



EVENT PLANNING GUIDE

BEAVERTON NEIGHBORHOOD ASSOCIATION COMMITTEES



CITY OF BEAVERTON
NEIGHBORHOOD PROGRAM

4 STEPS TO A SUCCESSFUL NAC EVENT

Hosting a special event like a block party, movie night, or neighborhood cleanup is a great way to meet your neighbors, promote community spirit, and have fun! Neighborhood Program Staff are available to help every step of the way.

Planning: Let's Have a Planning Party! (90 days prior to event)

- **Brainstorm** Ideas & Select an Event; Who, Why, What, When, Where, How?
- **Team** Event Planning Team, Volunteers; communicate expectations
- **Task List** All to-do items with due dates & role assignments
- **Budget** Resources, vendors, sponsors/donations, matching grant

Implementing: It's Getting Serious (90 days – 30 days prior to event)

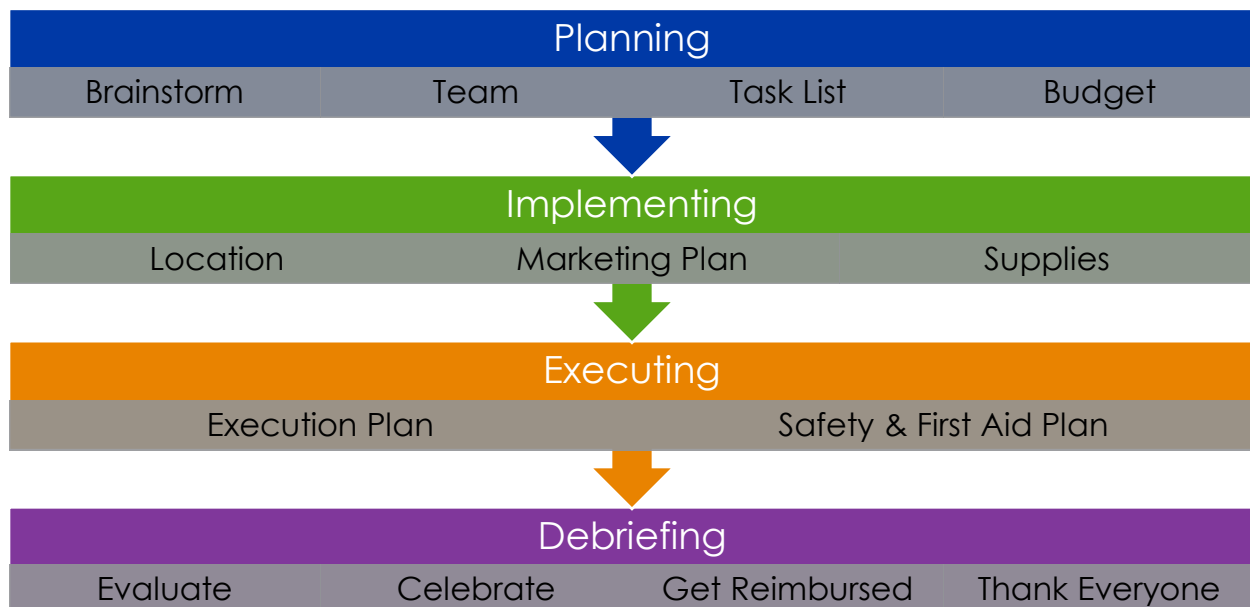
- **Location** Desired location, any permits or room reservations
- **Marketing Plan** Review branding guidelines, create marketing schedule
- **Supplies List** Catering, supplies, equipment, etc.

Executing: Do the Thing (30 days – 7 days prior to event)

- **Execution Plan** Schedule, contacts, safety plan
- **Safety & First Aid Plan** AED & first aid kit, medical emergencies, lost person plan

Debriefing: Rate It! (1 - 8 days after event)

- **Evaluate** In accordance with evaluation plan from BRAINSTORM
- **Celebrate** Consider how to appropriately celebrate and thank your volunteers
- **Reimbursement Form** If using the Matching Grant
- **Thank** Everyone; thank-you notes, photos/videos, public recognition, etc.



