

# SPECIAL EVENT MEETINGS



THE CITY OF SAN DIEGO

Office of Special Events  
 1250 Sixth Avenue, Seventh Floor  
 San Diego, CA 92101  
 Telephone: 619.685-1331  
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[www.sandiego.gov/specialevents](http://www.sandiego.gov/specialevents)

<p><b>Annual schedule of meeting dates and times</b></p>	<p>The Citywide Special Events Management Team holds meetings throughout the year with event organizers for the purposes of pre-event coordination, post-event evaluation and to address special needs or issues unique to an event or community. Meetings are also held to provide event organizers with feedback regarding proposed new events. These meetings involve representatives from a number of City departments and other government agencies.</p> <p>In order to accommodate the increasing number of meeting requests being made, the Office of Special Events has identified meeting dates and times through the end of this fiscal year. If you would like to meet with City staff regarding an event, please complete a Special Event Meeting Request and return it to the Office of Special Events. Your meeting date and time will be confirmed upon receipt of the request and the week prior to the scheduled meeting. We encourage you to schedule your meeting date(s) well in advance.</p>	
<p><b>Who Should Attend</b></p>	<ul style="list-style-type: none"> <li>• The primary permit applicant or representatives of the applicant who can make operational and financial commitments regarding the event</li> <li>• Professional service providers who have been contracted to provide support services to the event such as:                         <ul style="list-style-type: none"> <li>➢ Private Security</li> <li>➢ Production Services</li> <li>➢ Medical Support</li> <li>➢ Sanitation</li> <li>➢ Food Concessions</li> <li>➢ Vendor Coordination</li> <li>➢ Parking and Shuttle Services</li> <li>➢ Community Relations</li> </ul> </li> </ul>	
<p><b>Suggested Topics of Discussion</b></p>	<ul style="list-style-type: none"> <li>• Venue layout</li> <li>• Type of event</li> <li>• Event components such as music and other activities</li> <li>• Set-up and dismantle plan</li> <li>• VIP/dignitary presence</li> <li>• Alcohol management</li> <li>• Cash management</li> <li>• Security responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Parking/shuttle plan</li> <li>• ADA compliance</li> <li>• Insurance requirements</li> <li>• Community support/issues</li> <li>• Illegal vendors</li> <li>• Other required permits and approvals</li> <li>• Cost reduction strategies</li> <li>• Other</li> </ul>

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<b>Meeting Format</b>	<ul style="list-style-type: none"> <li>• Meetings will take place in a roundtable discussion/decision making format</li> <li>• The applicant will be asked to present the event concept or issues to be discussed</li> <li>• A laptop computer and projector will be available for use in the presentation</li> </ul>	
<b>Materials To Bring</b>	<ul style="list-style-type: none"> <li>• If the topic of discussion involves information contained in a permit application that has already been accepted by the City of San Diego, copies will be distributed to meeting attendees prior to the meeting</li> <li>• If material has not been made available to the City prior to the meeting, the applicant should bring 15 hard copies of each map or plan to be discussed and/or a disc with a JPEG, Adobe Acrobat or Power Point copy of the presentation that can be projected during the meeting</li> </ul>	
<b>Dates</b>	2003 September 17 October 15 November 19 December 17  2004 January 7 January 21 February 4	2004 (cont.) February 18 March 3 March 17 April 7 April 21 May 5 May 19 June 2 June 16
<b>Times</b>	<b>Morning</b> 9:00 – 9:45 10:00 – 10:45 11:00 – 11:45	<b>Afternoon</b> 1:00 – 1:45 2:00 – 2:45 3:00 – 3:45
<b>How to Schedule a Meeting</b>	<p>Complete the attached meeting request for and fax or mail it to the Office of Special Events. To ensure a meeting date, please schedule well in advance.</p> <p>Meetings on dates other than those identified in this communication will be scheduled only due to special circumstances. Should more meeting dates and times be required than those currently identified, additional dates will be incorporated into the schedule and posted on the Office of Special Event's website.</p>	
<b>Meeting Location</b>	World Trade Center 1250 Sixth Avenue First Floor Seminar Room San Diego, CA 92101	