

# 2018 Denver DeCOMP Planning Meeting

## Meeting Minutes

**Date:** September 19, 2018

**Attendees:** Sante, Steve, Schmidt-e, Josh, Patrick, Portia, Marcus, Liz, Pendito

### Confirmed Leads

<b>Event Lead</b>	Sante
<b>Venue Lead</b>	Steve Goldrush
<b>Art Grant Committee</b>	Japangela, Ginger, Kate
<b>Gate Lead</b>	Patrick
<b>Placement Lead</b>	Nitro Nick
<b>Fire Safety Lead</b>	Nitro Nick
<b>Fire Performance Lead</b>	Paulie (Thirsty)
<b>Sound Lead Team</b>	Bruiser, Steve Goldrush, Brian, Schmidt-e
<b>Budget Lead</b>	Dugan
<b>CAD Work Lead</b>	Josh
<b>Gifting Lead</b>	Liz
<b>Communications &amp; Secretary</b>	Liz
<b>Volunteer Co-Leads</b>	Marcus & Kate
<b>Workshops Lead</b>	Calamitee Meg
<b>LNT (Leave No Trace)</b>	Devin Jewel
<b>Decor Lead</b>	Sam Carstens
<b>Volunteer Party Planning Lead</b>	Jenny
<b>Graphics</b>	Jesse
<b>Pleasers</b>	Stephanie
<b>Ticketing</b>	Lea
<b>Greeters</b>	Cyndi Moon
<b>Non-Fire or Sound Performance</b>	June Rodgers

## Discussion

### CAD

- Josh is going to put out a spreadsheet to get everyone's space needs
- Need to put the fire performance where it's supposed to be

### Permitting

- Fox St. is on the radar with the city of running events with doing illegal events
- Needed to rezone the event to Bazaar / Carnival permit - the only way we can continue the event is to end the event by 11pm
- Reduced the bar minimum to \$10k
- Messaging with the time changing...
- Staff can probably hang out after the event
- Will be approved tomorrow if we want to go through with it, liquor will be approved Fri, fire permit has not yet been approved (they thought we were hosting inside...it's not, it's outside)
- Open at 11am, code is 9am, so they can set up early

### Tickets

- If someone wants a refund, they can request it

### Volunteers

- Volunteers get wiped out, those that have already signed up
- Needs some volunteer shifts for signage on Friday night

### Food Trucks

- Arrive between 11am and 1pm, they leave when they want
- Pull a temporary soft street closure - Sante
- Gluten & vegan options available

### Sound

- Preference is that you set up all your stuff up on Friday night or early Sat morning
- We need the generators Friday night

### Infrastructure

- All site services are coming Fri night (including security and fencing - will know by Friday who the fencing company is, Patrick wants to be there when they arrive)
- Need to get a production plan set up for day of - need to review on September 26 at meeting

### Communication

- Write up messaging about spinning the time
- Change the website
- Send emails to people who bought tickets
- Post on the event page on Facebook
- All artists and performers will get notified by their Leads

### Gifts

- Photo booth is confirmed, just need to put down deposit
- Also stainless steel straws for volunteers

- And extreme gift is being discussed with a local artist

### **Lighting / Signage**

- Need a plan for lighting, especially for Friday night while people are setting up
- Where do we want signs? We can give 45 signs from the sign camp pop up,
- Will find out if the venue lights will work at night

### **Medical**

- Need an update from Chris

### **LNT**

- Need Friday night shifts for LNT and signage
- We should plan that we should be able to take away the trash of the food trucks
- Tim recommended a dumpster, and Sante is getting a quote
- Bring your own ashtray

### **Still to Be Decided:**

- Need inclement weather plan closer to the date
- Need enough people who are certified to check IDs - is this ticketing?

### **Next meeting(s):**

- September 26 (on-site)
- October 3, 10 (on-site)
- TBD Volunteer Appreciation Party & Set Up: October 12
- Event Date: October 13
- TBD Break Down: October 15