



# FlockFest

July 5-6, 2024

Fort Lauderdale Beach, Florida

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## Event Contacts

Name	Position	Phone Number
Steven Crawford	Event Coordinator	214-773-9098
Kevin Clevenger	Onsite Event Coordinator	954-529-4392
Cory Ziman	Logistics Coordinator	203-915-1643
Andrew Cox	Turtle Safety/Food Vendor Coordinator	336-692-3344

## Website/Social Sites

Platform	Name
Website	<a href="http://www.flockfestevents.org">www.flockfestevents.org</a>
Facebook	@flockfestevents
Instagram	@flockfestevents
TikTok	@flockfestevents

# FlockFest Events Mission

FlockFest is a strategic non-profit fundraising foundation that partners with other non-profits for transformational change. FlockFest plans, manages, and implements events that achieve fundraising goals and mission impact. FlockFest Events raises money and awareness for local non-profit organizations including the LGBTQ+ community.

## Vision/Goals

- Charitable Giving
- Sponsor Support
- Appreciate Volunteers
- Community Partnership

## FlockFest Principles



## Charitable Giving

FlockFest promotes other non-profit organizations to build and support community partnerships through direct financial and in-kind donations.

### Financial Donations

FlockFest Events have a specific percentage or dollar amount donated to a designated beneficiary.

- Sponsorships Support
- Check Donations

### In-Kind Donations

FlockFest Events provides organizational expertise in planning and conducting events for our non-profit partners. These initiatives include, but not limited to:

- Event Management
- Event Planning
- Event Tickets
- Event Promotions/Marketing
- Event Staffing/Volunteering

## FlockFest Committee Leadership

<b>Position * (see appendix for Role Descriptions)</b>	<b>Name</b>
Sponsorship/Fundraising/Deliverables	Kevin Clevenger
Pre-Check In Events	John Santos
Check-In Station	Eman Santos
Inflatable Station	Gregg Granger
Logistics	Cory Ziman
Volunteer Coordinator	Bud Beehler
VIP Area Coordinator	Brian Smiley
VIP Area Assistant	Jeff Hudson
FlockFest Bar Manager	George Garcia
Website/Social Media/Marketing Manager	Steven Crawford
Safety and Security Director	Cory Ziman
Entertainment Tent Coordinator	Dan Johnson
Food Vendor Coordinator	Andrew Cox
Insurance or Release of Liability Director	Melba De Leon
Turtle Safety Coordinator	Andrew Cox
Cabana Social Director	Ryan Young
Community Events Coordinator	Eddie Willis-Blunt

## Event Date/Time/Location

	Date	Times	Venue	Location
<i>Pre-CheckIn Party</i>	July1, 2024	6pm - 9pm	TBD	Wilton Drive
<i>Pre-CheckIn Party</i>	July 2, 2024	6pm-9pm	TBD	Wilton Drive
<i>Pre-CheckIn Party</i>	July 3, 2024	6pm-9pm	TBD	Wilton Drive
<i>Leather &amp; Feathers</i>	July 4, 2024	9pm - 2am	Eagle Bar	Fort Lauderdale
<i>Flock the Block</i>	July 5, 2024	2pm - 10pm	LIT Bar	Wilton Drive
<i>FlockFest Beach Party</i>	July 6, 2024	11am - 4pm	Fort Lauderdale South Beach 1100 Seabreeze Blvd 333316	Fort Lauderdale, Florida
<i>Flamingo - Splash Pool Party</i>	July 7, 2024	12Noon-5pm	Easton - Courtyard Marriott Hotel	Wilton Drive

1. Date:

- July 5-6, 2024

2. Location:

- 1100 Seabreeze Blvd, Fort Lauderdale, FL 33316 (South Fort Lauderdale Beach - Behind public restrooms)

