

TWO DAY TOWN, INC.

Two Day Town Event Plan

2023

November 1, 2022

“Two Day Town” is a leave no trace family camping and community music event. All activities and music aim at positive social interactions and the appreciation and conservation of the natural world. Minimal impact on the park is a primary objective including clean up and removal of all our trash. We strive to leave the park cleaner than when we arrived.

Two Day Town Event Plan 2022

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Two Day Town Event Timeline

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“Two Day Town” (TDT) is a family camping and community music festival that places an emphasis on leaving no trace in East Bay Regional Parks. The festival is produced annually by Two Day Town Inc. on the west shore of Lake Del Valle in Livermore during the last full weekend of April. All activities and music aim at positive social interactions and the appreciation and conservation of the natural world. Minimal impact on the park itself is a primary objective including clean up and removal of all trash with a "you bring it in you take it out" philosophy. We strive to leave the park cleaner than when we arrived.

1. History

In 2000, James Benney/Local Music Productions worked with the East Bay Regional Park District (EBRPD) in developing a plan for a multi-day camping festival. Their mutual desire was to create an event in an EBRPD park from which Bay Area families could benefit from the experience of positive social interactions while practicing environmental awareness and responsible community use of an EBRPD park. Lake Del Valle was selected as the most suitable location, and TDT has been produced successfully every year since 2001 (except for the unusual exceptions between 2019 – 2021).

2. General Description of Event

TDT is an annual camping and music festival that takes place between Friday and Sunday during the last full weekend of April on the west shore of Lake Del Valle (main event site) in Livermore. Tickets are required for entrance into the event. The event is attended, in large part, by volunteers who help to produce the event and campers and performers who have attended past TDT events. Tent campers are located in the picnic areas. Recreational vehicle campers are located in the two parking lots. TDT participants also reserve campsites in the park's public campground. It's believed that the campground sells out that weekend early in the year due to TDT.

A key feature of the Two Day Town event is the positive, friendly interactions of event attendees. Attendance growth is gradual and based on the annual accretion of new friends and family members. Quiet time is imposed at the Main Stage at 10 PM; afterwards, impromptu acoustic musical jam sessions are often performed at various locations within the main site. After 10 PM, no amplified sound, horns, or drums are used.

A number of TDT attendees occupy reserved campsites in the EBRPD campground. All EBRPD campground rules including no music after 10 PM apply to these individuals.

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Activities include live amplified music from a temporary stage at the grassy area below the upper parking lot during Friday evening, Saturday afternoon and evening, and Sunday afternoon. Live unamplified acoustic music is also performed at other locations and times. Details of music activities are provided. Other family-oriented activities include arts and crafts, workshops pertaining to nature and music, and yoga classes.

TDT managers and volunteers conduct operations to produce the event including access control, parking, transportation (shuttle service), safety/security patrols, stage/music management, and cleanup.

Setup cannot begin any sooner than 6am on Thursday.

Setup begins on Wednesday by a small team of up to 50 people. Takedown is completed by 12 PM on Monday. A map and setup and takedown plan are attached to this plan.

TDT signage for public notice in advance of the event will be provided to EBRPD 2 weeks prior to the event. Signs will be posted during the event to identify our activities as "Two Day Town" and provide direction to the event.

Currently under review by Public Safety.

The TDT Executive Director will work with EBRPD authorities to determine appropriate actions to be taken in case of adverse weather or other environmental conditions to ensure safety of TDT participants and protection of park resources. Our Incident Action Plan (IAP) is attached.

3. Minimal Impact Event

Leaving no trace is considered during the planning and conduct of TDT. This is done to minimize the impact of our activities on the park and to influence attendees through education and experience to value conservation of our natural environment. Two Day Town attendees are informed and periodically reminded (stage announcements and safety/security patrols) of the need to embrace this practice.

Calendar invites will be sent for pre and post event walk-throughs.

TDT must also schedule daily briefs with volunteers to discuss the plan for the day, any issues with previous, etc.

The TDT Executive Director and/or TDT President will perform a walking inspection of the TDT event location with EBRPD officials before and after the event to identify potential or actual concerns related to the TDT objective of minimally impacting the park and it's facilities. During event days, the Director and/or President will be available for daily meetings with park officials to discuss the status of event production.

Planning includes a review of park rules and regulations. Applicable requirements and planning guidelines are communicated to event participants before and during the event. Planning also addresses wet weather and evacuation procedures.

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In addition to compliance with park rules for protecting the parkland, TDT participants will adhere to the following additional expectations:

No wood-burning fires in the event space, including in the Ardilla or Eagles View fire pits. Propane fire pits and heaters in pre-approved locations only.

- No fires are allowed in the park barbeque grills
- No charcoal or lighter fluid may be used
- ~~No wood may be burned at the event site, unless approved in advance by the EBRPD Fire Chief~~
- No Styrofoam or glass containers may be used outside of vehicles
- No items may be attached to or hung from trees, vegetation, or park structures
- No boats or kayaks may be brought onto the lake from Lake Del Valle's west shore during the event
- No pets are allowed at TDT
- Only high visibility stakes may be used with camping tents in routinely irrigated areas
- No alcohol other than beer or wine is allowed. Smoking and vaping are prohibited within the park.
- There may be no water available for TDT. TDT will notify attendees to bring what water they need for the weekend.

This is a TDT rule and not a Park rule.

Tent camping at the event location is concentrated in picnic areas along the West Shore. Off-road vehicle use is prohibited. No activities involve off-trail use.

If there are EBRPD trash cans they are removed from the event location prior to the event. TDT attendees are expected to remove all of their trash (plus any extra trash they come across) when they leave the event. The park's trash cans are returned to their proper locations with clean park provided bags at the conclusion of the event. Large trash bins that cannot be moved will be locked for the duration of the event. TDT staff members inspect event areas and parking locations, including Del Valle Road, to ensure that all waste has been removed from the event area. Additionally, TDT volunteers periodically inspect and clean main site restrooms.

**NO parking
along Del Valle
Road**

Two Day Town Event Timeline

4. Organization

a. Board of Directors

ADD Board of
Directors names

TDT is produced by Two Day Town, Inc. (a California Corporation). A Board of Directors establishes policies for TDT management and oversight and elects a President with responsibilities for overall management of event operations. The Board also elects a Secretary and Treasurer.

Income for event production is based on ticket sales and periodic fundraising activities involving TDT volunteers and attendees.

b.Executive Management

Add names of others
serving as Executive
Director, organization
officials, etc.

The TDT Executive Director is a member of the Board of Directors and has responsibility for establishing TDT policy requirements. The TDT Executive Director also serves as liaison to EBRPD and other organization officials during planning and event production.

The TDT President has overall responsibility for implementing TDT operations. The President assigns a Chief Operations Officer and Operations Officers to assist in the conduct and oversight of TDT operations. These assignments will be maintained, and available for review by EBRPD personnel, by the President during the event.

The Director and President remain on-site and available by radio contact for the duration of the event. If it becomes necessary for either of them to depart the event, their responsibilities will be delegated and all TDT managers will be informed.

c.Volunteers

Approximately 300 volunteers help to conduct TDT operations. Operations Managers, supervisors, and staff are assigned to conduct operations on scheduled shifts.

Consider having a
yellow vest and
lanyard which is
specific to their role
(traffic, ticket sales,
etc).

Each volunteer will wear a distinctive yellow vest while performing TDT operations. Volunteers will remove their vests while not performing TDT operations. Volunteers may not participate with event attendees in TDT activities while performing TDT operations.

When? Each shift
change should have a
meeting and debrief of
expectations, issues,
etc.

Each volunteer will receive training in applicable requirements before performing TDT operations. The responsible Operations Manager or Shift supervisor provides the training.

Volunteers must NOT be under the influence, noticeable or not, of illegal drugs, inhalants or alcohol.

Two Day Town Event Timeline

Volunteers are required to remain free of the noticeable influence of illegal drugs, inhalants or alcohol while managing or performing TDT operations.

The minimum age requirement for volunteers is 13 years old. The minimum age requirement for volunteers working at the Entry Control Point or as Safety/Security Managers is 18 years old. Golf Cart operators must possess a valid drivers license.

d.Operations Managers

Operations Managers assigned by the President manage each of the primary operations identified in section 5 of this plan. They are responsible for the following:

- Ensuring that any necessary equipment, procedures, forms, etc., are provided for the conduct of operations
- Preparing and maintaining shift schedules and assigning volunteers to shifts
- Ensuring that a supervisor knowledgeable in operations requirements is assigned to each shift. The Supervisor could be the Operations Manager or one of the volunteers assigned to the shift.
- Conducting periodic oversight of operations to ensure compliance with requirements and schedules
- Remaining on-site and available by radio contact in order to respond to and address operational issues

e.Supervisors

Supervisors assigned by the Operations Managers are responsible for the following:

- Meeting with volunteer staff at the beginning of their shift to ensure each volunteer is knowledgeable in operations requirements and has the capability and equipment necessary to conduct operations
- Conducting oversight of shift operations to ensure compliance with operations requirements and schedule
- Reporting issues and concerns to the Operations Manager

Two Day Town Event Timeline

- Meeting with volunteer staff at the conclusion of their shift to discuss any issues or concerns of potential interest by the Operations Manager or following shifts.

5. Operations

The following primary operations are managed during the event.

a. Safety and Security

A **Safety/Security Manager** is assigned by the TDT President to manage the monitoring of safety and security through foot patrols, implementing special procedures for evacuation and missing or found children, eviction of persons from TDT, and provision of first aid services.

(1). Foot Patrols

The Foot Patrols will have procedures to accomplish the following:

- Patrolling to monitor safety and security
- Ensure adherence to TDT and EBRPD rules
- Respond to incidents of missing or found children
- Evict persons from the TDT event
- Evacuate TDT attendees from the event site

Volunteers on foot patrol, referred to as security monitors, monitor adherence by attendees to event policies including leave no trace expectations and park rules and regulations. They also assist in communicating information between attendees and event managers.

Foot patrolling begins on Thursday at 8:00 AM and continues over 4-hour shifts until Sunday at 8:00 PM. Security monitor(s), at least 18 years of age, are assigned to each shift. They are provided with ID lanyard, operational instructions at the beginning of each shift, and are equipped with 2-way radios, reflective safety vests, flashlights (during darkness), a notepad and pen.

The security monitors patrol all occupied areas of the main site. They are provided with information about TDT policies including adherence to the concept of leaving no trace and applicable park rules. As necessary, the security monitors provide guidance on these expectations to event attendees.

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Deviations from TDT policies are reported via radio to the Security/Safety Manager and, in turn, the Chief Operations Officer for resolution. The Executive Director will notify the EBRPD Police Dispatcher of uncorrected violations of park rules and regulations, suspected criminal activity, damage to park resources, or any incident involving potential or actual personal injury. The Security/Safety Manager will provide a record of all incidents to the on-site Chief Operations Officer.

TDT security monitors are observant for unsafe activities by TDT participants. Unsafe activities that cannot be quickly and easily resolved by the security monitor will be immediately referred to the on duty Security Manager for action. Uncorrected unsafe conditions will be reported to the on-duty Park Supervisor (after hours, to EBRPD Dispatch) by the Executive Director.

(2). First Aid

The following describes measures for providing basic first aid assistance to TDT participants and response by EBRPD fire department for further medical treatment or transport.

EBRPD is contracted by TDT to provide two on-site EMT certified personnel during the Main Stage performance hours: Friday 5PM - 10 PM; Saturday 11AM – 10 PM; and Sunday 11AM – 4 PM. The TDT Executive Director will coordinate with on-site EBRPD EMT personnel to ensure that their operational requirements are met.

EBRPD lifeguards are normally on-duty during park swim hours (11AM-6PM) on Saturday and Sunday.

TDT activities place emphasis on prevention of injuries. EBRPD information from the "Safety in the Parks and on the Trails" advisory will be referred to in event information and in periodic announcements from the Main Stage.

The TDT President assigns responsibility for providing TDT first aid assistance to an individual referred to as the "Medical Incident Commander" (MIC). The MIC will have no other assigned event responsibilities beyond providing first aid assistance and will work only within his/her practice. While EBRPD EMT personnel are "on duty" at the event, the MIC will defer decisions and actions about medical attention to the EBRPD EMT personnel.

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The MIC will be available at the event site during the duration of the event, Friday afternoon through Sunday afternoon. The MIC must be stationed at the First Aid Tent on Friday from 5 to 10 PM; Saturday from 11 AM to 10 PM; and Sunday from 11 AM to 4 PM. Other TDT volunteer positions provide support to the MIC.

A first aid station will be set up for the duration of the event, Friday afternoon through Sunday afternoon. The station will be sited under a walled canopy or tent adjacent to the Information Tent. The first aid station will be clearly marked with signage and will provide privacy and a table and chairs to support first aid assessment and assistance. The MIC or a TDT volunteer capable of contacting the MIC will continuously attend the first aid station or Information Tent during event hours, Friday 8 AM to Sunday 8 PM.

The MIC will be equipped with standard bandaging and splinting supplies, fresh clean water, and lighting during darkness. Additionally, the MIC will be equipped with a two-way radio for communicating with the on-site Chief Operations Officer and will verify communications capability by conducting regular radio checks during the event period.

All TDT participants will be informed of the location of the first aid station. This information will be given by signage and periodic announcements from the Main Stage. TDT participants will be given instructions for contacting EBRPD Dispatch from park telephones. This information will be provided upon entry to the event.

During daytime hours, medical incidents may be reported to any of the numerous radio-equipped volunteers (security patrols, entry controllers, shuttle cart operators, parking assistants, Information Tent, etc.). After approximately 10 PM, security monitors and entry controllers remain on duty. Following a report of an incident, the MIC will respond immediately to the first aid station or location of the casualty, as determined by the MIC.

Reports of injuries and illnesses will be promptly communicated to the MIC and on site Chief Operations Officer. Incidents requiring medical attention will be reported to EBRPD staff. If radio contact cannot occur, EBRPD Dispatch will be contacted by use of park telephones.

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TDT entry controllers and security monitors will be informed of the locations of medical incidents in order to provide any necessary assistance to medical responders. This information will also be given to park employees staffing the Del Valle entry point kiosk.

Vehicular access on roads and parking areas within the site will be kept clear at all times to support any necessary ambulance response. In the event that emergency vehicles are summoned, TDT volunteers will be posted at key locations to help direct and clear pathways for emergency personnel and ambulance response to the desired location.

The MIC will make a written record of injuries and illnesses that are reported. The record will identify the incident subject, subject's condition/complaint, incident circumstances, and first aid action.

b. Parking and Transportation

This operation includes managing traffic flow and parking, logistics of RV and parking reservations, golf cart operations, and shuttle bus operations. The Parking/Transportation Manager oversees these operations.

The **Parking/Transportation Manager** remains on site while assigned and is equipped with a 2-way radio to communicate operations and issues with volunteers and the Chief Operations Officer.

(1). Traffic and parking

ADD: Vehicle entry for day-use is \$6.00/vehicle. Overnight parking is \$8.00/night. All fees payable at kiosk. Additional fees apply for bus, trailer, boat, etc.

ADD: Volunteers stationed at the Del Valle entry kiosk will direct attendees to available parking; volunteers must have radio to communicate with other parking volunteers at other locations.

