

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 3.01 (15.0)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 02/07/14

**SUBJECT: DEPARTMENT OF
PARKS AND RECREATION**

**SUPERSEDES: 06/28/04
REVIEWED DATE: 02/07/14**

ESTABLISHING DATES FOR SPECIAL EVENTS AND ACTIVITIES

I. PURPOSE

Provide a procedure for coordinating special events and activities sponsored by City of Chesapeake departments, offices and/or agencies.

II. DEFINITION OF SPECIAL EVENTS

A special event will be defined as any event, activity, or ceremony the City of Chesapeake sponsors or coordinates for public acclaim, observing a special occasion, and/or acknowledging the beginning or completion of a major project or program. Examples of such celebration events shall include, but are not limited to:

Ribbon cuttings for City facilities

Dedication ceremonies for City facilities

Groundbreaking ceremonies

Grand openings

Project announcements

Activities of a non-customary nature that involve scheduling the Mayor, City Council, and/or any other Elected Official

III. PROCEDURE

The City Events Coordinator, or designee, will be responsible for the development and maintenance of a master calendar of events. City departments and/or agencies must contact the City Events Coordinator with proposed dates for any special event or activity. After a review of proposed dates, which will include review by the City Clerk's and City Manager's Office, events will be placed on the master calendar. Special events will not be scheduled (placed on the master calendar of events) until the event has been approved by the reviewing authorities. Once the event has been approved and placed on the master calendar, the Public Communications and Information Technology Departments will be notified to post appropriately on media outlets.

The master calendar will periodically be distributed electronically to City departments and agencies. The master calendar will also be used to produce an annual calendar of events for public dissemination and use on the City's website.

IV. DUTIES

The following City departments and/or agencies will have duties as outlined below:

City Manager’s Office reviews proposed events/dates submitted and identifies potential issues/conflicts with other events or City Council involvement, and reviews protocol relating to elected officials.

City Clerk’s Office reviews proposed events/dates submitted and identifies potential issues/conflicts with other events or City Council activities, coordinates activities relating to the Mayor and City Council members, and reviews protocol relating to elected officials.

The City Events Coordinator or designee, serves as a logistical consultant (as necessary) for the special event or activity host department, i.e., site location, set up, equipment needs, assistance with and/or reviews proposed invitation list, produces and maintains a special event protocol manual that would be available citywide, and coordinates other miscellaneous duties as assigned by the City Manager or his/her designee.

Host Department identifies specific events that would come under this policy, and contacts the City Events Coordinator with those projected events prior to initiating any event planning.

After receiving notification that the event has been approved for placement on the City's master calendar of special events, the Host Department coordinates event logistics including event site location, securing invitations, mailing lists, sound system, acquiring tents, staging, traffic control, etc. The City Events Coordinator will also serve as a consultant as necessary for logistics, service coordination, and event protocol.

V. RESPONSIBILITY

Each department and/or agency head is responsible for the enforcement of this policy within his or her department.

James E. Baker, City Manager

Date