



**MONTHLY MEETING AGENDA
March 4, 2025 - 1:00PM**

UPCOMING CITY SPONSORED EVENTS:

- **MUSIC MADE HERE CONCERT SERIES**
 - **Friday March 7, 2025 – 7:00 pm – Downtown Square**
 - **Event Layout – Only closing 5th and 6th Streets**
 - **PARK OPS REQUESTS**
 - Bollard installation, 5th Street, 6th Street, and park corners
 - Event set-up and tear-down assistance
 - AM staff – 9am arrival
 - Garland Sign AM
 - 6-8 staff for PM
 - 6 pieces Silver Fence early Friday AM for prism area
 - 1 Gator
 - 2 Firewheel Golfcarts – Pick up Thursday 3/6
 - **REC REQUESTS**
 - 10 event staff – 4PM arrival
 - Lawn Games, 1 Axe throwing, 1 Bounce House
 - Please plan to bring at least one generator
 - Photo Op staff
 - Staff to assist with tear down following event
 - **PD REQUESTS**
 - Officers during event, including BOH area
 - Plaza will be green room area
 - **TRANSPORTATION REQUESTS**
 - Block
 - parking spaces on 6th St Friday early AM
 - Roach Lot Friday early AM
 - Parking spaces on Main across from Frocksy for stage driveway
 - **HEALTH**
 - 4-5 Food Vendors
 - DART has been communicated with regarding closures.
- **IMMERSIVE ART SCULPTURE**
 - March 14 installation
 - March 15-March 30
 - Overnight security for the duration
 - March 31 removal



- **SPRING BREAK ON THE SQUARE – DDO**
 - **Monday March 17 – Thursday March 20**
 - Activations planned from 12:00pm – 4:00pm
 - **Friday March 21**
 - Puppy Party from 5:00pm-8:00pm
- **PAINTING WITH A TWIST ON THE SQUARE – DDO**
 - **Thursday, March 27 – 11:00am – 1:00pm**
 - Near Prisms
- **ART MADE HERE: ART FAIR ON THE SQUARE**
 - **Saturday March 29, 2025, 2:00pm – 8:00pm**
 - **Full street closures on the Square**
 - Vendor tent build (40 tents built by 3rd party company)
 - **Event Staff will close streets beginning at 5am Saturday morning for tent build with soft barricades**
 - **PARK OPS REQUESTS**
 - **Platform stage build Friday 3/28 on Flagstone in front of Prisms**
 - Bollard installation, all streets on the square
 - Edges of streets and park corners can be done earlier in the day
 - Centers will be done last at approx. 1pm After all vendors are in
 - **6-8 staff, 7am**
 - Fencing, tent weights, tables and chairs for vendor booths, and other set-up
 - 2 Gators
 - **TRANSPORTATION REQUESTS**
 - Deliver soft barricades to Roach Lot Friday early AM
 - Deliver soft barricades to street corners so event staff can pull into the streets to close them early Saturday AM
 - **PD REQUESTS**
 - Officers during event
 - **HEALTH**
 - 4-5 Food Vendors
 - Communications with DART and Downtown businesses/residents has been sent
- **MUSIC MADE HERE CONCERT SERIES**
 - **Friday April 4, 2025 – 7:00 pm – Downtown Square**
 - **Event Layout – Only closing 5th and 6th Streets**
 - **PARK OPS REQUESTS**
 - Bollard installation, 5th Street, 6th Street, and park corners
 - Event set-up and tear-down assistance
 - AM staff – 9am arrival
 - Garland Sign AM
 - 6-8 staff for PM
 - 6 pieces Silver Fence early Friday AM for prism area
 - 1 Gator



- **REC REQUESTS**
 - 10 event staff – 4pm Arrival
 - Lawn Games, 1 Axe throwing, 1 Bounce House
 - Photo Op staff
 - Staff to assist with tear down following event
- **PD REQUESTS**
 - Officers during event, including BOH area
 - Plaza is Green room location
- **TRANSPORTATION REQUESTS**
 - Block
 - parking spaces on 6th St early AM
 - Roach Lot early AM
 - Parking spaces on Main for stage driveway
- **HEALTH**
 - 4-5 Food Vendors
- Communications with DART have been sent, and will be sent to Downtown businesses/residents
- **MUSIC MADE HERE CONCERT SERIES**
 - **Friday May 2, 2025 – 6:30 pm – Downtown Square**
 - Event Layout – **Full street closures on the Square ONLY**
 - **Expected attendance over 1,000**
 - **USL Soccer announcements**
 - **Presentation will include walking parade around the square**
 - **Will need PD assistance with road closures, see below**
- **PARK OPS REQUESTS**
 - Bollard installation, All Streets
 - Event set-up and tear-down assistance
 - AM staff – 9am arrival
 - Garland Sign AM
 - 6-8 staff for PM
 - 6 pieces Silver Fence early Friday AM for prism area
 - 2 Gators
- **REC REQUESTS**
 - 12 event staff
 - Lawn Games, 2 inflatable soccer, 1 Bounce House, 1 axe throwing
 - Photo Op staff
 - Staff to assist with tear down following event
- **PD REQUESTS**
 - Officers during event, including BOH area
 - Plaza is Green Room location
 - Assistance with closing south 6th at alley, Main at 6th, State at 6th at both corners for walking parade