ADD: A volunteer schedule will be provided that will include timeframe, location, name

The Parking/Transportation Manager prepares a parking procedure in advance of the event that meets the following basic requirements:

- The parking plan reflects criteria and procedures for assigning parking locations to attendee vehicles. The objective of this is to provide maximum parking spaces and operational efficiency.
- Arriving attendees are **directed to parking areas by volunteers** at the TDT Front Gate based on instructions from the Parking/Transportation Manager.
- Procedures are in place for identifying and resolving parking problems including removal or towing of offending vehicles.

Two Day Town Event Timeline

- The parking plan includes procedures for oversight and communications of parking operations by the Parking/Transportation Manager.

Where will signage be posted?

At least one clearly identifiable volunteer must be stationed at the entry kiosk for the duration of the event.

When TDT parking locations are full, the event will be "closed" with signage posted. During park operating hours, a volunteer will be posted at the EBRPD kiosk to interact with persons who had planned to attend the event. Once closed, the event will remain closed for at least 2 hours then may be opened by the TDT President when at least 10 parking spots become available.

The following locations are used for TDT vehicle parking.

NOTE: The restroom construction project beginning in early spring will eliminate some event parking and will impact use of both the Vista del Lago and Valley Oak picnic sites. Exact impact is still TBD.

- West Shore Upper/Lower Parking Lots. TDT provides both reserved on-site "RV Camping" and personal vehicle parking spaces at these locations. (RV Camping" includes any form of inside-a-vehicle camping). Reserved vehicle parking is limited to a designated area in the lower lot.

Persons displaying valid disability parking permits are exempt from TDT vehicle parking fees. Approximately 60 vehicles, including campers and trailers, park in the upper lot and, approximately 122 vehicles park in the lower lot. Five parking lot spaces at the southeast corner of the lower lot are reserved for EBRPD operations.

Additional spaces for Ohlone may be needed.

- TDT Front Gate. Approximately 10 vehicles may be parked in the parking spaces near the TDT Front Gate. Two parking spots will be marked as reserved for Ohlone Trail Hikers if needed.
- Caballo Loco. Primarily, Tow vehicles that park trailers at the Upper/Lower Parking Lot will be parked at Caballo Loco. This area accepts 60 vehicles.
- Eagles View Group Camp. The park's gate entrance to Lake Del Valle's east shore and Eagles View is secured by EBRPD during park closure hours. Vehicle owners will be informed of the gate's nighttime closure. In the event that a vehicle must enter or exit Eagles View during nighttime, the Parking/Transportation Manager will unlock/lock the gate by use of a secondary padlock linked to the EBRPD padlock.

No parking or stopping of vehicles along Del Valle Road.

Two Day Town Event Timeline

TDT Traffic Management volunteers periodically monitor Eagles View. Eagles View accepts approximately 66 vehicles. In addition, the overflow parking area across from Eagles View Group Camp may be used for parking pending EBRPD approval as conditions permit.

Parking passes provided by reservations; must be displayed on vehicle dash. No motorhomes, trailers, RV's at Wild Turkey. Event must not overflow into family campground.

- **Wild Turkey Group Camp.** To fulfill the purpose of the Wild Turkey Group camp, at least 9 individuals must be camped overnight at this location and those campers will be issued a vehicle pass to park at this location. This area accepts 15 vehicles.

TDT volunteers assist in directing traffic towards and within TDT parking locations. Volunteers wear highly reflective safety vests while performing traffic and parking operations.

Parking conforms to EBRPD requirements for fire access row spacing as well as retaining parking designations for disabled parking and fire road emergency access. At all times, unattended vehicles are prohibited on vehicle travel lanes. Uncorrected violations and vehicle accidents are reported to the on site Chief Operations Officer and, as necessary, the EBRPD Dispatcher. Additionally, EBRPD traffic and parking requirements are monitored by safety/security foot patrols during nighttime periods.

(2). Shuttle Bus

Shuttle bus is not permitted to stop along Del Valle Road. Update shuttle bus stop map.

A professional shuttle van service is contracted to assist patrons in traveling between parking locations and the event's main site. The shuttle van service is operated as needed on Friday and Saturday, 8 AM - 11 PM, and Sunday, 1 - 5 PM. The shuttle bus route includes Caballo Loco and Eagles View. Shuttle bus stop locations will be marked.

(3). Golf Cart Operations

TDT volunteers driving golf carts provide a shuttle service to assist TDT staff and patrons in Moving their camping gear across the event site. Approximately 10 rented carts are delivered to the site on Thursday and removed on Monday.

Two Day Town Event Timeline

A Golf Cart Supervisor is assigned to instruct and oversee TDT volunteers in cart operations.

A Golf Cart Manager instructs cart operators on safe and secure cart operations. **Basic requirements** include the following:

ADD: Golf cart operators must NOT be under the influence, noticeable or not, of illegal drugs, inhalants or alcohol.

- Only persons authorized by the Golf Cart Manager are permitted to operate a TDT cart. Cart operators must possess a current driver's license and demonstrate safe cart operation.
- TDT carts may not leave the event site. Carts may not travel beyond the TDT entry point or enter the campground. TDT carts may not be operated on the sidewalks adjacent to the upper and lower parking lots without approval by the Golf Cart Manager.
- Cart operators are instructed to maintain secure cognizance of their cart at all times and to remove its ignition key when not being driven to safeguard against unauthorized cart operation.
- No racing or speeding is allowed. Carts should not exceed the speed of a fast-paced walk ("half throttle").
- Cart operators must wear closed-toe shoes. No sandals or flip-flop shoes may be worn while operating carts.

c. Front Gate (TDT West Shore Entrance)

A Front Gate manager is assigned to oversee operations (entry control and ticketing) at the Front Gate.