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PLANNING: BRAINSTORM

Get together with neighbors and brainstorm projects that fall into one or more of the following categories:

- Physical Improvement
- Public School Partnerships
- Neighborhood Organizing / Organizational Development
- Neighborhood Events
- Neighborhood Preservation
- Neighborhood Cultural, Social, and Recreational Initiatives

Include Neighborhood Program staff Criteria for matching grant include:

- Provides a public benefit
- Benefits the NAC or larger Beaverton community
- Feasible for completion within the same fiscal year (July 1-June 30)
- Involves the neighborhood in project identification, planning, and execution
- Educational, community building, or public physical improvement

Select an Event

Why are you planning this event?

- **Who** is your audience?

- **What** outcomes are you hoping for? **How** will you achieve these outcomes?

- **How** will you evaluate these outcomes? *i.e., survey, attendance, interviews, etc.*

- **When** and **where** will the event be?

○ Date: _____ Start Time: _____ End Time: _____

○ Location: _____

NEXT STEPS:

- **TEAM TEMPLATE** Gather your team & complete the template on the next page

PLANNING: TEAM

Event Planning Team:

Name	Phone or Email	Role

Day-of Volunteer Team:

Name	Phone or Email	Role

Neighborhood Program Staff:

Name	Phone or Email	Role
Emily Van Vleet	evanvleet@BeavertonOregon.gov	Primary event contact
Miles Glowacki	mglowacki@BeavertonOregon.gov	Primary contact for Matching Grant
Lani Parr	lparr@BeavertonOregon.gov	Neighborhood contact

NEXT STEPS:

- **TASK LIST** Use this information to begin the template on the next page (continue to add items throughout the implementation phase)
 - Consult **Appendix A: Sample Task List - Concert** as needed
- **COMMUNICATE EXPECTATIONS** To the team (time commitment, timeline, tasks)
- **BUDGET** Begin BUDGET & BUDGET TEMPLATE



PLANNING: BUDGET

Determine what resources you have (e.g., skills, materials, volunteers):

Determine what resources you need:

What are your catering or other food/beverage needs, if any?

Will you hire babysitters?

- NO
 YES (contact Neighborhood Program staff for scheduling and cost)

Will you need to rent equipment? *E.g., stage, lights, sound, portable toilets, dumpsters, bands, movie rights, etc.*

- NO
 YES (**APPENDIX B: FREQUENTLY USED VENDORS** & contact for scheduling and cost)

Will you seek sponsors?

- NO
 YES (see **APPENDICES C, D, & E** for sample sponsorship materials)

Will you seek donations?

- NO
 YES (add donation letters for tax purposes, thank-you notes)

Will you seek a Matching Grant from the City of Beaverton?

If approved, the Neighborhood Program will reimburse the actual project expenses that you "match" with volunteer hours, donations, etc., up to \$3,000

- NO
 YES (complete the [Matching Grant Application](#), send to Miles; reviewed monthly)

NEXT STEPS:

- **PLANNING: BUDGET TEMPLATE** Use this info to complete the following template
- **MATCHING GRANT APPLICATION** Complete online, save, and email to Miles, www.beavertonoregon.gov/700/Neighborhood-Matching-Grant-Program
- **SPONSOR CONTACT PLANNING** If applicable (Appendices C, D, & E)
- **IMPLEMENTING: LOCATION** Begin working on location

PLANNING: BUDGET TEMPLATE

ACTUAL	EST.	PURPOSE	PAID?	DATE
VENDORS				
\$	\$			
\$	\$			
\$	\$			
\$	\$			
\$	\$			
\$	\$			

MARKETING				
\$	\$			
\$	\$			
\$	\$			
\$	\$			
\$	\$			

MISCELLANEOUS				
\$	\$			
\$	\$			
\$	\$			
\$	\$			
\$	\$			
\$	\$			
\$	\$			
\$	\$			
\$	\$			
\$	\$			
\$	\$			



IMPLEMENTING: LOCATION

Desired Location:

Do you need a City of Beaverton Special Event Permit?

E.g., city-owned streets, outdoor venues, using sound amplification, etc. Unsure?

Additional Information here: www.beavertonoregon.gov/documentcenter/view/4638

NO

YES (Complete [Permit Application](#); free for NACs; 3-4 week est. approval time)

Do you need an Event Permit or reservation from another jurisdiction?

