

2018 Denver DeCOMP Planning Meeting

Meeting Minutes

Date: September 26, 2018

Still to Be Decided:

- Need Day Of Production Plan - Steve Mena
- Need inclement weather plan closer to the date
- Review ticket refund requests from time change
- Need enough people who are certified to check IDs - is this ticketing?
- **Do we need a Radio Lead?** Sign in / out sheet, 1 person every 3 hrs. Do we have enough radios? Gate needs 15, Rangers, Queen Bee, etc.
- Do we still want to keep the end time at 9pm for 17 and under crowd?

Previous Loose Ends:

CAD / Placement

- Fill out Josh's spreadsheet for everyone's space needs by Oct 3
- Email Nick for any placement needs

Venue

- Event opens at 11am, code is 9am, so they can set up early
- Do we still need to include break down days and the Volunteer Appreciation Party on the contract?
- Who's in charge of being around when things are being broken down? Steve Mena
- Do they allow bikes? What does our insurance say?
- **Do venue lights work at night?**

Infrastructure

- All site services need to come on Fri night (including security and fencing)
- Who is the fencing company? Patrick wants to be there when they arrive
- What all table & chairs do we need? VAP, Volunteers, Gifts, Radios, Medical, etc.

Lighting / Signage

- 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
- If you need a sign and any lighting, then talk to Devin
- Lighting budget is \$1000, but since we're not going until 4am then we don't need to spend that much

Tickets

- What is the plan for door sales?
- How many refunds due to time change?
- Set up crew should get wristbanded ahead of time
- Make Give Back Tickets door cut off time the day before

Photography

- Bruiser is tag teaming with someone else on this to get photos later
- We have an Instagram via Jenny (need to set up DeComp as an event now) and then a business for the rest of the year
- Bruiser should be made an admin for Facebook via Liz

Volunteers

- Shifts are about half filled - blast this out to your people - Gate, Medical is low
- They need a carport - from Liz - needs to go on Infrastructure spreadsheet
- Needs some volunteer shifts for signage, gifting, and LNT on Friday night
- Can we get cheap lanyards printed really cheaply? \$100 - Jenny taking care of

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

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
- When will they be announced?

Volunteer Appreciation Party

- This does still tie into our bar guarantee, right?

Food Trucks

- Arriving between 11am and 1pm, but they can leave when they want
- Pull a temporary soft street closure - Sante?

Art Grants

- About 17 grants were given out for

Medical

- Need update
- Has there been an info exchange from last year?

Greeters

- Jenny will send an email of previous year's "stuff to say" to Cyndi
- LEADS: Anything you want addressed by Greeters, let Cyndi know

Rangers

- How many do we have? Will reduce security guard cost. Steve & Dave are going to get together about this...

Communication

- Blast about volunteers and the event, tix
- Tier 2 ending today! Blast this
- Deadline for performance applications today, as well.
- Radio lead

LNT

- Need Friday night shifts for LNT and signage
- 2 hour shifts at start of event, 2-3 ppl per shift, big brooms and rakes
- Need lots of LNT around the food trucks
- 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

Cuddle Puddle

Next meeting(s):

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