Setup can begin as early as 6am Thursday.

Entry to TDT is gained through an entry control point (Front Gate) that is setup within a canopied tent at the gated entrance to the west shore. The canopy is setup on **Wednesday** afternoon.

Thursday entry restricted to core group of 50 volunteers. No attendees should be arriving until the first event date, Friday.

Entry control operations begin on **Thursday** morning at 6 AM and continue until Sunday at 8:00 PM. **Entrance on Thursday is restricted to volunteers.** Entrance is opened to TDT ticket holders on Friday morning.

District staff, including naturalists, and any program participants must be allowed access.

The Front Gate is operated (24 hours a day) by at least two volunteers, each at least 18 years of age. They are provided with operational instructions at the beginning of each shift and are equipped with 2-way radios.

Staff time for Visitor Center staff will be charged if VC is open.

Two Day Town Event Timeline

No on-site ticket sales earlier than Friday, the first event date.	Front Gate volunteers issue wristbands to TDT ticket holders in exchange for TDT tickets. They provide each attendee with information about objectives for leaving no trace and furnish trash bags for waste removal. They also keep track of ticket/wristband transactions and maintain a message board.
Total attendance not to exceed 1200 per event day. This includes infants, children, adults, volunteers, and TDT staff.	TDT tickets are sold in advance of the event and may be purchased at the Front Gate. Ticket sales are limited by parking availability. When parking reaches full capacity, the Traffic Manager informs the volunteer at the park entry point that the event is “sold out” and posts a sign at the park’s entry point. The TDT Executive Director periodically removes and secures cash obtained from Entry Gate transactions.

d. Entertainment

An Entertainment Manager assigned by the TDT President oversees operation of the TDT live music venues. TDT features live community music from three venues as follows:

(1). Main Stage

Sound check is limited to 1 hour. Please specify time frame.

The Main Stage is located on the lawn area northwest of the Valley Oak Group Camp to provide amplified musical performances and announcements. The Main Stage hours of operation are as follows: Sound check is conducted on Thursday evening; live performances are Friday 5-10 PM; Saturday 11:30 AM to 3 PM and 5:30 to 10 PM; and Sunday 11:30 AM to 4 PM.

The Entertainment Manager assigns a Stage Manager to manage live sound production at the Main Stage.

During performance periods, the Stage Manager ensures that amplified sound levels do not reach a volume that is uncomfortable for TDT attendees. The TDT President will ensure responsiveness to EBRPD personnel regarding any concerns with Main Stage volume.

Two Day Town Event Timeline

(2). Ardilla Stage

Acoustical concerts are presented at the Ardilla Group Camp Naptime 3-5:30PM on Saturday. Performances are acoustic and are not amplified.

(3). Lakeside Stage

Acoustical concerts are presented at the Lakeside Stage Saturday 9AM–11:30AM, and Sunday 9AM-11:30AM. Performances are acoustic and are not amplified.

e. Guest Services

A **Guest Services Manager** assigned by the TDT President oversees the following guest services.

(1). Information Tent

Information about event activities and procedures will be available at this location. The “Information Tent” is also designated as a “Meet Me” location at which persons may plan to exchange information or rendezvous.

The Information Tent is staffed from morning to night during the event by a radio-equipped volunteer. In the off hours this is covered by security personnel, capable of contacting TDT Managers, First Aid and the Chief Operations Officer at any time.

(2). Family Activities

Other family-oriented activities include arts and crafts, workshops pertaining to nature and music, and yoga classes.

- Family activities are scheduled and approved by the Guest Services Manager. The primary approval consideration is safety.
- Activities must be attended at all times by an adult TDT activity leader.

Two Day Town Event Timeline

- Activities are limited to the TDT event location
- A parent or guardian must accompany children under 8 years of age participating in activities.

f. Sanitation

A Sanitation Manager assigned by the TDT President oversees the following services.

(1). Trash Can Removal and Replace

A key feature of the event has the removal of all personal trash at the conclusion of the event. This is managed by removal of all trash cans from the site before the event, preparing all event participants to remove all of their trash when they leave, then returning the park's empty trash cans to their original locations at the conclusion of the event. TDT volunteers accomplish this operation. Last year there were no trash cans only large trash bins that we locked.

If there are trash cans, on Thursday, the locations of trash cans are marked with bright-colored, plastic irrigation markers to enable their correct return location. A trailer pulled by a standard pickup truck is driven on the paved walkway and loaded with the park's trash cans. The trash cans are relocated to Caballo Loco for the duration of the event. Upon entrance to the site, each TDT attendee or group of attendees is provided with a plastic garbage bag and instructions for personal trash removal. On Monday, the park's trash cans (with clean park provided bags) are returned to their original location using the truck/ trailer and the irrigation markers are removed.

(2). Restrooms and Porta-Potties

TDT should bring in additional porta-potties due to restroom construction project.

TDT volunteers keep restroom facilities at the event site stocked, clean, and empty of full trash bags. Restroom facilities include the park restrooms within the event site and the "porta-potties" that are rented by TDT.

ADD: NO washing of dishes or clothing in restroom sinks.

