

2018 Denver DeCOMP Planning Meeting

Meeting Minutes

Date: October 3, 2018

Attendees: Sante, Hero (Chris Williams), Seraiah, Lea, Pam Schmidt, Patrick, Nick Nitro, Steve Maruska, Liz, Devin, Steve Mena, Marcus, Chris Dugan, Portia

Agenda

- Meeting guidelines & FB chat guidelines
- Review ticket sales
 - 700 not including volunteers
- Approval update
 - contract. Spoke to Tim. He will review this weekend. Sante Following up Mon am
 - safety plan - approved
 - budget. @Chris Dugan following up w leads to finalize totals.
 - Insurance. approved
 - DRF vote. Once we have provided all info.
- All Lead / Timeline updates
 - Did everyone fill out the Needs Spreadsheet?
 - Volunteer numbers for department shifts update
- Review Day of Production Plan & Schedule
- Next meeting - be there

Still to Be Decided:

- Need inclement weather plan closer to the date

Discussion

Gate

- Patrick needs to have a generator, June is bringing

CAD / Placement

- Fill out Josh's spreadsheet for everyone's space needs by Oct 3
- Josh & Nick will collaborate and talk about this.

Infrastructure

- All site services need to come on Fri night (including security & fencing)
- **Get all your shit out by Sunday night - leave at your own risk**

Venue

- **Do they allow bikes? What does our insurance say?**
- Do venue lights work at night? No flood lights at venue
- Overnight security on Fri and Sat night, but not on Sun night. They have 6 ppl on site at the event
- Porta potties - just need 20
- Who is the fencing company? Patrick wants to be there when they arrive

- Food trucks & around the fire barricade
- Can get trash fence from home depot and use tinder blocks from Patrick
- Or use plastic cones and caution tape or nylon rope
- **Who's in charge of being around when things are being broken down? Steve Mena**
- Current radio count is at 31, send Steve Mena

Lighting

- Need a plan for lighting, especially for Friday night, Medical, Rangers, Workshops, Storage
- Where do we want signs? We can give 45 signs from the sign camp pop up - need to schedule volunteers for Friday night
- Lighting budget is \$300
- Need some lighting towards the stage - June does have access to some spotlights
- We have lighting for the sound stages
- Need lighting for storage
- Every dept that needs to take care of their own lighting

Signage

- We're making signs morning of Sunday
- Devin will get the stuff from Steve Maruska
- Add your custom sign needs spreadsheet.

Tickets

- 760 sold, but not all volunteer tix have been sold yet
- What is the plan for door sales?
- Set up crew should get wristbanded ahead of time
- Make Give Back Tickets door cut off time the day before - Talk to Lea about this
- Pick a beneficiary to give a portion of our proceeds to on the givebacktickets.com website
- Ins and Outs will be searched again and wristband checked by security for the food trucks
- Security checking IDs and will not allow underage or intoxicated (First Response Security - very familiar with this venue)
- Needs a small generator and tables & chairs

Volunteers

- Shifts are about 2/3 full - blast this out to your people - Gate & Radio is low - Sun teardown is low
- They need a carport - from Liz - needs to go on Infrastructure spreadsheet

Sound

- Preference is that you set up all your stuff up on Friday night or early Sat morning - let everyone know
- We need the generators Friday night
- We need a second genny - needs a towable 2500 - 5000
- Should think about an acoustic sound stage
- Checks will be given out the day of the event - invoices needed ahead of time
- Noise ordinance - people talking on the side might
- DJs are being announced on Oct 10
- Stages are underneath the bus awnings, possibly only 1 4500 watt generator, 2 100ft cables
- Buses will be run down the middle for a sound buffer, Sante will bring his bus
- Need covers for the extension cords

Performance

- All artists and performers should get notified by their Leads about the event time change
- LAST YEAR: “It’s like herding cats with fire performers” i.e. they don’t usually start on time, but DJs do start on time. Caused issues with music not being available for later performers.
 - *Resolution:* Should be coordinated better, remind DJs of this and that times should be flexible-ish -
TIMES NEED TO BE TIGHT
- LAST YEAR: Placement of fire performers green room was hinderance, had to walk through crowd with large implements
- 68 performers - aerial stage

Workshops

Volunteer Appreciation Party

- This does still tie into our bar guarantee, right? Yes, still need a bar set up that night.
 - Liquor permit needs to be changed to that night as well

Food Trucks

- Pull a temporary soft street closure - Sante?
 - Maybe, if not, need cones - that we need source.

Medical

- Has there been an info exchange from last year?
- Power situation - run off the generators from the stages? And whatever back up. Bring extension cords.
- Small generator under 5000 watts is being brought by Bad Astronauts for the Medical, need covers and extension cords.

Greeters

- LEADS: Anything you want addressed by Greeters, let Cyndi know.
- Just inside at Gate
- Going over the 10 Principles

Communication

- Blast about volunteers and the event
- No guarantee of door sales, ticket sales end on Sun, Oct 7.
- Come up blurb

DRF

- If anyone wants to get paid for the event, you need to send an email with a PDF invoice to treasurer@denverburners.org

LNT

- We should plan that we should be able to take away the trash of the food trucks

Cuddle Puddle

- Need to get buckets for water for holding them down

Next meeting(s):

- October 10 (on-site)
- Volunteer Appreciation Party & Set Up: October 12
- Event Date: October 13
- TBD Break Down: October 14