- **TRANSPORTATION REQUESTS**
 - Block
 - parking spaces around square early AM
 - Roach Lot early AM
- **HEALTH**
 - 5-6 Food Vendors
- Communications with DART and Downtown businesses/residents will be sent
- **ASIAN AMERICAN HERITAGE FESTIVAL**
 - **Saturday May 10, 2025 – 5:00-10:00 pm – Downtown Square**
 - Event Layout – **Full street closures around Square**
 - **Expected attendance over 1,000**
 - **PARK OPS REQUESTS**
 - Platform stage build on lawn Friday, 5/09
 - Bollard installation, All Streets
 - Event set-up and tear-down assistance
 - 8am arrival
 - Garland Sign AM
 - 6-8 staff at all times
 - 6 pieces Silver Fence drop Friday for prism area
 - 2 Gators
 - Soccer goal for firecrackers
 - **REC REQUESTS**
 - 10 event staff
 - Lawn Games, 1 Bounce House, 1 axe throwing, 1 obstacle course
 - Photo Op staff
 - Staff to assist with tear down following event
 - **PD REQUESTS**
 - Officers during event
 - Bearcat Onsite
 - **FD REQUESTS**
 - Fire Cracker potential location on Main St.
 - **MARSHAL REQUESTS**
 - City Hall Open for Council, Artists, VIPs
 - 2pm-10pm, but we will attempt to get out of there earlier
 - **TRANSPORTATION REQUESTS**
 - Block
 - parking spaces around square early AM
 - Barricades at Roach Lot Friday 5/9
 - **HEALTH**
 - Many Outside Food Vendors
 - Communications with DART and Downtown businesses/residents will be sent



THIRD-PARTY PERMITTING: Please check the smartsheet to submit approvals

- **Mardi Gras Magic, Sunday, March 09—7:00am —Wynne Park**
 - Pending Payment
- **Firewheel Half-Marathon-Sunday, April 13—6:30am — Wynne Park**
 - Pending Payment
- **Surf and Turf in the Park – Saturday, April 19 – 11:00am-4:00pm – Central Park**
 - Pending Approvals
- **Don't Tread on Me-Sunday, May 25 —7:00am —Wynne Park**
 - Pending Payment