E.g., Washington County, THPRD, BSD, etc.

NO

YES (contact Neighborhood Program Staff for assistance)

Do you need a City of Beaverton Room Reservation?

E.g., Beaverton Building, Library, Community Center, etc.

NO

YES (contact Neighborhood Program Staff for assistance)

Do you need Police, Fire, and/or CERT support?

NO

YES (contact Neighborhood Program Staff for assistance)

NEXT STEPS:

- **INVITE MAYOR & CITY COUNCIL**
 - mayormail@BeavertonOregon.gov
 - citymail@BeavertonOregon.gov
- **PERMIT APPLICATION(S)** Complete & submit, if applicable
- **IMPLEMENTING: MARKETING PLAN** Begin working on schedule, update TASK LIST

IMPLEMENTING: MARKETING PLAN

- **Review & Comply With** City of Beaverton [Branding Guidelines](http://www.beavertonoregon.gov/1239/branding-guidelines) & review process (<http://www.beavertonoregon.gov/1239/branding-guidelines>)
- **Utilize** in-house printing (contact Neighborhood Program staff for assistance)
- **Determine** which marketing materials to use (checklist below)
- **Create schedule** based on sample below

MARKETING OPTIONS & SUBMISSION INFORMATION

YES / NO?	Format / Publication	When to Submit	Submit Materials To mglowacki@BeavertonOregon.gov & evanvleet@BeavertonOregon.gov
	City Calendar	ASAP	Event name, date, time, location
	Your City Newsletter	3 months prior	100-200 words, with picture preferred
	Postcard	6-8 weeks prior	Work with Neighborhood Program staff
	Press Release	1 month prior	See Writing a Press Release guide
	Newspaper / Digital Ads	1 month prior	Work with Neighborhood Program staff
	Banners	1 month prior	Event name, date, time, location, size dimensions for banner
	Signs (directional, welcome, etc.)	3 weeks prior	Size dimensions & content; where they will be placed
	Program, pamphlet, survey cards, etc.	3 weeks prior (more for elaborate graphic design requests)	Work with Neighborhood Program staff
	NAC Friday updates	By Friday the week before	100-200 words, with picture preferred
	Social Media (FB, Next Door, Twitter)	Weekly	NAC Chair or other admin can post in your NAC FB page; create FB event and invite people

Design Deadline	Project	Size	Final Deadline	Publication Date	Details
20-Apr	Postcard	11 x 6	25-Apr	Print early May	double-sided
10-May	Oregonian ad	3.4 x 4.5	15-May	23-May	back cover
12-Jun	Banners	24 x 48	18-Jun	Hang on June 20	location
13-Jun	Program		20-Jun	20-Jun	cover, content, schedule of event
20-Jun	Signs	vary	27-Jun	print June 27	qty, double-sided, etc.

NEXT STEPS:

- **APPENDIX F: WRITING A PRESS RELEASE** Consult guide as needed
- **IMPLEMENTING: SUPPLIES LIST** Begin working on list, update TASK LIST



IMPLEMENTING: SUPPLIES LIST

- **Order** Supplies, Catering (consult **Appendix J: Food License FAQs**)
- **Reserve** Equipment
 - Neighborhood program staff can reserve canopies, projectors, sound systems, and more – submit request 1 month prior
 - If not available, see **APPENDIX B: FREQUENTLY USED VENDORS**
- **Create** Shopping List for additional items

SUPPLIES & EQUIPMENT ORDERED/RESERVED

QTY	ITEM	WHO PROVIDES	WHERE IT GOES	DATE/TIME

SHOPPING LIST

QTY	ITEM	WHO IS SHOPPING	NEEDED BY DATE/TIME

CATERING ORDER

QTY	ITEM	WHO PROVIDES	WHERE IT GOES	DATE/TIME

NEXT STEPS:

- **TASK LIST** *Continually update*
- **DAY OF EVENT PLAN** *Complete and print*



TIPS:

- Consider wearing NAC shirts and/or name tags to clearly identify staff
- Plan for setup to be completed no less than one hour prior to event start time
- Schedule a brief orientation prior to the event start time to introduce everyone, discuss flow & logistics, sound check, run-through, etc., as needed
- Allow enough time and volunteers for break-down after the event
- Create a site map with setup details, sketch, floor plan, google satellite map w/markup, etc.; include NAC info booth at every event
- Confirm EVERYTHING with EVERYONE
- Consider a quick debrief during/after cleanup: what went well, what can be improved for next time?

