



Special Event Advisory Committee Meeting Agenda

Date: October 29, 2015

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

Time: 10:00am to 12:00 p.m.

In attendance:

Absent:

Electronic Participation:

Meeting Facilitator: Jason Glidden

Meeting Called To Order

Approval of Minutes from August 21, 2015 Meeting

Public Comment: Any items not included on agenda.

Topic #1: Event Prioritization

Purpose: Evaluate the proposed scoring sheet for prioritizing events.

Product: Final edits to the prioritization sheet that will be used by the committee to rank events based on a number of different criteria.

Person: Jason Glidden

Allocated Time: 45 Minutes

Other Information: Draft Prioritization Sheet

Notes:

Topic #2: Special Events Advisory Committee Policies & Procedures

Purpose: Solicit edits from the group on the proposed Policies & Procedures for the committee

Product: A final draft that can be approved by the committee at the next meeting

Person: Jenny Diersen

Allocated Time: 30 minutes

Other Information: Draft of Policies and Procedures included.

Notes:

Topic #3: Winter Preview

Purpose: Provide an overview of the upcoming events during the 2015-2016 winter season

Product: Educate committee of what events will be happening this winter so that they can provide debrief feedback after the event.

Person: Tommy Youngblood & Jenny Diersen

Allocated Time: 30 Minutes

Other Information: Draft List of 2016 Winter Events Included

Notes:

Topic #4: Establish Future Meeting Dates

Purpose: Set up meeting dates for future meetings so members can put them into calendars

Product: Consistent meeting date and time for the committee

Person: Jenny Diersen & Jason Glidden

Allocated Time: 15 Minutes

Other Information: Meetings may need to be held the second week of April and second week of October (Fee Reduction schedule).

Notes:
