

Operations Guidelines for Events on Historic Virginia Key Beach Park

Pre-event –

- One week written notice is needed for preparation; events coordinator provides an equipment, lighting, staging, catering, fencing, etc. pre-event delivery timeline and schedule.
- Operations Department responds to event notice within two days with any possible difficulties to completing event preparation – staffing, equipment, etc.
- 2 days prior to event site inspection is completed by operations and site inspection report form is completed. Events coordinator provides an equipment, staging, lighting, fencing, etc. post event removal timeline and schedule.
- 1-2 days prior to the scheduled event the events coordinator and operations staff make final inspection of site, signs off on equipment checklist for event.

Post event –

- Post event: site inspection must be performed by operations staff to determine the state and condition of the park grounds, buildings, restroom facilities, landscaping, parking lot facilities, etc. – post event checklist must be completed and brief status report provided.
- Post event: event coordinator facilitates any post-event clean up by City of Miami staff or equipment removal by client/promoter.
- Post event: operations staff performs final clean up of park facilities – restrooms, final trash and garbage clean up, concession stand building area, parking lot, entry road, etc.