

NNAM Daytime Reservation Request



National Naval Aviation Museum
1750 Radford Blvd. Pensacola
Florida, 32508
Phone: 850-453-2025
Fax: 850-453-2018
www.navalaviationmuseum.org

POLICY GUIDELINES:

For Using the National Naval Aviation Museum Locations

All events must be concluded within their allotted time-no exceptions. Ceremonies, events, autograph sessions and functions take precedence over **PRACTICE SESSION**.

DAYTIME EVENTS:

Set-up for events will not begin before 0900 unless approved by the Director, National Naval Aviation Museum.

0900-1000 setup, and 1000 to start 1100 to end for morning events 1300 to 1400 setup, and 1400 to start 1500 to end for afternoon events. All ceremonies catered receptions must be concluded by 1530 (variations from this schedule must be approved in advance.)

Request Number:

Date of Request: New Revised

Customer Name:

POC: Phone:

Command:

Command Address:

State: Zip code: Phone:

POC E-mail:

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

Please be advised that this is a working museum and some noise associated with normal operations can be expected.

Requesting activity is responsible for setting up and breaking down and returning the event areas to their original state of cleanliness & order. **Chair setup and breakdown is the responsibility of the customer.

Check Blocks for Items Needed

Sound System Wireless Mic Bullets

#Music Red Carpet Side Podium # of Chairs

PA System 64in. LCD TV Stage Visual Screen Above Stage Bell

Rectangular Tables Visual support/ Special Parking

Aircraft movement Risers Table on Stage

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

NO EVENT THAT MAY BE INTERPRETED AS A FUNDRAISER OR POLITICAL ACTIVITY MAY BE HELD IN THE MUSEUM.

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.

Event:

Location: #Attendees:

Date: Setup Time: Start Time: End Time:

Practice Date: Begin Time: End Time:

Reception: Location:

Self-Catered Begin Time: End Time:

Catered Begin Time: End Time:

***Food & Beverage Polices:

Self-catering is limited TO ceremonial cakes, water, tea and lemonade.

**Reservations will be made through Museum Reservations at 850-453-2025. To confirm a reservation, this form must be signed and returned at least 30 days before requested event.

Special Requirements to be listed below for approval by NNAM.

dbell@navalaviationmuseum.org

Customer will be then notified by e-mail whether request for change was accepted or declined.

Are you looking for that unique and memorable gift for this very special day!

Date: I have read and I understand all policy guidelines.

Signature:

Internal Use Only

MUSEUM SPECIAL REQUEST TASKING

Museum Reservations receives request.
Request is then forward to Mr. John Carro NNAM Administration Officer.
Based on request, museum will coordinate requirements for aircraft movements, audio-visual, special parking parking, etc.
Museum approves event and returns form to Museum Reservations.

TASK	DUE DATE	DONE	INITIALS

Approve / Disapprove

Date

John Carro

Additional Notes:

**Please be as specific as possible when requesting aircraft movements, special parking, audio visual requirements so that museum staff members can assess the ability to meet these requirements and schedule them.