



October 8, 2015

Application Process for Outdoor Special Events – Summer 2016

In order to better manage and support the large number of supplier requests for outdoor sampling events in LCBO store parking lots, detailed proposals for May-September 2016 events are due no later than January 29, 2016.

Please review the attached "Outdoor Events Reference Information" document to assist with completing your application. The attached application form must be fully-completed and accompanied by required images, floor plans etc.

Special Events will review submissions and approve concepts in February. You will then be contacted to confirm if your event preparations can move forward.

If you have any questions regarding the attached, please contact Sue Antoniou at 416-864-2422 or sue.antoniou@lcbo.com.

Sincerely,

Karen McGee
Assistant Manager, Special Events
Marketing