3. Times:

- Setup Time:
  - Friday, July 5, 2024 7am-6pm

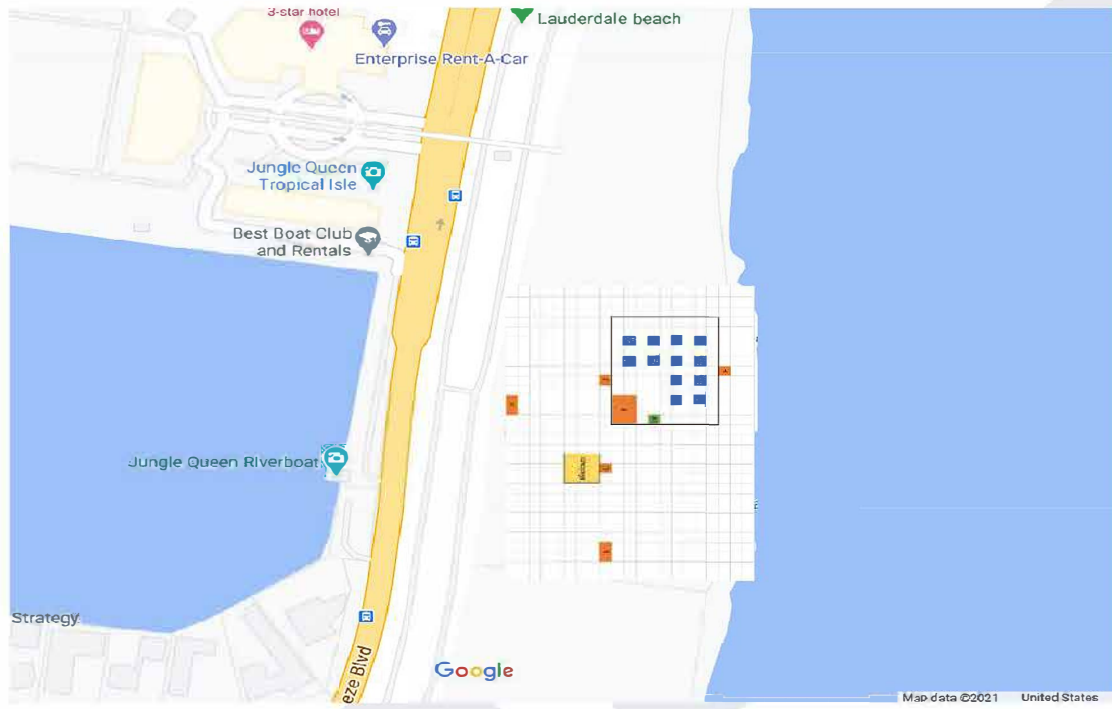
Only tent frames

- Event Time:
  - Saturday, July 6, 2024 11am-4pm

- Breakdown Time:
  - Saturday, July 6, 2024 4pm-8pm

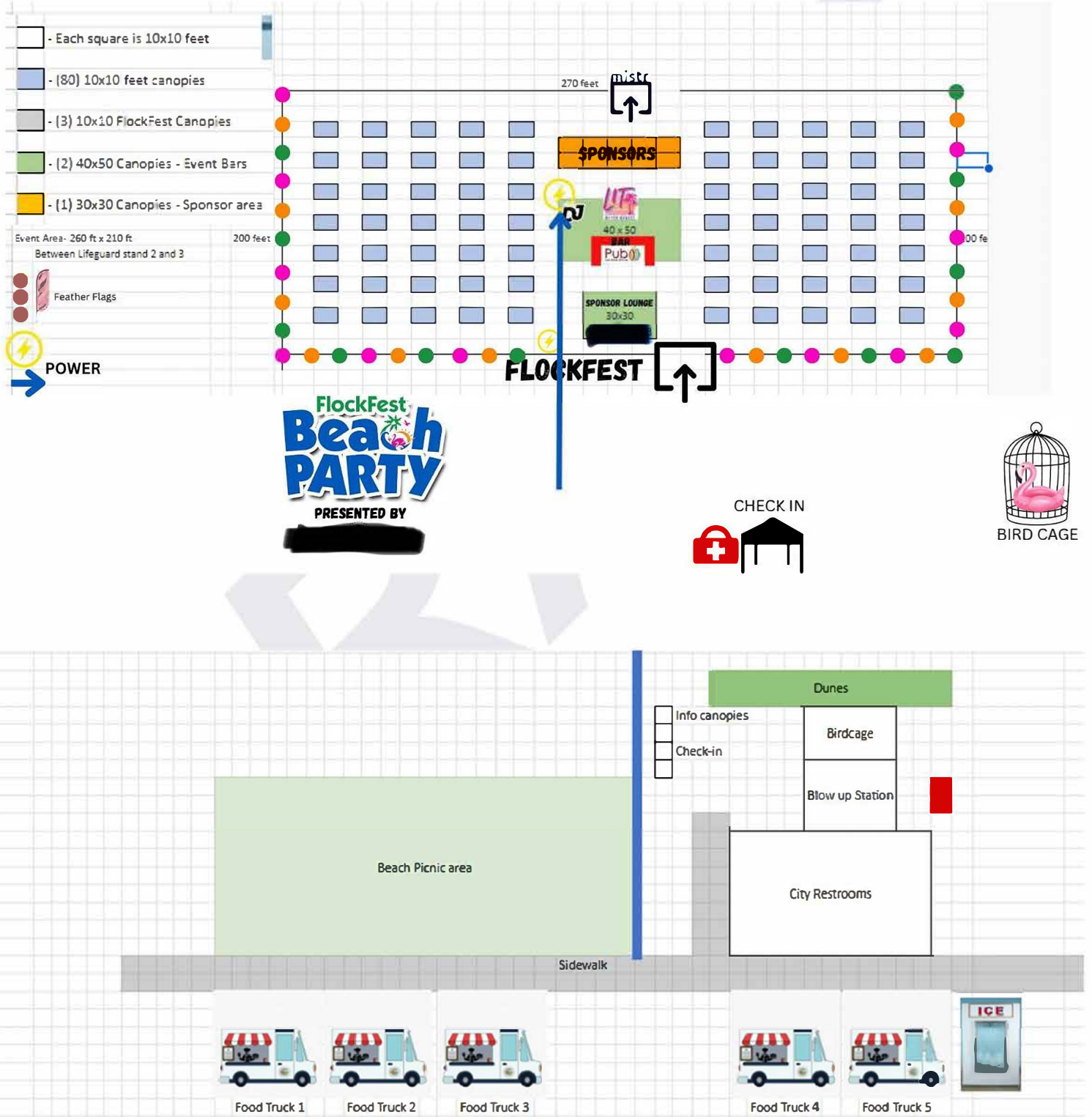


# Event aerial Site Map



# 1. Detailed Event Site Map

The event is located on South Beach of Fort Lauderdale – Between Lifeguard stations 2 & 3 (Near the public beach bathrooms)



## Parking

30 parking spaces for the dumpster for event trash, Icebox, 2 event truck parking, and 5 food vendors.

## Transportation

Encourage attendees to use ride-shares such as Uber, Lyft, Sun Trolley, Water Taxi, and taxi services. Beach parking and Beach garage parking will be available for those who drive.

## Beach Evacuation Plan

- The onsite Event Coordinator will work with lifeguards to communicate with all Staff members
- Announcements will be addressed by the DJ/Event Coordinator over the event sound system.
- An e-blast message will be sent out to all event ticket holders
- Message in both English and Spanish

## Medical Canopy

- Onsite medical tent during event hours open 11am-4pm.
- Medical canopy staffed by:
  - Contact info:

## Lifeguard Safety

- Request to hire 2 additional lifeguards to walk the beach during the event.
- Hours 1pm-4pm

## Turtle Safety

- AM Turtle sweep is around 6am. Our location is their first stop.
- Andrew Cox is a FlockFest Board Member. He previously worked for South Florida Wildlife and assisted with Past turtle beach sweeps. He will work with NOVA and STOP (Sea Turtle Oversight Patrol) to sweep the beach before set-up.
- All turtle nests will be roped off for protection.
- A social media blast will be sent to all attendees before the event – to be aware of possible turtle nests.
- EPA Permit - completed (Attached)

## Crowd Management Control Training

- All FlockFest Board members are required to take the online Crowd Management Control Course.

