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**Title:** Approve the 2024 Special Events Calendar and designate the calendar as closed

**Sponsors:**

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**Attachments:** 1. 2024 Special Events Calendar - Agenda

Date	Ver.	Action By	Action	Result
12/19/2023	1	City Council	approved	Pass

**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the 2024 Special Events Calendar and designate the calendar as closed

**DEPARTMENT:** Community Services

**SUBMITTED BY:** Grace Michalak, Special Events Coordinator

**BOARD/COMMISSION REVIEW:**

N/A

**BACKGROUND:**

The Special Events calendar is a tool to assist in the planning and preparation of the many annual events that are held in Naperville. The 2024 calendar was compiled based on applications from event organizers as well as the Special Events Team scoring criteria. As in previous years, staff is requesting the City Council grant preliminary approval for the dates and events listed. This will allow sponsors and organizers to proceed with planning. Upon approval, City staff will begin scheduling logistics meetings to review routes, staffing levels, and traffic control plans. The City Council will have the opportunity to review specific details for individual events at regularly scheduled meetings throughout the year.

**DISCUSSION:**

***The Special Events Team***

This is a multi-departmental (Community Services, Police, Fire, Public Works, Naper Settlement, Library, TED), multi-jurisdictional (Edward Hospital, Park District, DNA) group that evaluates applications, recommends the following year’s calendar, meets throughout the year with organizers to plan event logistics, and provides resources before, during, and after the event day(s).

***Event Impact Scoring Criteria***

The Special Events Team uses department-specific criteria for each event and assigns an “impact score” based on the information provided in the application and previous experience with the event. Scores ranged from zero to four by department and includes, but is not limited to, such criteria as staffing levels required, expected attendance, parking impact, length of event, footprint of event (including road closures), inspections, mutual aid potential, type of entertainment, community impact, and whether or not liquor is served.

The department scores were weighted and then divided by the aggregate score. Those events receiving a score of zero to one for either department or community impact were dropped from the calendar. This does not mean that the event will not occur, but rather because no City resources are necessary and permitting is minimal, the events will be managed administratively by the Community Services Department instead of being reviewed by the full Special Events Team. Events receiving a score greater than one are on the calendar for approval.

### ***New events for 2024***

#### **Asian Americans Together for Naperville**

This event will showcase Naperville Asian American Community contributions and will share art, music, dance, literature and food. This event is scheduled to take place at Naper Settlement and is sponsored by Alliance of Indian Americans of Naperville.

#### **Summer Latin Arts Fest**

This event embodies the mission of educating the community, collaborating with local and international partners, and promoting the best aspects of Latin American culture. This event is sponsored by the DuPage Hispanic Alliance, LTD.

#### **Water Street Art Fair**

This event will celebrate regional artists.

#### **NFD 150<sup>th</sup> Anniversary Parade & Event**

This event will celebrate the 150<sup>th</sup> Anniversary of the Naperville Fire Department.

#### **Day of the Dead: A Celebration of Life**

Day of the Dead is a well-known Mexican holiday to celebrate loved ones who have passed away. Participants will come together to celebrate the lives of the departed with food, drink, music and dancing. Sponsored by Alliance of Latinos Motivating Action in the Suburbs (ALMAS).

### ***Approval of the 2024 Special Events Calendar***

The calendar includes 46 events, for a total of 99 event days, from February through November that require City services and/or the closure of streets.

11 events, held primarily on sidewalks and not requiring excessive permitting or support by City staff, are not listed and will be coordinated administratively by the Community Services Department.

In addition to approving the attached 2024 calendar, the Special Events Team is requesting the calendar be closed to all events.

Once the calendar is closed, the Special Events Coordinator will add event requests to a 2025 wait list. Events on the list will be reviewed in summer of 2024 during the annual application process.

If an organizer does not wish to be placed on the wait list, they have the option to petition the City Council at a regularly scheduled meeting and an agenda item will be prepared for review with a recommendation from the Special Events Team.

**FISCAL IMPACT:**

N/A