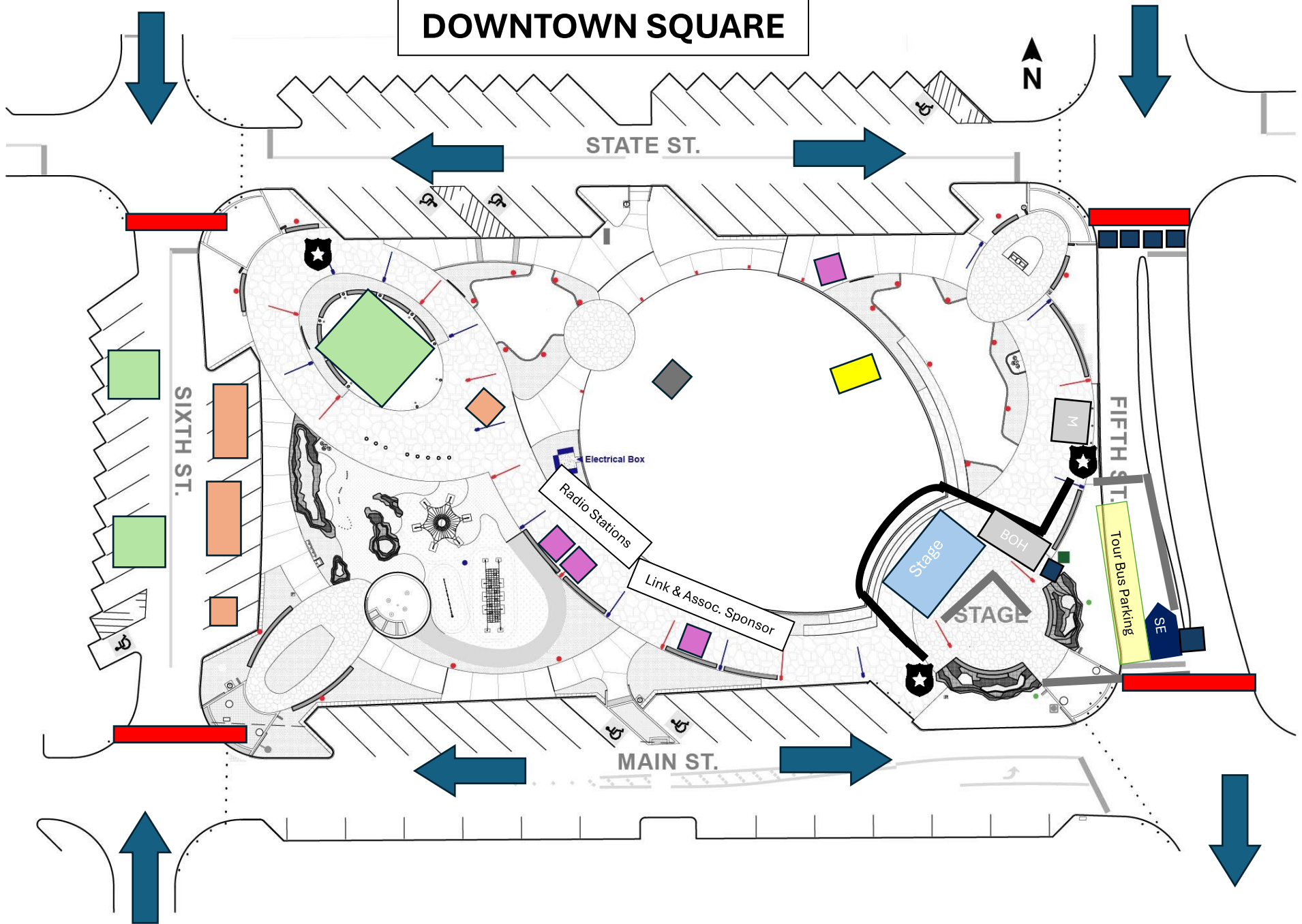
UPCOMING EVENTS

Event	Contact	Date	Time	Location	Anticipated Attendance
Music Made Here Concert Series	Special Events	03/07	7:00pm	Downtown Square	500+
Urban Market	3 rd Party/DDO	03/08	9:00am-3:00pm	Downtown Square	300
Field Day	3 rd Party	03/14	7:00am	Embree Park	450
Big Art Day	Special Events/Cultural Arts	03/29	2:00pm-6:00pm	Downtown Square	300+
Music Made Here Concert Series	Special Events	04/04	7:00pm	Downtown Square	300+
ARTrageous Performance	Library/Cultural Arts	04/05	6:00pm	Granville Arts Center	700
Spring into ACTION Walk	3 rd Party	04/12	10:00am	Montgomery Park	75
Urban Market	3 rd Party/DDO	04/12	9:00am-3:00pm	Downtown Square	300
Music Made Here	Special Events	05/02	6:30pm	Downtown Square	1000+
Urban Market	3 rd Party/DDO	05/03	9:00am-3:00pm	Downtown Square	300
Service Appreciation Day	HR	05/07	11:00am-1:00pm	The Atrium	800+
Asian American Heritage Festival	Special Events	05/10	5:00pm-10:00pm	Downtown Square	500+
3 rd Annual Car and Bike Show	3 rd Party	5/17	9:00am-12:00pm	Bass Pro	150-200+

LOOKING AHEAD:

- **July 3 Meetings**
 - ~~March 26 - 11am~~
 - April 30 - 11am
 - May 28 - 11am
 - June 25 - 11am

MUSIC MADE HERE
MARCH 7, 2025 – 7pm
DOWNTOWN SQUARE



**ART FESTIVAL
DOWNTOWN GARLAND
MARCH 29, 2025
2:00-8:00 PM**

PLAZA

STATE ST.

CITY HALL

CVB

N

 Vendor

MAKE
AND TAKE

MAKE
AND
TAKE



Electrical Box

A diagram showing a blue rectangular stage tilted at an angle within a circular arena. The stage is labeled "STAGE" in white capital letters. The arena is represented by concentric circles and a hexagonal floor pattern.