## Beach Cleaning

SNL Event Cleaning Company

Contact: Will (786) 290-5228

Description of service:

- 20 trash cans (not counting city trash cans)
- Dumpster for Event trash
  - Located in the Parking lot
- Trash/Recycle bins during the event
- Stock and maintain the public restrooms on-site. (per recommendation from City)
- Beach crew to walk the beach and clean up for after the event

## Canopy Provider

Infinite Event Rental & Services

Contact info: Vade (305) 890-8781

Description of service:

- Setup/Breakdown of rental Canopies
  - 1 30x40
  - 1 40x50
  - 80 10x10
- Canopy Permit (Pending city Permit)
- Exit signs and Fire extinguishers in each canopy larger 10x10

## Food Truck Provider

Food Truck Provider Name

Contact info

Description of service:

## Ice Provider

Fort Lauderdale Ice

Contact info: Shirley 954-587-8277

Description of service:

- Drop off the Ice Cooler in a reserved parking spot
- Pick-up Ice cooler at the end of the event after 4pm

## Barricade Provider

Infinite Event Rental & Services

Contact info: Vade (305) 890-8781

Description of service:

- o Setup/Breakdown of rental barricades
- o 100 metal barricades

## Insurance Provider

We Insure

Contact info: Alejandro 954-903-7519

Insurance in Both the City of Fort Lauderdale and FlockFest name

## Food and Alcohol

- Provided by local bar sponsors
  - o Liquor License (Pending City Permit)
  - o Liquor Liability Insurance (Pending City Permit)

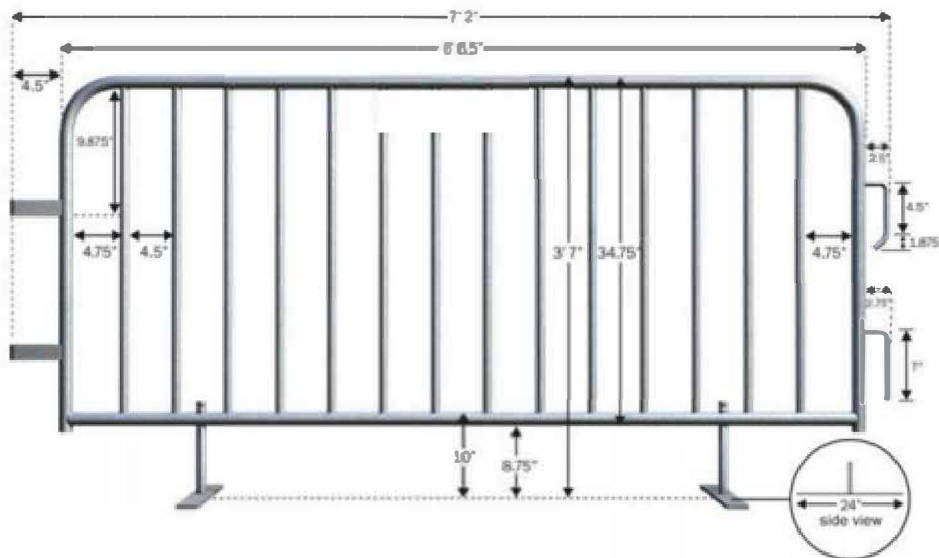
## Event Setup Plans

### 1. VIP area

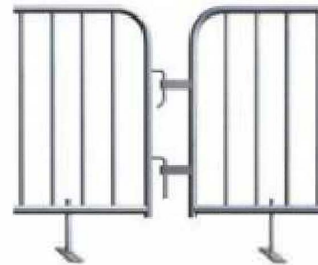
This area is reserved for VIP event attendees. This area will be barricaded and only event VIPs can access this area. Guests will be required to wear event bracelets to identify them as VIP guests. This area is   120   feet x   150   feet.

#### Barricades

VIP area will be secure with 490 feet of barricades



Interlocking hook & sleeve system for security and safety



#### Canopies

Below is the list of canopies in the VIP area. (barricaded area)

##### *VIP Reserved Canopy*

- 60 – 10x10 canopies set up close to water. 4 Rows of 8 canopies – each canopy space 10 feet apart. (Canopies provided by Infinite Rentals & Services)

#### *Food /Drink Canopy*

- 2 – 30x30 Canopy setup back of VIP area. This will be for Food/Drinks. (Canopies provided by Infinite Rentals & Services)
- 4 – Folding Table
- 4 – FlockFest Event Tablecloth
- 2 fans (one in each canopy)

#### *Entertainment Canopy (Sponsored by LIT Bar)*

- 1 – 40x50 Canopy setup in the middle of the event area. This will be for the DJ and small stage for the Swimsuit fashion show- Hosted by Andrew Christian
- 1 - small stage
- 4-5 pub tables (with tablecloths)
- DJ Table with FlockFest Tablecloth
- Sponsor banners
- 2 fans

