



CHICAGO PARK DISTRICT LARGE EVENT COMMUNITY ENGAGEMENT GUIDELINES & SUPPLEMENTAL INFORMATION FORM

The Chicago Park District continues its Community Engagement Guidelines which were introduced in 2022 for the events with 10,000 attendees or more per day. The Guidelines (page 2) employ a community engagement plan to keep neighboring residences, businesses and other stakeholders abreast of planned event operations. As part of their community engagement, organizers are also encouraged to bring benefits to the community by hiring local residents and securing local vendors. This is consistent with actions taken by event organizers over the years who provide financial support to local parks and schools, organize park cleanups, host holiday food and toy drives and contribute to park capital improvements.

What's New for 2023?

Once community engagement plans are submitted by event organizers to the Department of Revenue, they will be reviewed in conjunction with the Department of Community Affairs. Then, the plans will be presented to the District's Board of Commissioners by the Department of Revenue in order to obtain the required provisional approval.

What Do I Need to Do Now?

Submit a Supplemental Information Form (page 4-7) to the Department of Revenue. Organizers of multi-day events should conduct the required community engagement meeting prior to submitting the form. Please be prepared to provide additional information or attend a Board meeting upon request. Important due dates are reflected on page 7.

Contact the Department of Revenue at 312-763-6710 with questions.

COMMUNITY ENGAGEMENT GUIDELINES

Timely neighborhood outreach is required to minimize community impact, mitigate concerns, and ensure affected neighbors and businesses are aware of the event activity and have an opportunity to provide feedback.

At minimum, organizer required to complete the following:

- Submit a Community Engagement Plan
- **For multi-day event permits, hold at least one community engagement meeting. Suggestions for hosting the community meeting are on page 3**
- Mail and/or canvas residences and businesses in the zip codes affected by the event no less than 30 days before load in begins; notices should include the following:
 - times of load in, event, and tear down
 - park and street closures
 - phone number contact
 - email contact
 - provide bilingual notices if event is in a bilingual community
- Post public notices within a 4-block radius no fewer than 14 days in advance of load-in (e.g. yard signs in park and other authorized areas)
 - Provide residents and businesses with information regarding potential impacts of large festival events
- Solicit community feedback and factor it into event plans
- Engage community members in meaningful ways. This can include anything from volunteer clean up days and local hiring to holiday donations or a contribution to park programming and facilities
- Secure vendors and/or staff from the community area (security, ticket agents, food, etc.)
- Communicate details and solicit feedback from Park Advisory Council (if applicable) and Aldermanic Office

COMMUNITY ENGAGEMENT MEETING

(REQUIRED FOR MULTI-DAY EVENTS ONLY)

SUGGESTIONS FOR A SUCCESSFUL MEETING

- Be thoughtful about the date and time of the meeting to ensure working people can attend
- Provide a minimum of 14 days advance notice
- Provide interpretation and/or a translator if event is in a bilingual community
- Partner with local community organizations, elected officials, businesses to get the word out about the meeting, or try to join an existing community meeting where attendance is high
- Capture contact information for potential follow up
- Meeting Content
 - Organizer presents a plan to the community including the following information:
 - Basic event information (date, location within the park, etc.)
 - How this event will benefit and affect the community (jobs, complimentary tickets, down time for park, traffic closures etc.)
 - Any significant changes in event from last year and explain why the changes were made
 - Acknowledge solvable past issues that have been voiced and provide plan to address/explain why no changes are being recommended
 - Solicit feedback from the community
 - Allot a period of time after the presentation for the community to provide feedback on the plan and discuss any concerns or issues
 - Capture major themes from feedback
 - Contact attendees after the meeting to:
 - Thank everyone for participating
 - Provide a summary of feedback gathered
 - Offer additional information/address unanswered questions if necessary
 - If any new solvable concerns are raised that could not be addressed at the meeting, follow up with a solution and solicit additional feedback
- Organizer sends invitation to Chicago Park District Department of Revenue for all community engagement meetings

Contact the Department of Revenue at 312-763-6710 with questions.



**CHICAGO PARK DISTRICT
SUPPLEMENTAL INFORMATION TO SPECIAL EVENT PERMIT APPLICATION
LARGE EVENT COMMUNITY ENGAGEMENT PLANS**

Single Day events – Submit form with Special Event Permit Application, or immediately following

Multi-Day events – submit form immediately following hosting the required community engagement meeting

CONTACT INFORMATION

Please provide the applicant's point of contact for community engagement efforts below.

CONTACT NAME

CONTACT NUMBER

CONTACT E-MAIL ADDRESS

EVENT INFORMATION

SPECIAL EVENT PERMIT APPLICATION FEE RECEIPT NUMBER:

Please select one of the options below.

Single Day Event

Single Day Event with Multi-Year Agreement

Multi-Day Event

Multi-Day Event with Multi-Year Agreement

Please attach additional information as needed.