NEXT STEPS:

- Complete, print, assemble day-of-event packet with the following:
 - **DAY-OF-EVENT PLAN** *Print this plan for day-of event packet*
 - **SAFETY & FIRST AID PLAN** *Enter location info*
 - **APPENDIX F, G, & H** *Information sheets*
 - **SUPPLIES LIST, TEAM CONTACT LIST**
- **EVALUATION MATERIALS** e.g., survey cards, poster board, etc.; **Appendix K: Event Evaluation Template**; Gather, Print, Pack as needed; assign tasks

DAY-OF-EVENT SAMPLE SCHEDULE:

Time	Name of Task WHO TASK IS ASSIGNED TO
3 PM	Load in equipment in transportation vehicle ALL
4:30 PM	Staff arrive at venue for set-up ALL
5:30 PM	Test lights, video, sound A/V LEAD, EVENT LEAD
6:15 PM	Caterers deliver and set up food FOOD/DRINK LEAD
6:30 PM	Greet visitors, identify and corral presenters EVENT SUPPORT PEOPLE
7:00 PM	Welcome and Logistics ALL
7:05 PM	Introduce First Presenter EVENT LEAD
7:15 PM	Presentation Begins
7:30 PM	Presentation Ends
7:35 PM	Open for questions ALL
8:00 PM	Closing remarks
8:30 PM	Room Cleanup/pack-up ALL



EXECUTING: SAFETY & FIRST AID PLAN

Event Name:	
Event Location:	
Date of Event:	
AED Location:	
First Aid Kit Location:	

AED & First Aid Kit can be provided by Neighborhood Program Office as needed

Medical Emergencies

Response

Emergency medical personnel should be summoned when anyone requests assistance or appears to be in distress. Loss of consciousness, difficulty breathing, a head injury, chest pain, altered mental state, or a major cut with heavy bleeding are all examples of medical emergencies requiring a 911 call.

Steps

1. Assess the patient's condition and initiate a first aid response as appropriate. Enlist help.
2. **DO NOT ADMINISTER FIRST AID OR TOUCH ANOTHER PERSON'S OPEN WOUND.** You may hand them simple items like ice, band-aids, cleansing wipes, etc. Use gloves & have them administer their own minor first aid.
3. **Call 911** and tell the dispatcher your **specific** location.

Lost Person Plan

If you find a lost person,

1. Take them to:

2. Find CERT member or Police Officer to assist.

If a family is looking for a person,

1. Take them to:

2. Find CERT member or Police Officer to assist.
3. Inform event lead person.

a. Name: _____
b. Phone Number: _____

DEBRIEFING

➤ **Evaluate**

Gather the planning team to discuss how the event went: what worked particularly well, what can be improved for next time; review evaluation materials; let all of this inform your future planning (events, meetings, etc.) and any evaluation materials you must prepare (e.g., NAC Matching Grant Reimbursement form, Metro Disposal Voucher form, etc.)

➤ **Celebrate**

Consider gathering all volunteers for an appropriate celebration

➤ **Get Reimbursed**

If using the Matching Grant, submit Reimbursement Form to Miles Glowacki (mglowacki@BeavertonOregon.gov) with all receipts to request reimbursement

➤ **Thank**

Determine & implement the best way to thank volunteers, staff, vendors, sponsors, participants (e.g., personalized photo thank-you card sent via USPS, hand-written thank-you notes, gift cards, flowers, public recognition, etc.)

