



# Special Event Advisory Committee Meeting Agenda

**Date:** Tuesday, February 9, 2016

**Place:** Park City Library – Meeting Room 201, Second Floor

**Time:** 12:00 p.m. to 2:00 p.m.

**In attendance:**

**Absent:**

**Electronic Participation:** Must advise no later than 3 days in advance if required by committee members.

**Meeting Facilitator:** Jason Glidden

## Meeting Called To Order

**Approval of Minutes** from October 29, 2015 Meeting

**Public Comment:** Any items not included on agenda.

## Topic #1: Summer Preview/Winter Review

**Purpose:** Provide an overview of the upcoming events during the 2016 spring/summer season. Review past events including Sundance and Ski events as provided. Update on code changes.

**Product:** Educate committee of the changes and activities that have been going on over the past 3 months in the Special Events Department.

**Person:** Jenny Diersen

**Allocated Time:** 20 Minutes

**Other Information:** Draft List of 2016 Events Included

**Notes:**

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## Topic #2: Event Prioritization Sheet

**Purpose:** Evaluate the proposed scoring sheet, as recommended by the SEAC Taskforce, for prioritizing events.

**Product:** Final edits to the prioritization sheet that will be used by the committee as a tool to prioritize both conflicting events and calendar coordination based on a number of different criteria.

**Person:** Jason Glidden

**Allocated Time:** 25 minutes

**Other Information:** Draft Prioritization Sheet attached.

**Notes:**

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## Topic #3: Special Events Advisory Committee Policies & Procedures

**Purpose:** Provide comments to SEAC policies.

**Product:**

**Person:** Jenny Diersen

**Allocated Time:** 20 minutes

**Other Information:** Draft of Policies and Procedures included. Reminder of meeting dates and times.

**Notes:**

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**Topic #4: Preview April Meeting**

**Purpose:** Establish attendance, timeline and agenda items for the April meeting. Schedule Legal Training. Review of expectations for Fee Reduction Review and timeline for April meeting

**Product:**

**Person:** Jason Glidden

**Allocated Time:** 30 minutes

**Other Information:** Draft Fee Reduction Application attached.

**Notes:**

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**Topic #5: Event Use at Library Field**

**Purpose:** Discuss possible levels of event use at Library Field for events.

**Product:** Direction on possible use for events at Library Field.

**Person:** Jason Glidden & Jenny Diersen

**Allocated Time:** 15 minutes

**Other Information:****Notes:**

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**Attachments included with this Agenda:**

October SEAC Minutes DRAFT

Winter Review/ Summer Preview 2016 Event Calendar List

Event Prioritization Sheet Final DRAFT

SEAC Policy DRAFT

Fee Reduction Application & Policy

Community Event Feedback 11/11/15 through 02/02/2016