

## **LOGISTICAL PLANNING STRATEGIES: COST SAVING TIPS**

- Consider outsourcing and obtaining a bid from outside equipment rental contractors for equipment including generators, barricades, cones, stages, etc. rather than renting equipment from City Departments.
- Develop a consolidated “bid package” for equipment (e.g. barricades, cones, stages, etc.) with other Event Organizers holding events during the upcoming summer season to receive competitive and lesser pricing. A list of organizations with Applications on file with the Office of Cultural Affairs may be found on our O.C.A calendar.
- Order banners, signage and other products without the year composed of durable materials to use year after year.
- Provide realistic attendance numbers, not your “marketing numbers”, so that City services are appropriately scaled.
- Develop a move in/out plan as effectively as possible and an effective clean-up plan.
- Cost estimates for City services and equipment is based on the Application submission. To receive the most accurate and timely cost estimates, ensure your Application reflects accurately reflects the entire layout and footprint for the event, projected attendance, defined services (e.g. alcohol service, gating, etc).
- Start planning early: last minute changes to an Event Application can be costly and can be avoided by giving yourself plenty of time to make any changes before you submit an Application for City staff review and approval.
- Choose appropriate venue locations that fit the size of the event and be open to alternate locations; visit site locations and note what was successful.
- Conduct your own cost analysis....know the park fees and when possible, weigh the difference of conducting the event on a public street (street closures permits, fire permits, etc) versus park use fees versus private property fees.
- Partner with businesses adjacent to your proposed event site and seek partnership opportunities to collaborate with similar organizations.
- Market your event with community calendars such on the one on this site and sites such as [www.livesv.org](http://www.livesv.org) and neighborhood papers.