APPENDIX A: SAMPLE TASK LIST - CONCERT

Task Name	Due Date	Done?	Assigned To	Notes
<u>Venue</u>				
Create Event Layout	3/11	-	-	
Reserve Event Space		DONE		
Reserve Portable Restrooms		DONE		
Reserve Staging Equipment		DONE		
Sound and Music Set Up	4/8	-		
<u>RSVPs</u>				
Set up Survey Monkey		DONE		
Keep RSVP log				
RSVP final count	Weekly			
<u>Marketing</u>				
Print Flyers	3/3	DONE		
Distribute Flyers to schools	3/18	DONE		
Create Facebook Event Page		DONE		
Invite peers/friends/family	On-going			
Twitter & Instagram Post	On-going			
Send graphics to staff/volunteers for promotion	3/3			
Send article to magazine/news outlet				
Post event to external community calendars	3/10			
Post on City calendar		DONE		
<u>Staff and Volunteers</u>				
Create city staff roles				
Hire photographer				
<u>Reception</u>				
Get light snacks from *****				
Get food catering from *****				
Buy utensils, plates, napkins				
<u>Sponsorships</u>				
Contact sponsor				
Confirm sponsor				
Get sponsor logos				
<u>Logistics & Miscellaneous</u>				
Signage				
Site Layout				
Emergency Plan				
A-frame event signs				
<u>Supplies & Materials</u>				
Markers for nametags, pens				
Sign holders (for table signs)				
Easels				
Clipboards				
First Aid Kit				

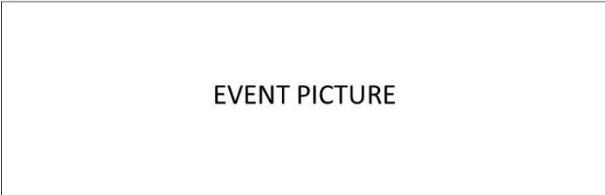
APPENDIX B: FREQUENTLY USED VENDORS

Purpose / Service	Company	Contact Name & Title	Email / Phone Number
Portable Toilets	United Site Services	Kathie Standley, Account Mgr	Kathie.standley@unitedsiteservices.com 503-303-1377
	Schultz Clearwater		503-692-9009
	Clinkscates		503-829-7448
	Nature Commode	*Composting toilets*	360-599-7120
Movie Rights	Swank	Chris Vierling, Team Leader	cvierling@swank.com 800-876-5577
Outdoor Movie Screen	Epic Events and Promotion, Inc.		360-733-2682
Lights, Sound, Stage	Peter Corvallis	AV Department	av@petercorvallis.com 503-222-1665
	Tech Audio	Randy Sommers	randysommers@aol.com 503-539-6874
Flood Lights	United Rentals		503-620-1235
Canopies/tents, tables/chairs	Peter Corvallis	Maureen Miller	maureen@petercorvallis.com 971-703-4065
	Party Pros		503-844-9798
Local Bands	Pacific Talent	Andy Gilbert, President	andy@pacifictalent.com 503-228-3620
Rec Mobile	Tualatin Hills Parks & Recreation District		recmobile@thprd.org 503-629-6341
Park Reservation, Bounce House	Tualatin Hills Parks & Recreation District		thprd.org/parks-and-trails/park-rentals/
School Reservation	Beaverton School District		www.beaverton.k12.or.us/depts/facilities/facility-use
Dumpster "Drop Box"	Waste Management	Hillsboro Landfill	503-640-9427
Free Dumpster Tipping Vouchers for cleanup projects	Metro	Kim Waxler	Kim.waxler@oregonmetro.gov 503-797-1519
Burritos, tacos, etc.	Casa Lola	Carlos Cortez	Carlos@casalolapdx.com 971-322-6867
Gourmet Sausages	Beez Neez	Bryan Veal	Beezneeze.gourmetsausages@gmail.com 503-547-7213
Tater tots w/toppings	On Tots	Lesley Wise	contact@ontots.com 971-245-4542
Ice Cream Truck	Ice Cream Express		503-235-5884
Popsicles	Ome Calli	Claudia	omecallifrozentreats@gmail.com 971-570-8931
Kettle Corn	Steve's Boot Scoot'n Kettle Corn	Steve Baidenmann	Stevebfun2@gmail.com 503-985-0910
Snow Cones	Kona Ice of Tigard	Alyssa Burk	503-798-2089; www.kona-ice.com

APPENDIX D: SPONSORSHIP DECK

(Event Title) Sponsorship

Event Intro Paragraph – Introduce the event, summarize the main details, history of the event, what makes it appealing -----