BOH

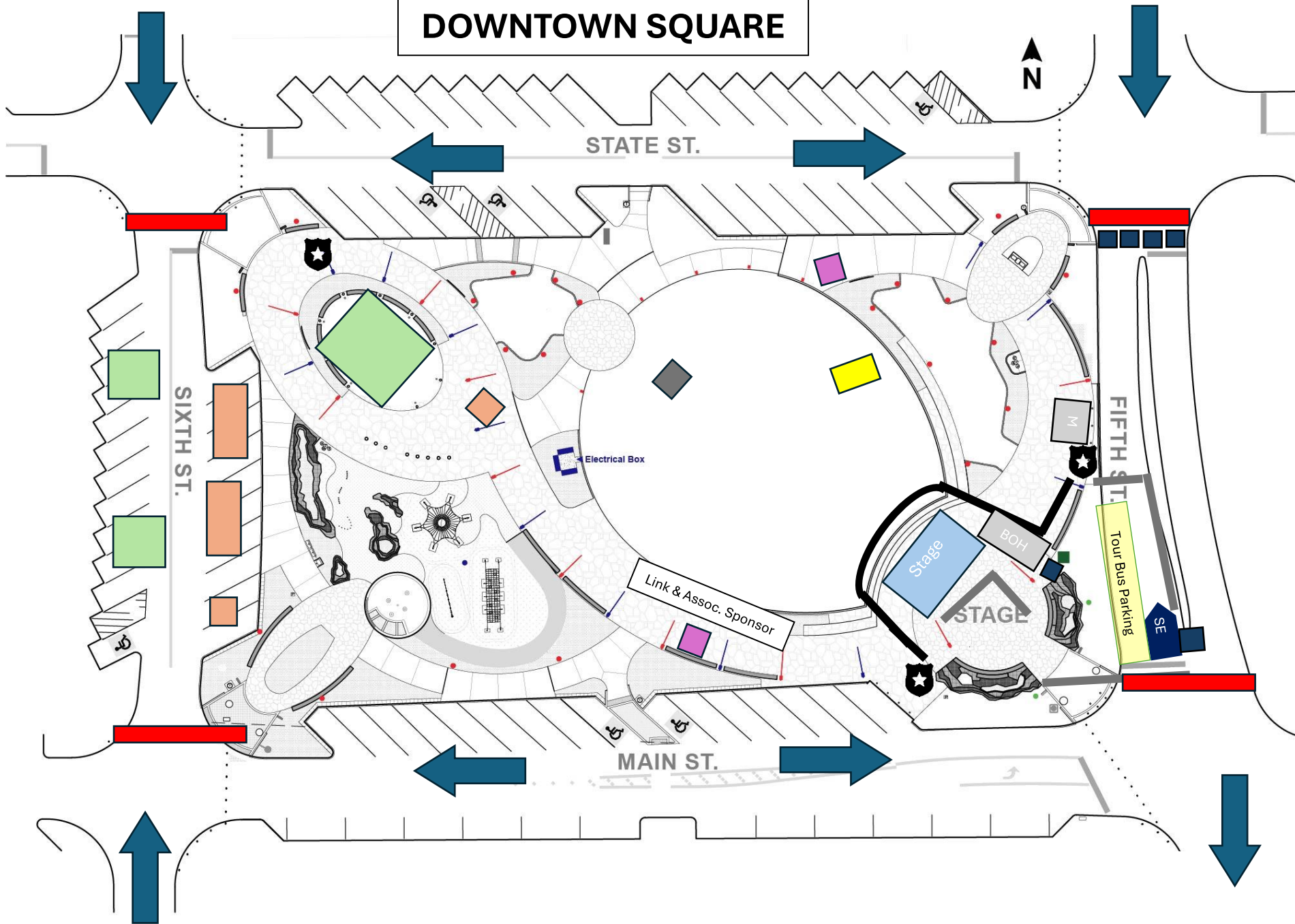
FIFTH ST.

MAIN ST.

