



## Special Event Guidelines Production Meetings

The Citywide Team holds production meetings throughout the year with event organizers for the purposes of pre-event coordination, post-event evaluation, and discussion of special needs or issues unique to an event or community. Production meetings also provide event organizers with feedback regarding proposed new events. If you would like to meet with the Citywide Team, please contact the Office of Special Events.

### Topics of Discussion

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As the event organizer, you will present your event plans or issues to be discussed to the Citywide Team. Meetings are managed in a roundtable discussion format.

If the topic of discussion involves information contained in an application already on file with the Office of Special Events, copies of it will be distributed to meeting attendees prior to the meeting. If material has not been provided to the Office of Special Events prior to the meeting, bring fifteen (15) hard copies of each permit application, map, or plan to be discussed.

Following are common topics of discussion at production meetings:

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| ▪ Venue Design  | ▪ Insurance Requirements                       |
| ▪ Type of Event   | ▪ Traffic Management Plan                      |
| ▪ Event Components (such as music and other activities) | ▪ Americans with Disabilities (ADA) Compliance |
| ▪ Set-up and Dismantle Plan                             | ▪ Community Support/Issues                     |
| ▪ VIP/Dignitary Presence                                | ▪ Illegal Vendors                              |
| ▪ Alcohol Management                                    | ▪ Additional Required Permits/Approvals        |
| ▪ Cash Management                                       | ▪ Cost Reduction Strategies                    |
| ▪ Security Responsibilities                             | ▪ Other  |
| ▪ Storm Water Management                                |  |
| ▪ Recycling/Trash Plans                                 |  |



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### Meeting Attendees

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Representatives from the Host Organization including the Chief Officer, Primary Contact and any other individuals authorized to make operational and financial commitments regarding the event on behalf of the Host Organization must attend the meeting with the Citywide Team.

Host Organizations are encouraged to invite the professional service providers contracted to provide support services for the event in areas such as:

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|-----------------------|-----------------------------------|
| ▪ Private Security    | ▪ Food Concessions                |
| ▪ Production Services | ▪ Vendor Coordination             |
| ▪ Medical Support     | ▪ Parking/Transportation Services |
| ▪ Trash/Recycling     | ▪ Community Relations             |
| ▪ Storm Water         | ▪ Other                           |