TDT volunteers ensure that periodic checks are made of park restrooms. The Sanitation Manager holds a key to the park restroom closets (stocked with cleaning and paper products). Full trash bags from the park restrooms are taken by our volunteers to a dumpster located at Caballo Loco.

Two Day Town Event Timeline

Any issues involving the restrooms such as property damage or plumbing problems are reported to the Executive Director and the EBRPD staff as soon as possible.

g. Set Up and Take Down

Name?	A Setup/Take Down Manager is assigned by the TDT President to coordinate and oversee setup and removal of major features including the Main Stage, canopies and structures, signage, lighting, etc.
Include plan with primary contacts	A Setup and Take Down plan is prepared in advance of the event.

6. Vendor Contracts

TDT vendors may provide food, beverages, and merchandise. Permits are obtained for vendors as required by EBRPD. Vendors are subject to all relevant TDT policies including leaving no trace.

A commercial food truck located in the lower parking lot or near the Interpretive Center will provide food services. Food and coffee services begin on Friday, operate during daytime/evening hours, and end on Sunday at 3 PM.

TDT merchandise (compact discs, T-Shirts, etc.) is sold from a "Core Store" that is setup under a canopy on the field near the Main Stage. "Core Store" products are produced or donated by volunteers. Commercial merchandise vendors do not operate at TDT.

7. Communications

TDT Operations are communicated with the Chief Operations Officer and President, and among TDT managers, via two-way radios during the event period. Additionally, a TDT radio will be available to EBRPD personnel to enable communications with the TDT Executive Director. If radio contact cannot be made with the EBRPD staff during an emergency, the park pay phone will be used to contact 911. TDT participants are informed of the location of the park pay phone by a map handout and stage announcements.

Two-way radios are provided to TDT Managers and key positions (e.g., entry controllers, traffic/parking volunteers, safety/security patrols, etc.) on Wednesday, as appropriate. Radio operators are provided with instructions for radio use and communications practices. Periodic radio checks are conducted of entry controllers, safety/security patrols, and the Medical Incident Commander throughout the duration of the event. Radios are returned on Sunday or Monday, as appropriate.

Thursday

Two Day Town
Event Timeline

Day	Summary of Activity	
Wednesday	- Front Gate Canopy Set Up	8AM-4PM
Thursday	- Front Gate Banner & Lighting Set Up	8AM-4PM
	- Security Outpost Canopy Set Up	8AM-4PM
	- Family Activity Area Canopy Set Up	8AM-4PM
	- Storage Canopy Set Up	8AM-4PM
	- Barriers & Cones Delivered & Distribution begins	10 AM
	- Shuttle Stop Signage Set up	PM
Thursday	- TDT entry gate operations begin	6 AM
	- Upper/Lower Lot Traffic/Parking operations begin	6 AM
	- TDT signs posted	9:00 AM
	- TDT volunteers needed for setup (approx. 200 50 arrive	AM - PM
	- Foot Patrol operations begin	10 AM
	- Barriers & Cones Distribution Complete by	9:00 AM
	- Inspect event area, Del Valle Road for trash, damage, With EBRPD Staff	11 AM
	- Park trash cans moved (truck/trailer) to Caballo Loco	11 AM
	- Park/restroom sanitation begins	11 AM
	- Golf carts delivered, cart operations begin	11AM
	- Main Stage components delivered/setup (truck and van)	7AM-4PM
	- Deliver, set up porta-potties	10 AM
	- Sound Equipment Set up	11:00AM
	- Information, Core Store, canopies are set up	12 PM
	- First Aid Canopy (MIC Center) Canopy set up	12 PM
	- Ardilla Stage set up	12 PM
	- Food service vendor set up	12 PM
	- Food Canopy Set up	12 PM
	- Main Stage sound check	(1 hour) PM
	- Lighting Set up	4 PM
	- TDT Managers Meeting	7 PM
Friday	- TDT operations fully implemented	8 AM
	- TDT entry allowed for ticket holders	8 AM
	- Shuttle services from Del Valle Road NO shuttle stops on Del Valle Road	8 AM – 11PM
	- Vendor food service begins	12 PM
	- TDT Managers Meeting	7 PM
	- Main Stage operation	5 - 10:00 PM
Maximum attendance: (including day use only)	- Camping: 1200 (16)	

Two Day Town
Event Timeline

Maximum attendance: (including day use only)	Saturday	- Family activities	10:30 - 3 PM
		- Lakeside Stage operation	9 - 11:30 AM
		- Main Stage afternoon operation	11:30 - 3 PM
		- Ardilla Stage operation	3 - 5:30 PM
		- Main stage evening operation	5:30 - 10 PM
		- Shuttle services to Del Valle Road	NO shuttle stops on Del Valle Road
		- Camping: 1200	
	Sunday	- Lakeside Stage operation	9 - 11:30 AM
		- Shuttle services to Del Valle Road	NO shuttle stops on Del Valle Road
		- Main stage operation	11:30 - 4 PM
		- Vendor food service ends	3 PM
		- Main Stage sound system removed (truck and van)	8 PM
		- TDT entry gate closed	4 PM
		- TDT event operations cease	8 PM
	Monday	- Return trash cans to West Shore (truck with trailer)	12 PM
		- Remove canopies (Entry, Information, Core Store)	12 PM
		- Remove Main Stage (truck and van)	12 PM
		- Remove golf carts	12 PM
		- Remove porta-potties	12 PM
		- Complete inspection of Park and Del Valle Road With EBRPD Staff	12 PM

Two Day Town Setup/Takedown Plan

A Setup/Take Down Manager is assigned by the TDT President to coordinate and oversee setup and removal of major features including the Main Stage, canopies and structures, signage, etc., according to this plan.