	VEG

JBW

MUSIC MADE HERE
April 4, 2025 – 7pm
DOWNTOWN SQUARE



MMH
DOWNTOWN GARLAND
MAY 2, 2025
7:00 PM

CITY HALL
0 20' 40'

N

PLAZA

Kids
Activities

USL and
Artist Merch
Booths

Electrical Box

STAGE

BOH

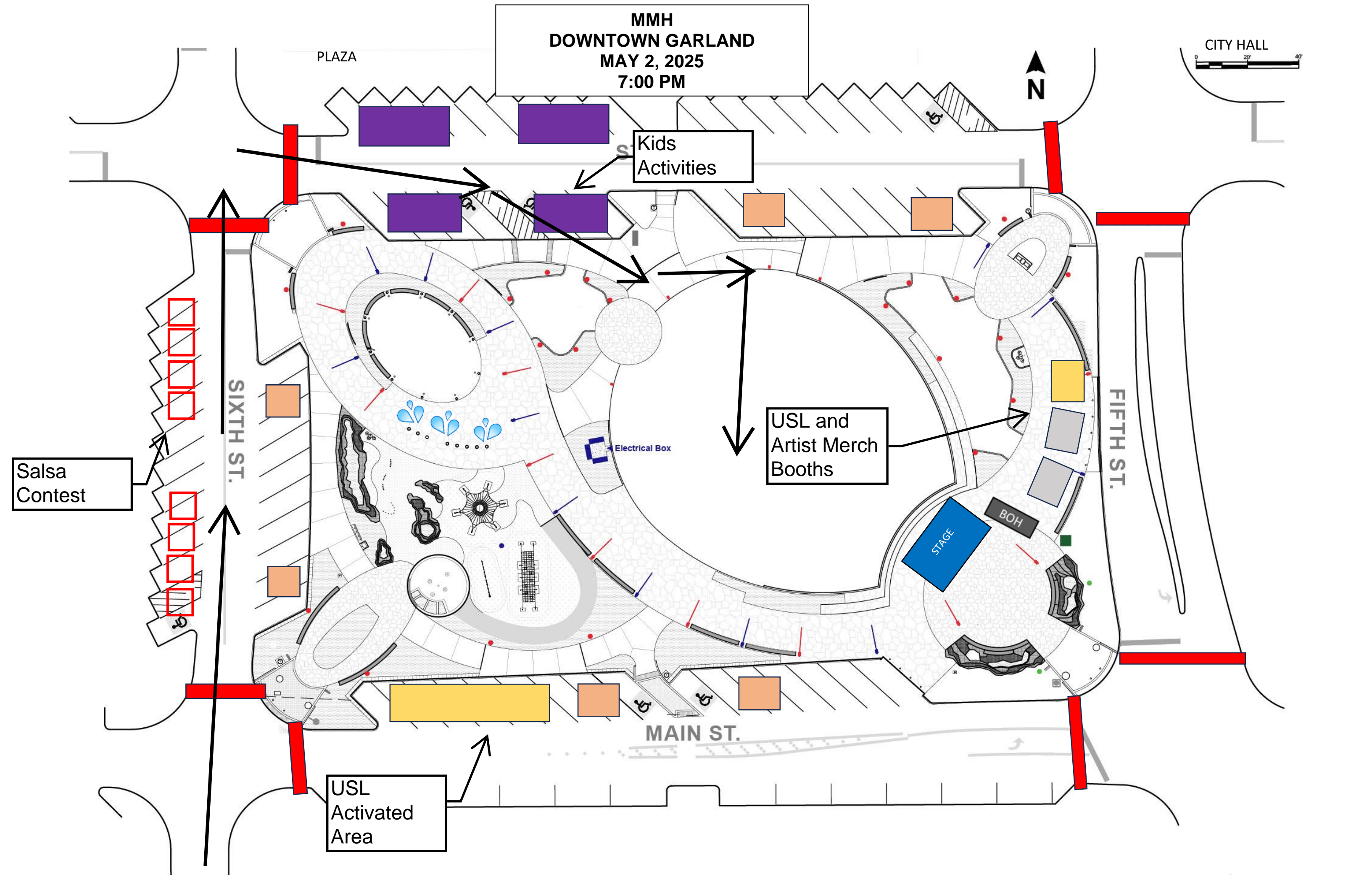
MAIN ST.

SIXTH ST.

FIFTH ST.

USL
Activated
Area

Salsa
Contest

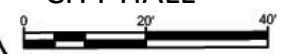


ASIAN HERITAGE FESTIVAL
DOWNTOWN GARLAND
May 10, 5-10pm

PLAZA

STATE ST.

CITY HALL



4 5 6 7

11 12 13

1 2 3

8 9 10

Vendor

Kids Activity

Parade Route

Library
CMC

14 15 16 17

SIXTH ST.

FIFTH ST.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17

50 years of
Success

SEATING

Electrical Box

GARLAND

UBE LANE

MAIN ST.

Fire Crackers

VIP

YOUTH
STAGE

STAGE

BOH