Paragraph about what opportunities are available on the next page for sponsorship, what kind of promotion the sponsor will get, why this is good for their brand/business, etc. -----

Benefits	Presenting Sponsor	Partnering Sponsor	Supporting Sponsor	Community Sponsor
	\$Highest	\$High	\$Medium	\$Lowest
Logo on event website	•	•	•	•
Listed in social media posts	•	•	•	•
Listed in email blasts	•	•	•	•
Logo on event banners & signage	•	•	•	•
Listed in press release	•	•	•	
Listed in Event Calendar Postings	•	•	•	
Logo on (*Event promo item*)	•	•		
Print ads (*Dimensions of ads*) distributed throughout metro area	•	•		
Product sample in swag bag	•	•		
Inclusion in radio spot advertisement	•			
Premium space for exhibitors booth (6 ft table with 2 chairs)	•			
Space for banners and signage on performance stage	•			
Presenting sponsor rights for entire event (e.g. "Your Brand" presents the "Name of the Event")	•			

Sponsorship Levels

_____ Presenting Sponsor (Limit 1): \$Highest or more _____ (List Dollar Amount)

_____ Partnering Sponsor (Limit 4): \$High

_____ Supporting Sponsor (Limit 4): \$Medium

_____ Community Sponsor (Limit 6): \$Lowest

Other items mutually agreed upon (if in-kind donation is provided, please list below):

SPONSOR INFORMATION

Name _____ Title _____

Company _____ Phone _____

E-mail address _____

Address _____

City _____ State _____ Zip _____

Sponsor's signature _____ Date _____

Please make checks payable to: *Organization Name*
Memo: *Event Name*
Address
Tax ID: (*If applicable*)



APPENDIX E: SAMPLE SPONSOR REQUEST LETTER

April 14, 2012

Rhonda Fairbanks
Special Olympics Sponsor Coordinator
100 Roxley Lane
Camden, TN 49593

Bob Billingsley, Community Liaison
XYZ Corporation
100 Corporation Highway
Camden, TN 49593

Dear Mr. Billingsley,

I am writing you concerning a sponsorship opportunity with the 2012 Special Olympics. I know that XYZ Corporation has as its mission a desire to give back to the local community, and we greatly appreciate your support in years past. In 2011, the support of your organization, along with others, helped us to host over 100 local children with disabilities who participated in 17 different events. More than 400 volunteers and spectators were in attendance, and the event was covered by the local newspaper and television station. We are anxiously looking forward to even greater success at this year's event, which will be held on June 4, 2012.

Below are the details concerning this year's sponsorship levels:

- \$2,000 - Gold Medal: Banner with your company name and logo, logo on event T-shirt
- \$1,000 - Silver Medal: Sign with your company name and logo, logo on event T-shirt
- \$500 - Bronze Medal: Logo on event T-shirt

If your organization would like to participate in this year's event as a sponsor, please contact me with the amount of your donation. Thank you for your time and consideration.

Sincerely,

Rhonda Fairbanks
Special Olympics Sponsor Coordinator

APPENDIX F: WRITING A PRESS RELEASE

Purpose

Writing and distributing a well-written news release is a cost effective way to convey your story.

Deadline

The deadline to submit your press release draft to the Neighborhood Program staff is **7 weeks** prior to your event (**8 weeks** if you are requesting staff to draft the press release).

Newswriting Tips

- Answer these questions when writing news releases:
 - **What** is the topic of the release? **What** are we selling/offering?
 - **Who** is doing the work? **Who** is participating or partnering?
 - **Where** is this happening?
 - **When** is it happening?
 - **How** did this come about?
 - **Why** is it important? **Why** are we doing it?
- Start strong with a good headline and concise first paragraph. The rest of the release should be used to provide supporting facts.
- Keep it concise and simple. Typically, releases are one page or about 250 words. Short sentences are best. Most readers easily comprehend content at an eighth-grade reading level.
- Avoid city jargon or acronyms; simple and understandable is best. Use plain language that everyone can understand.
- When appropriate, releases should incorporate city goals and priorities. It is a good idea to link the story to the community vision or current Mayor and Council priorities.
- Avoid editorializing. For example: "The Neighborhood Program is amazing." Those phrases must be reserved for quotes (where we are allowed to editorialize).
- Add a quote from someone involved who can offer support (and editorialize) for your news item. If you are including a quote from someone, please be clear when submitting your draft if the person has approved the quote or if you need assistance contacting them to approve the quote.
- Proofread your news release.