1. Main Stage

A professional contractor engaged by TDT accomplishes assembly/disassembly of the stage/canopy. The stage (24'x40') and its canopy (30'x 60') components are delivered to the lawn by two vehicles, a truck and a van, on Thursday. Both vehicles are equipped with standard tires. The vehicles will travel at speeds less than 5 mph with headlights turned on.

Vehicles traveling on the lawn to the stage location will be directed by a volunteer appointed by the Setup/Teardown Manager to avoid damage to lawn sprinkler heads. The vehicles will drive backwards towards the stage location and return following the same path. In the event of rain or if the park lawn's topsoil is softened due to rain, plywood will be laid down for the vehicles to travel on.

The stage canopy is anchored to the lawn by metal stakes. The metal legs of the stage sit atop durable 1'x1' pads. The stage is disassembled and removed by 12 PM on Monday.

The Main Stage sound system (amplifier, speakers, etc.) is delivered and removed from the stage by two vehicles, a van and a truck following the protocols described above.

Power outlet not available
Use of generators
permitted given no level 2
fire restrictions.

Power to the main stage amplification system is supplied by a 30Amp power outlet installed by Two Day Town in 2001 in the bathroom near the Main Stage. If due to EPRPD construction power is off generators will be used. If a level 2 fire restrictions arises in the park, no generators will be used.

NO running of electrical
cords from any District
facilities. Any electrical
cords running from TDT
generators must be
enclosed in cord covers
for safety.

A "Green Room" tent is setup alongside the back of the Main Stage on Thursday and taken down on Monday. This tent is staked to the ground.

2. Other Canopies, Pop-ups, and Structures.

- a. Front Gate (Location 1). A 10x20' canopy is set up at the entrance to the event on Wednesday. The canopy is secured by cordage to stake(s) positioned on the nearby ground (not asphalt), and, as necessary, to water barrel(s) or other large objects positioned on the asphalt.

Thursday

NO stakes in asphalt.

TDT must provide
water to fill water
barrels. Vendor may be
able to provide cement
blocks to anchor.

Two Day Town Setup/Takedown Plan

Lighting is used both inside and outside of the canopy. The lights are powered by batteries that are charged by solar panels. The Front Gate is taken down on Monday

- b. Information Tent/Core Store (Location 7). An information center is located under a 10x30' canopy on the field below the lower parking lot, adjacent to the path between the upper and lower parking lots. The canopy will be staked to the ground. The canopy is set up on Thursday and removed on Monday.
- c. First Aid (Location 8). A 10x10' canopy is set up near the information center on the field below the upper parking lot. The canopy will be staked to the ground. The canopy is set up on Thursday and removed on Monday.
- d. Security Outpost (Location 2). A 10x10' canopy is set up at the event site along the pathway leading from the public campground. The canopy is staked to the ground. It is set up on **Wednesday** and taken down on Monday.
- e. Food Truck Service (Location 10, or near the Visitors Center). A 10x20' canopy is set up in the lower parking lot adjacent to the Food Services truck. This area will be set up as a dining area with tables and chairs. It is set up on **Wednesday** and taken down on Monday.
- f. TDT Storage (Location 4). A 10x10' canopy is set up in the upper parking lot, near the entrance, to house TDT supplies. It is set up on **Wednesday** and taken down on Monday.
- g. Family Activity Area (Location 3). Three 10x10' canopies are set up near the restrooms at the Lichen Bark picnic area. The canopies will be staked to the ground or secured to the nearby picnic tables. They are set up on **Wednesday** and taken down on Monday.
- h. Ardilla Stage (Location 9). A 6x12' stage riser are set up near the Ardilla Group Camp site for "Naptime" performances. They are set up on **Wednesday** and taken down on Monday. The canopy is staked to the ground.
- i. Lakeside Stage (Location 12). A 6x8' stage riser are set up near the Visitors Center for morning performances. They are set up on **Wednesday** and taken down on Monday. There will also be a 10'x10' food canopy set up near by for Coffee service.

Shower tents or solar showers are not permitted. If showers are desired, TDT must rent a self-contained shower trailer. Park water not available.

Two Day Town
Setup/Takedown Plan

Restrooms will be closed due to construction.

J. ~~Shower tent (Location 11). A 10x10 open roof canopy is placed around the park's outside shower near the lower lot restroom area. This canopy is weighted down with metal plates. This shower is pending EBRPD approval.~~

3. "Porta potties" are rented by TDT for use during the event. Approximately four units will be placed in the upper parking lot. One is placed on the paved area adjacent to the TDT entry control point. There is a chance EBRPD may close bathrooms due to construction. If this happens TDT will supply an additional nine (9) units to be dispersed throughout the upper and lower parking lots. The "porta potties" are delivered on Thursday, pumped out on Friday, Saturday, and Sunday, and removed from the park on Monday.