EVENT NAME

ATTENDANCE

SET UP DATES

AREAS OF THE PARK OPEN TO THE PUBLIC DURING SET UP. ATTACH MAP.

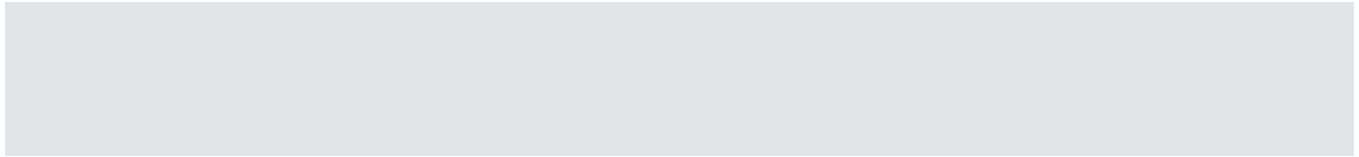
EVENT DATES

AREAS OF THE PARK OPEN TO THE PUBLIC DURING EVENT. ATTACH MAP.

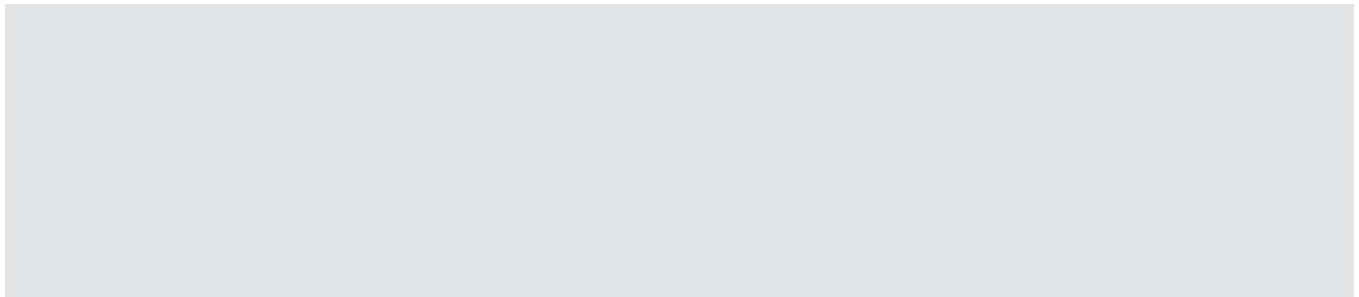
TEAR DOWN DATES

AREAS OF THE PARK OPEN TO THE PUBLIC DURING TEAR DOWN. ATTACH MAP.

