

Checklist for City Resources

EVENT NAME: Turkey Trot EVENT DATE: Thursday, November 22, 2018
EVENT START TIME/END TIME: 8am-10am **SETUP STARTS AT: 6am CLEAN UP ENDS AT: 11am
ORGANIZER NAME: VA Momentum/Kevin Gibson ORGANIZER PHONE: 757-478-0495

✓ Public Works Support

✓ Street closures List streets to be closed (with start and end intersections)

Main St. (Grattan to Gay) from (time) 7am to noon
Gay (Noll to Mason) from (time) 7am to noon
E Wolf, E Elizabeth, E Bruce, Newman (Main to Federal) from (time) 7am to noon
Court Square from (time) 7am to noon
single lane Liberty from (time) 7am to noon

"Parking is prohibited from (date/time) _____ to _____"

✓ Post "no parking" signs at (time) 1pm on (date) 11/22

✓ Parking lot closures (date/time)

City Hall Parking is prohibited between _____ and _____

Court Square Parking is prohibited between 10pm (11/21) and 12pm (11/22)

Municipal Building Parking is prohibited between _____ and _____

Turner Pavilion Parking is prohibited between _____ and _____

Rockingham County Admin Parking is prohibited between _____ and _____

"Jimmy Madison" Parking is prohibited between 10pm (11/21) and 12pm (11/22)

Newman Ave Parking (both lots) is prohibited between 10pm (11/21) and 12pm (11/22)

Magnolia's Parking is prohibited between _____ and _____

Grassy Lot Parking is prohibited between _____ and _____

Gravel Lot Parking is prohibited between _____ and _____

Newman St. Parking Parking is prohibited between 10pm (11/21) and 12pm (11/22)

Main St. Parking Parking is prohibited between 10pm (11/21) and 12pm (11/22)

Liberty St. parking Parking is prohibited between 10pm (11/21) and 12pm (11/22)

✓ Post "no parking" signs at (time) 1pm on (date) 11/20

✓ Digital Message Boards

Location/Date: Main and MLK

Location/Date: _____

Other Signage

Location/Date: _____

Location/Date: _____

Barricades/Yodocks (see map for placement)**

Number of Barricades: ___X_____

Number of Yodocks: ___X_____

Filled

Unfilled

Refuse & Garbage Removal

- Roll off container (30yard)

Location: Behind City Hall_____

Flusher Truck (i.e. event with alcohol require the flusher truck afterwards)

Sweeper (i.e. parades require street sweeper after event) Discussed w/ organizer--no sweeper needed for this event

****Number of PW Staff: 6**

PW Other: If volunteer shifts not filled by Oct. 15--proceed with AWP_____

Police Support

Number of officers: 7 total (6 + supervisor)_____

Safety demo: _____

Traffic Marshall Training

Number Traffic Marshalls Anticipated: 20_____

Reflective vests requested

HPD Other: VA Momentum to submit Form 59 as soon as approved by Council, if not filled by October 1st, open up to JMU officers_____

Fire/EMS Support

Command Post

Location: _____

Safety demo: _____

Access to FDC

Location: _____

Location: _____

20'ft fire lane access

Location: _____

Location: _____

Engine

Fire Marshall

Fireworks Permit

Shooting Location: _____

- Building Permit (for tents >900 ft²) + Inspection
- Tent Inspection (for tents >400 ft²)

Fire Other: _____

HDPT Support

Routes affected: _____

HDPT Other: _____ Access to Lineweaver? _____

ADDITIONAL NOTES:

_____ ****keep eye on Colonnade in out and direct to Mason. Slight alteration to 2017 course; approved by SEC for TT for 2018 and in future years (barring no major changes downtown)**

For HDR Use Only:

- Water hook up** – Water hook-ups are only available in the Turner Pavilion & Park area
- Electrical hook up**
 - Courthouse
 - Pavilion
 - Park

- Turner Pavilion & Park Rental Fees submitted
- Turner Pavilion & Park Electrical Hook Up & Fees
- Certificate of Insurance and Endorsement(s) submitted
- ABC License submitted
- Workers Compensation document submitted
- Vendor List submitted
- City Hall Employee Notification