APPENDIX G: HEAT STROKE & HEAT EXHAUSTION PLAN

HEAT STROKE: CALL 911

SYMPTOMS

- **BODY CORE TEMP ABOVE 105° IS THE HALLMARK SYMPTOM**
- Fainting
- Throbbing headache
- Dizziness & light-headedness
- Lack of sweating despite the heat (heat exhaustion profuse sweating)
- Red, hot, dry skin
- Muscle weakness or cramps
- Nausea & vomiting
- Rapid heartbeat, strong or weak
- Rapid, shallow breathing
- Behavioral changes: confusion, disorientation, staggering
- Seizures, Unconsciousness

FIRST AID

- CALL 911 IMMEDIATELY!
- Any delay seeking medical help can be fatal
- While waiting for the paramedics to arrive initiate first aid
- Move the person to an air-conditioned or cooler environment
- Remove any unnecessary clothing
- Fan air over the patient while wetting skin with water
- Apply ice packs to armpits, groin, neck, back
- Immerse in a shower or tub of cool water, or an ice bath

HEAT EXHAUSTION: ADMINISTER FIRST AID

SYMPTOMS

- **FAINTING OR NO RELIEF WITHIN 20 MIN CALL 911 PER FIRST AID PROTOCOL**
- Profuse sweating (heat stroke = lack of sweating)
- Confusion
- Dizziness
- Fatigue
- Headache
- Muscle cramps
- Nausea
- Pale skin
- Rapid heartbeat
- Dark-colored urine (a sign of dehydration)

FIRST AID

- Get out of the heat & rest immediately (preferably in air-conditioning)
- Drink water! If you're nauseated you won't feel like it but you must
- Remove tight or unnecessary clothing
- Take a cool shower, bath, or sponge bath
- Apply other cooling measures: fans, ice packs, ice towels
- Avoid caffeine & alcohol

TWO TYPES OF HEAT EXHAUSTION

1. **WATER DEPLETION:** excessive thirst, weakness, headache & loss of consciousness
2. **SALT DEPLETION:** nausea, vomiting, frequent muscle cramps & dizziness

Although heat exhaustion isn't as serious as heat stroke, it isn't something to be taken lightly. Without proper intervention, heat exhaustion can progress to heat stroke, which can damage the brain and other vital organs, and even cause death.

APPENDIX H: LIGHTNING & THUNDER STORM PLAN



WARNING SIGN:

IF YOU HEAR THUNDER, YOU ARE WITHIN STRIKING DISTANCE

STEPS:

1. SEEK INSIDE SHELTER IMMEDIATELY: EITHER A SUBSTANTIAL SHELTER OR A HARD TOPPED METAL VEHICLE AT THE FIRST SOUND OF THUNDER
2. WAIT A HALF-HOUR BEFORE GOING BACK OUTSIDE
3. IF THERE IS NOT ADEQUATE SHELTER LEAVE THE AREA AND SEEK SUBSTANTIAL SHELTER OR A HARD TOPPED METAL VEHICLE

APPENDIX I: PHOTO RELEASE FORM

PHOTO RELEASE FORM

I, _____
[YOUR PRINTED NAME (parent/guardian if applicable)]

by my signature below authorize the City of Beaverton to use my image and/or my child's image to promote or publicize a city-sponsored event. I understand and agree that the publicity that the City publishes or issues for this event may be distributed on the internet and other media and may otherwise be available to the general public, and that the City has almost no control over the uses that the public puts to that publicity, including the images of me or my child. I am aware of the risk that a member of the public may, without my or the City's permission, use or alter my image or that of my child in a manner that would show me or my child in a false light or constitute libel or an invasion of my or my child's privacy. I agree that if I believe that the City's use of my or my child's likeness puts me or my child in a false light or otherwise constitutes an unreasonable invasion of my or my child's privacy I will so notify the City and will give the City a reasonable time to correct the problem or to retract the use of my image or my child's image.

