

### Planning a Street Fair or Festival

#### Key questions to consider:

- Mission- how does the event fill or satisfy our mission
- Benefit- who and why?
- Theme- if differing from year to year
- Outline- time, date and location
- Partners- those that benefit from event's success
- Participants- target number of individuals expected
- Activities- how the event will "look"
- Audience- who would you like to participate or watch event

#### What permits are required?

A range of permits are likely to be required for a typical street fair or festival. If you are planning to close the street for the event, you will need a permit through the Office of Transportation. Other likely permits might require working with Portland Fire and Rescue for propane and egress permits, Multnomah County Health Department for food preparation licenses, Portland Public Schools or Parks and Recreation for events on school or park and the Office of Noise Control for amplified music. Also, in order for SE Uplift cover liability insurance for the event, you will have to fill out an application form, [see forms sections.]

1. For information about event street closure for a block party or major/minor community event, contact the Office of Transportation, 503 823-7073.
2. For use of a park where the public is invited contact Portland Parks and Recreation to receive an application, 503 823-2516.
3. The cost of permit is approximately \$180. Portland Parks and Recreation offers neighborhood associations the ability to hold one event per year where all Usage and Application/Process fees are waived. The event waiver requires written request from the neighborhood association and approval from PP&R.
4. For information about amplified music or unusual noise, contact the Office of Noise Control at 503 823-7350. If your event qualifies as a "high impact event," the fee will likely be \$234 if processed at least 2 weeks in advance.
5. For use of Portland Public Schools parking lots and green spaces, call 503 916-3268.

6. If alcoholic beverage consumption or sales are planned for the event, contact Oregon Liquor Control Commission (OLCC), 503 872-5000, for more information.
7. You may need to work with Fire and Rescue Bureau if you plan to set up large covered tents (for example 40' x60' rental tents). For more info, contact 503 823-3955.

### Operations for Street Fairs & Festivals

Orchestrating all the equipment, utilities and infrastructure needs can make or break a project on the day of an event. Operations are an integral component of the planning process incorporating site planning, budgeting, volunteer needs, securing required permits and day of event set-up and breakdown logistics.

### Considerations with Operations Coordination

- **Equipment purchase and maintenance:** Track all equipment purchase and maintenance agreements through detailed notes in the budget
- **Storage:** Store unused and durable items to be used again
- **Utilities:** Don't forget gas, electric, communications, water and sewer needs
- **Medical/emergency services:** Schedule first aid services months in advance of event
- **Environmental and recycling services:** Have a plan in place for cleanup. Don't get caught with all the volunteers leaving when the event ends

### Equipment Rentals

Consider if the following equipment will need to be rented and how far in advance:

- Tents for stage, sound and food
- Stage
- Sound equipment
- Tracks for transportation
- Activity needs (raffles, games, rides, etc)
- Tables & chairs
- Decorations
- Generator, electrical hook-ups
- Signage, barricades and cones
- Toilets
- Phones

### On-site Environmental Services

- Set up recycling stations with visible signs or banners
- Designate a central collection area for garbage and recycling sorting
- Recruit and train volunteers to assist with recycling efforts
- Garbage and recycling resources:
  - Office of Sustainable Development (free event recycling assistance, containers and signage) 503 725-8448
  - Metro Recycling Info Hotline: 503 234-3000

### Programming for Street Fairs and Festivals

The scheduled activities and entertainment at your event will be what people will remember and talk about. This is an opportunity to involve volunteers early on in brainstorming creative ideas and asking them to tap into their networks for connections to musicians, entertainers and educational groups.

### Considerations when planning activities

- Identify essential activities early on that fit the mission of your neighborhood association.
- Solicit sponsors for individual activities, games, or music.
- Compare cost to benefit. Be realistic about what you can afford or the time and energy it will take to pull off complicated activities.
- Constantly monitor and amend activity details. There's nothing worse than no-shows with activities on the schedule.

### Day of Event Production Needs

#### Tasks that will need assigned supervisors

- Site set-up
- Utility hook-ups
- Receiving rentals
- Volunteer check-in
- Stage coordinators for one or each stage
- Take down

### Event Toolbox

Some items to have on hand the day of.

- Duct tape
- Scissors
- Pens/ markers

- Clipboard
- Large envelopes
- Zip ties
- Garbage bags and boxes
- Hammers and screwdrivers

### Event Map

Items to consider and allow room for:

- Check-in area for volunteers, vendors, entertainment and presenters
- Entrance locations and info tables
- Vendor and community booths
- Raised stages and amplification system
- Areas for seating, dancing, or group activities
- Sources of electricity and water
- Placement of refreshments and first aid kit
- Location of restrooms or port-o-potties

The success of your event will hinge on volunteers. For information of working with volunteers see