
Access to AOA/hangar door open? If yes, describe security measures in place during event (i.e.: escorts required, stanchions, etc.).			
Additional Information or description of event:			
Submit request:	Email to: <a href="mailto:Badgingoffice@flyoma.com">Badgingoffice@flyoma.com</a>		

\*Point of Contact

\*Save file to local drive/computer before submitting.

## OAA Authorization

Hold harmless received: <input type="checkbox"/> Date: _____ <input type="checkbox"/> NA	Insurance received: <input type="checkbox"/> Date: _____ <input type="checkbox"/> NA
Reviewed completed by (enter name):	
<input type="checkbox"/> ASC	<input type="checkbox"/> OPS
<input type="checkbox"/> ARFF	<input type="checkbox"/> APD
Chief Commercial Officer Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Chief Operating Officer Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments or request for information:	
Request Status:	<input type="checkbox"/> Pending <input type="checkbox"/> Complete <input type="checkbox"/> Tenant Notified