

2017 SPECIAL EVENTS PERMIT ADDENDUM

ROTARY CLUB OF AURORA

- Monday 11/13-Weds 11/15 – Semi trailers moved from 1940 East Indian trail building to parking lot behind old armory at Phillips Park by City of Aurora; contact is Joe Hopp from the city and Byron Saum from Rotary
- Thursday 11/16 – Semis unloaded and displays laid out around the park
- Friday 11/17 **7:00 AM need Visitors center unlocked** for coffee and lunch set up through 2 PM for Display set up in Park; city crane or responsible back up as provided by the city will be needed from 9-noon
- Saturday 11/18 **7:00 AM need Visitors center unlocked** for coffee and lunch set up through 1 PM for Display set up in Park
- Monday 11/20 through Wednesday 11/22 – City of Aurora, Rotary Volunteers and Platt Electric finish electrical needs for all displays, place and wire backlit sponsor signs and 225 hanging snowflakes including remote controls:
- Anytime Monday 11/13 through Monday 11/20 City of Aurora to hang snowflakes, Christmas tree above waterfall; Waterfall lights; wreath on old admin building (hanging snowflakes could be started prior to 11/13).
- Friday 11/24 – Opening night of Festival of Lights; City to provide:
 - closure of gates at Smith Blvd entrance to Park by 4 PM;
 - Set up barricades near collection area;
 - Turn on all light displays by 5 PM;
 - re-open gate;
 - Close gate at Wyeth and Moses Drives;
 - **10 PM** – close Smith Blvd Gate;
 - Turn off all light displays
- Saturday 11/25, Fridays, 12/1, 8, 15 and 22 AND Saturdays 12/2, 9, 16 and 23 REPEAT PROCEDURE FOR 11/24
- Beginning Sunday 11/26 and every Sunday through Thursday through 12/26: City to Provide:
 - closure of gates at Smith Blvd entrance to Park by 4 PM;
 - Set up barricades near collection area;
 - Turn on all light displays by 5 PM;
 - re-open gate;
 - Close gate at Wyeth and Moses Drives
 - **9 PM** – close Smith Blvd Gate;
 - Turn off all light displays
- FOL volunteers will use the First Tee Building each night from 4:30 to 10 PM beginning Friday 11/24 through Tuesday 12/26
- Tuesday 12/17– FOL Lay down; Volunteers will lay down all displays; Need Visitor Center open at 7:00 am through 3 pm.
- Wednesday 12/17- FOL take down and store; Volunteers will take displays apart and move them back to semis for storage beginning at 8am. Need Visitor Center open at 7:00 am through 3 pm. city crane or responsible back up as provided by the city will be needed from 9-noon

- Sometime after 1/3/17 Move Semis from Phillips Park back to 1960 East Indian trail building for storage – coordinate with Joe Hopp from the city, George Ball from Rotary and Martha Schomer, Heitkotter

Electricity Needs are many and varied: See Dan Anderson and Scot Miller from the City of Aurora; Byron Saum from Rotary and/or Platt Electric our Contractor.

In years prior to 2016 we have used the Visitors Center for an opening party. We are not doing that any more. This has been replaced by invitations to our lighting sponsors to our Winter festival dinner the first week in November. We hold a picnic for volunteers involved with display assembly and takedown the first Saturday in August.