In consideration of City's permission for me and child to participate in this event and to promote it, I hereby grant permission to the City to publicize my image and/or that of my child on the City's official internet site and in and on other publicity media, and I for myself and/or for my child hereby WAIVE any claim that may otherwise accrue to me or my child against the City of Beaverton for misuse of my or my child's published image by others in such a way as to cast me or my child in a false light or constitute libel or an invasion of privacy.

I understand that the copyright for all photographs or other images of me and/or my child will be held by the City of Beaverton. This copyright includes without limitation any and all rights to include the work in this and any future publication of the City, in any format or media.

I hereby waive all rights to compensation for these photographs, regardless of how they are displayed. I waive any right to inspect or pre-approve the manner in which the photographs or accompanying material appears in printed or electronic form.

I have read this release form and fully understand and agree to its contents. I have not been induced or coerced in any way into signing this agreement.

[Child/children's printed name(s) if applicable]

[Signature] [Date]

FOR OFFICIAL USE ONLY
EVENT:
PHOTO DESCRIPTION:
OTHER:

January 2015



APPENDIX J: FOOD LICENSE FAQ

Department of Health and Human Services
Environmental Health Program
155 N. First Ave, MS 5, Suite 160
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WashCoFoodSafety.com



License Exemptions Frequently Asked Questions

Many groups and individuals want to know what they can and can't sell at events, bazaars, and similar venues. Below is information from the Oregon Department of Agriculture regarding food regulations. For a complete list of exempt activities/foods please see OAR 333-150-0000, Section 1-201.10, definition for "Food establishment does not include". For specific questions, please contact Washington County Environmental Health at 503-846-8722.

What foods are exempt from licensing?

The following are exempt from licensing if sold in individual-sized portions for immediate consumption only (not wholesale).

- Candy, candied apples, and non-potentially hazardous* confections
- Commercially prepackaged ice cream and frozen desserts sold in individual servings
- Commercially pickled products
- Commercially processed jerky, nuts, nutmeats, and popcorn
- Prepackaged foods such as potato chips, pretzels, and crackers
- Unopened commercially bottled and canned non-potentially hazardous* beverages, including alcoholic beverages
- Coffee and tea with non-potentially hazardous ingredients
- Non-potentially hazardous* hot or cold beverages, prepared from individually packaged powdered mixes and commercially bottled water, excluding fresh squeezed juice
- Non-potentially hazardous* foods or beverages provided by a non-food service business or organization at no charge
- Other food items as determined by the Oregon Health Authority or ODA

The following food items are exempt if served for immediate consumption at an event and are obtained from a licensed food service, or processing establishment, or prepared onsite.

- Non-potentially hazardous* baked goods
- Privately donated breads, rolls, pies, cakes, doughnuts, or other pastries not having potentially hazardous (time/temperature control for safety) fillings, served by a benevolent organization. Additional examples include jam, candy or mixing and packaging bean soup mix to raise funds for a non-profit organization
 - Public notice must be posted that states: "Notice: Food served at this location may not have been inspected by the regulatory authority."
- Personal chef who prepares food for an individual or private party

**Non-potentially hazardous foods are foods that do not require time/temperature control for safety (TCS).*

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APPENDIX K: EVENT EVALUATION TEMPLATE

[Event Name]
[Event Date]

Thank you for attending the [Event Name.] Please take a moment to complete the following evaluation. Your comments and input are valuable to us in planning for future events. **PLEASE PRINT AS LEGIBLY AS POSSIBLE.** Thank You!

1. How did you hear about the event? (Circle all that apply)
Direct Mail / Newspaper / Your City Newsletter / City Website / Facebook /
Email / Twitter / Other_____

2. Have you attended a City of Beaverton event in the past? Yes / No (Circle One)

3. What was the one thing that you found most interesting and/or useful about this event?

4. If you could improve one thing about this event what would it be?

5. How would you rate the overall quality of the event? (Circle One)

Excellent / Good / Average / Fair / Poor

Comments: _____

6. Would you be interested in learning about neighborhood events in the future?
Yes or No (Circle One)

If you answered yes, please provide your contact information:

NAME _____

ADDRESS _____

CITY / STATE / ZIP _____

EMAIL _____

PHONE _____