

Mandatory Meetings

The City's Special Events Coordinator holds 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 the event. Your Conditional Special Event Permit confirmation letter will state the times and dates for these meetings. Attendance is mandatory. The number of meetings will depend on the size and scope of your event, whether the event is a new or recurring, and/or if there have been issues in the past. The City's Special Events Coordinator will invite representatives from other City Departments to these meetings as appropriate. You are encouraged to include appropriate event personnel in these meetings.

LIST OF REQUIRED MEETINGS BEFORE AND AFTER YOUR EVENT

Pre-Event Meeting

Large-scale or first-time events may be required to have pre-event meeting(s) which generally will be scheduled 6 – 12 months prior to the actual event. The goal of this meeting is to provide information to any and all City Departments involved or impacted by your event.

On-Site Meeting

The Special Events Coordinator may require an event to have an on-site meeting. On-site meetings are generally scheduled **one month** prior to the event, and a final site map must be presented at this time.

On-Site Meetings for Multi-Day Events

Daily debriefs between City staff and on-site event management staff may be required each morning of the event to review the setup and to resolve any issues that occurred the prior day. City Staff and on-site event management staff will walk the site to ensure that no unauthorized changes were made prior to the event opening. Event staff present at these meetings will have the authority to immediately address and correct any issues or problems raised by City staff.

Failure to comply with City direction and requests in a timely manner will result in the loss of the full security deposit, the termination of the event, and/or inability to return the following year.

Post-Event Walkthrough Meeting

Your Conditional Special Event Permit confirmation letter will specify a time for a post-event walkthrough, which is conducted by the Event Monitor. The Special Events Office prefers that the permittee, event coordinator, or another authorized representative of the permittee is present during the "post-event walkthrough" inspection, as the Event Monitor will walk through the site and assess the condition in which the venue was left.

Post-Event Meeting

First-time events that expect to be recurring events may be required to attend a post-event meeting, generally held within **four weeks** after the event. This is a time to discuss any problems or ideas for the next time while the event is still fresh in everyone's mind.

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