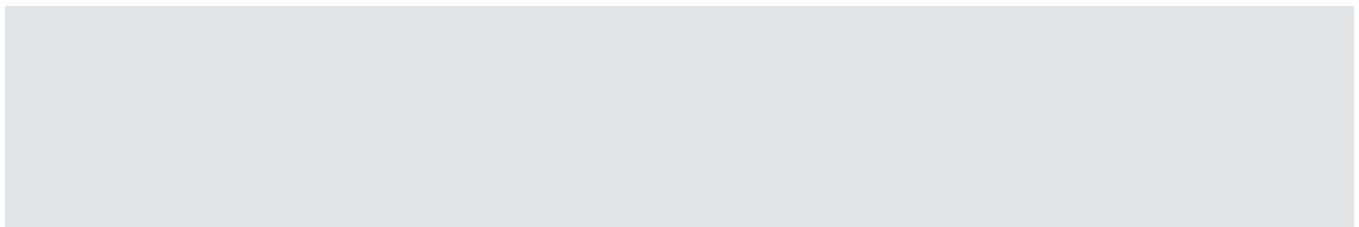
TEAR DOWN PLANS
DAY BY DAY SCHEDULE OF CLEAN UP ACTIVITY



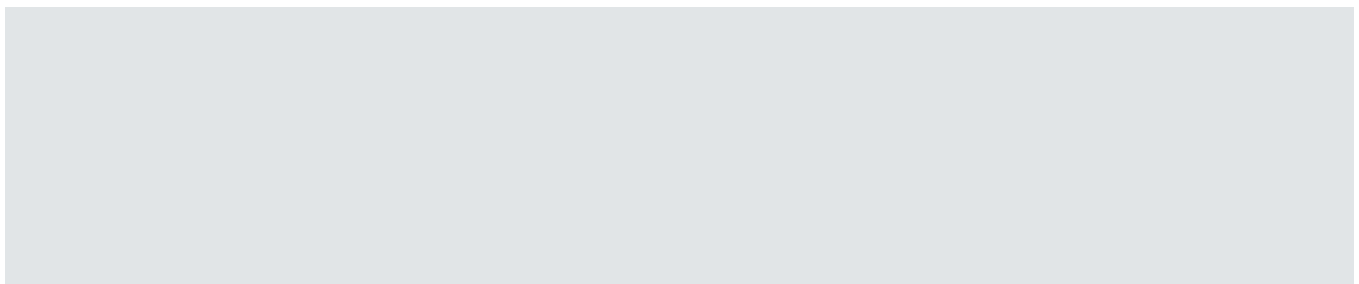
BRIEF HISTORY OF THE EVENT



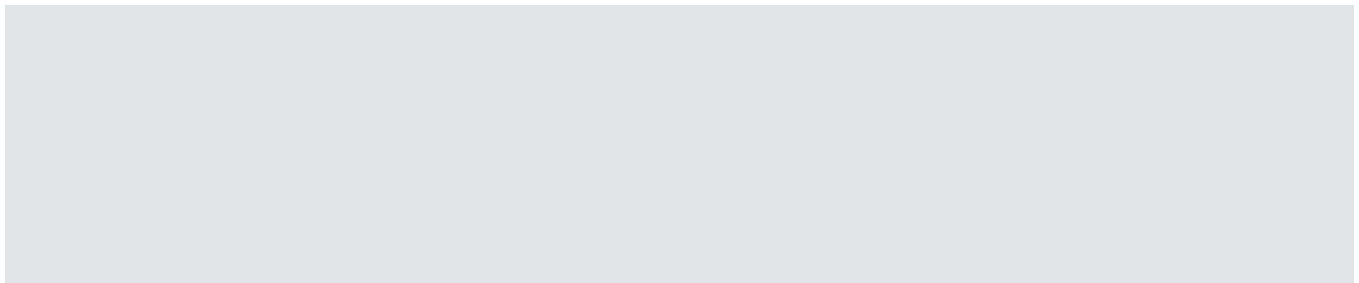
IF RECURRING EVENT, LIST ANY SIGNIFICANT CHANGES IN EVENT FROM PRIOR YEAR AND WHY



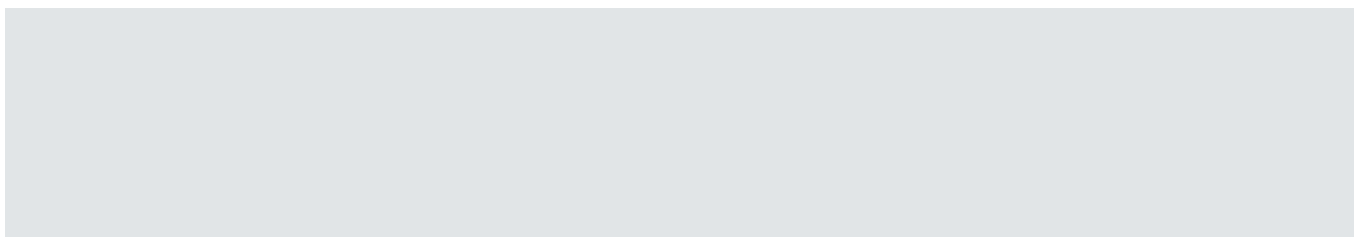
EXPLAIN THE BENEFITS OF THIS EVENT TO THE COMMUNITY



ATTACH FULL COMMUNITY ENGAGEMENT PLAN. PROVIDE A SUMMARY OF COMMUNITY ENGAGEMENT PLAN HERE.



IF RECURRING EVENT, LIST ANY SIGNIFICANT CHANGES IN COMMUNITY ENGAGEMENT FROM PRIOR YEAR AND WHY



■ OUTREACH EFFORT PLANS

PARK ADVISORY COUNCIL COMMUNICATION PLAN (IF APPLICABLE)

ALDERMANIC OFFICE COMMUNICATION PLAN

MAIL AND/OR CANVAS PLAN. BE SPECIFIC -INCLUDE QUANTITIES, LOCATION, ETC.

PUBLIC NOTICE POSTING PLAN

LOCAL HIRING PLAN

LOCAL VENDOR PLAN

OTHER COMMUNITY ENGAGEMENT PLANS

(I.E. VOLUNTEER CLEAN UP DAYS, HOLIDAY DONATIONS OR A CONTRIBUTION TO PARK PROGRAMMING AND FACILITIES)

■ COMMUNITY ENGAGEMENT MEETING - MULTI-DAY EVENTS ONLY

DATE

TIME

LOCATION

NUMBER OF ATTENDEES

THEMES HEARD AT MEETING

IF/HOW ORIGINAL PLAN CHANGED DUE TO SOLVABLE FEEDBACK FROM COMMUNITY

IF NOT ABLE TO CHANGE PLANS, SHARE REASONS WHY

MEETING FOLLOW UP PERFORMED

■ PRESENTATION TO THE BOARD

Large Community Engagement forms and plans submitted by the dates below will be presented to the Board of Commissioners at their monthly meeting held the following month.

Organizers of multi-day events should conduct the required community engagement meeting prior to submitting the form.

2023 Information Due Dates

January 26, 2023

February 7, 2023

March 8, 2023

April 5, 2023

May 3, 2023

June 7, 2023

July 5, 2023

August 2, 2023

September 6, 2023

October 3, 2023

November 7, 2023

SUBMITTED BY

DATE SUBMITTED