#### *Medical Canopy*

- 1 – 10x10 Canopy setup back of the event area.
- 2 – Folding Table
- 4 – FlockFest Event Tablecloth
- 1 - Cot
- 1- fan

#### *Volunteer Canopy*

- 1 – 10x10 Canopy setup back of the event area.
- 2 – Folding Table
- 2 – FlockFest Event Tablecloth
- 6 - Folding chairs
- 1 - fan

#### *Sponsor Canopy*

- 1 – 20x30 setup near the entrance of the barricaded event area.
- 1 table with tablecloth
- living room-style seating
- 20x30 astroturf
- 2 fans
- Sponsor banners



## 2. "Birdcage"

The "Birdcage" is a space where we store the VIP flamingo floats. This is constructed using PVC pipes and bird netting. Need a volunteer to hand floats to VIP guests.

### Canopy

- 1 – 10x10 canopy setup to provide shade for the volunteer. This is the FlockFest Flamingo canopy

### Other items

- 1 – Folding chair

## 3. Check-in Area

This area is where guests will check-in for event.

### Canopies

- (2) 10x10 canopy will be used to provide shade for volunteers to work check-in details. These 2 canopies are owned by FlockFest. (Remember to us sand weights)

### Other items

- 1 – Small pub high-top Table
- 1 – 2 folding chairs

## 4. Pump Station

This area is an air pump station. Guests can make donations to charity (not required) and use an air pump to inflate their floats.

### Canopy

- 10x20 canopy will be used to provide shade while guests inflate floats. (This canopy is provided by Infinite Rentals & Services)

### Other items

- 1 – Small pub high-top Table
- 1 – 2 folding chairs



## 5. Parking Lot

This area will be used for Food vendors, Ice trailer, and event trash dumpster. 20 front parking spots will be reserved for these items (not Handicap spots) See Detailed Event Site Map for reserved spots.

### Food Vendors

- Name
- Name
- Name
- Name
- Name

### Trash Dumpster

- Dumpster for all event waste. This is provided/removed by Emerald Cleaning Services

### Ice Trailer

- Event Ice trailer provided by vendor for all ice needs.

## 6. Signage

- more details soon
- 

## Breakdown Plans

### 1. VIP area

- The Canopy vend breakdown all the canopies starting at 4pm
- 3 FlockFest canopies need to be loaded into a moving truck.
- Barricade vendor will remove all barricades from beach starting at 4pm

### 2. Food/Drinks Canopy

- The Canopy vend breakdown all the canopies starting at 4pm
- Return all unused event cups to moving truck
- All Trash to event dumpster located in parking lot

### 3. DJ Canopy

- 1 FlockFest canopy needs to be loaded into a moving truck.
- 1 Folding Table/Tablecloth
- All Sound system/cables need to be loaded into moving truck

#### 4. Birdcage

- Deflate all floats and store them for reuse
- Detach PVC pipes and zip tie them together.
- Load in Uhaul vehicle
- Return to storage

#### 5. Pump Station

- The Canopy vendor will breakdown all the canopies starting at 4pm
- Return folding table and chairs to moving truck

#### 6. Check-in Station

- 2 FlockFest canopies need to be loaded into a moving truck.
- 4 Folding Table/Tablecloth
- All unused check-in supplies boxed up

#### 7. Parking Lot

- Food Trucks will clean-up and leave
- Emerald Cleaning will remove trash dumpster
- Ice Vendor will remove Ice trailer

#### 8. Beach Cleaning

- Emerald Cleaning will have a beach cleaning crew
- Any available volunteer help sweep/clean beach

#### 9. Final Walk-through

- Emerald Cleaning owner will do a final beach sweep
- All FlockFest Board members will assist with final clean-up inspection

### Volunteers

#### 1. Setup

TBD (25 Volunteers)

#### 2. Event

TBD (25 Volunteers)

#### 3. Breakdown

TBD (50 Volunteers)

#### 4. Appreciation Brunch

- All volunteers are invited to the Appreciation Lunch (location and time TBD)

### Attachments

1. Broward County Uniform Building Permit Application
2. Event Insurance – We Insure
3. Liquor Liability Insurance
4. Event Sponsors
5. Liquor License Info

### Appendix