4. Signage (See attached map for locations)

1. NO TDT Parking (2 spots)
2. Wristband Required
3. Do Not Leave Watercraft Unattended
4. Two Day Town Reserved Parking Only
5. No Vehicles, Park and Stage Staff Only
6. First Aid
7. West Shore Closed - Use Trail
8. No Camp Trash
9. Occupied/Unoccupied
10. No Alcoholic Beverages on Beach
11. No Launching of Watercraft from West Shore Beach
12. No Diving or Swimming from Dock
13. Information
14. Shuttle Stop (5)
 - Pay Vehicle Fee Here (at EBRPD entrance kiosk)
15. TDT Banner (Front gate)
16. 4x Blank Signs (w/ TDT Logo) and large black markers (TDT Storage)
17. 3x Gate Locked At 10PM and reopens at 8AM

Two Day Town Canopy Map

Canopy Set up

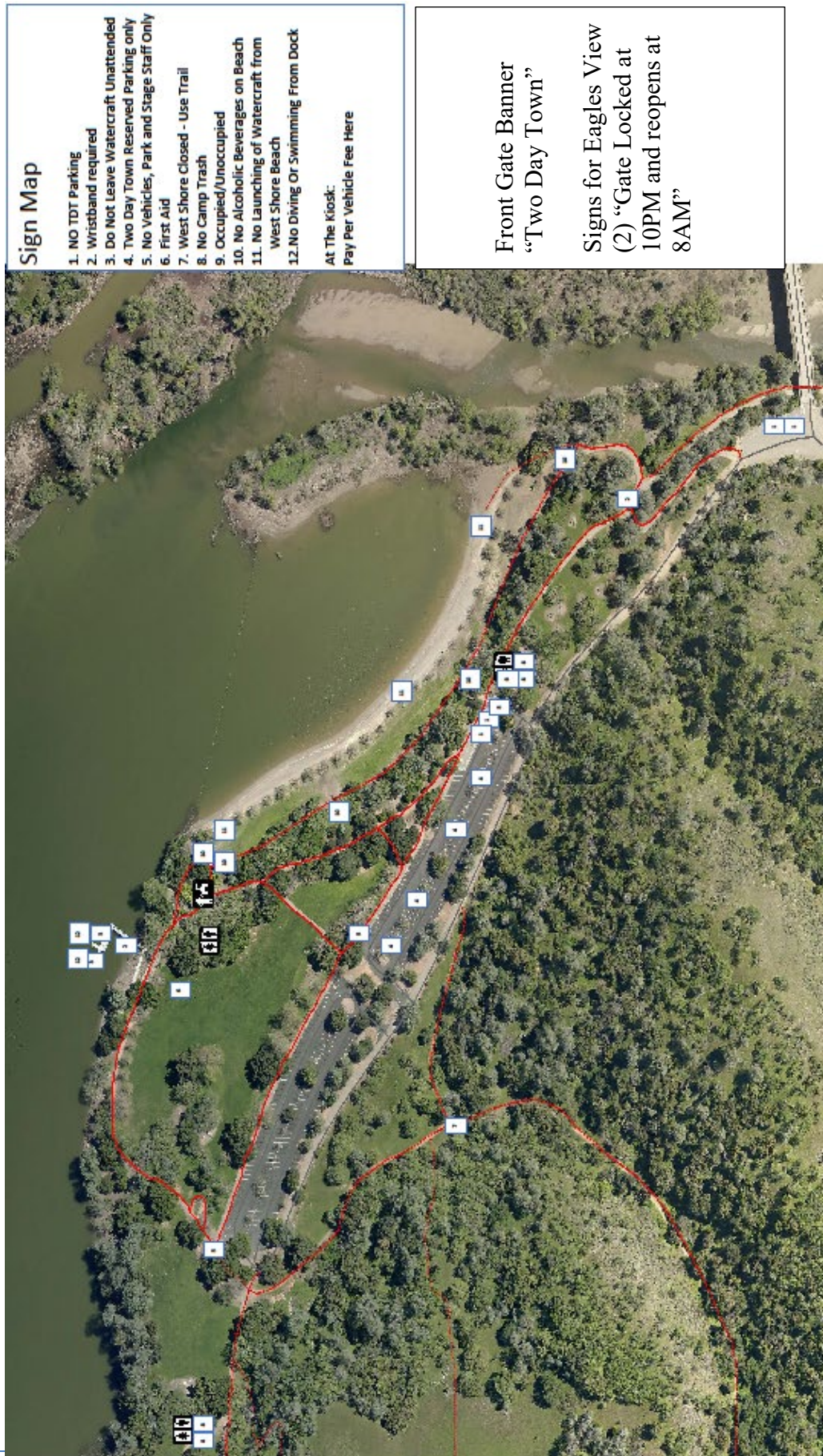
Wednesday Change to Thursday

- 1. Front Gate
 - 2. Security Outpost
 - 3. Family Activities
 - 4. TDT Storage
 - 5. Cones & Barriers Storage
- Thursday
- 6. Stage & Back Stage
 - 7. Info /Core Sore
 - 8. First Aid
 - 9. Naptime Stage (Ardilla)
 - 10. Food Truck & Canopy Generator
 - 11. Lakeside stage
 - 12. Coffee Shop (Generator)
- Cone, Barrier & Signage set up

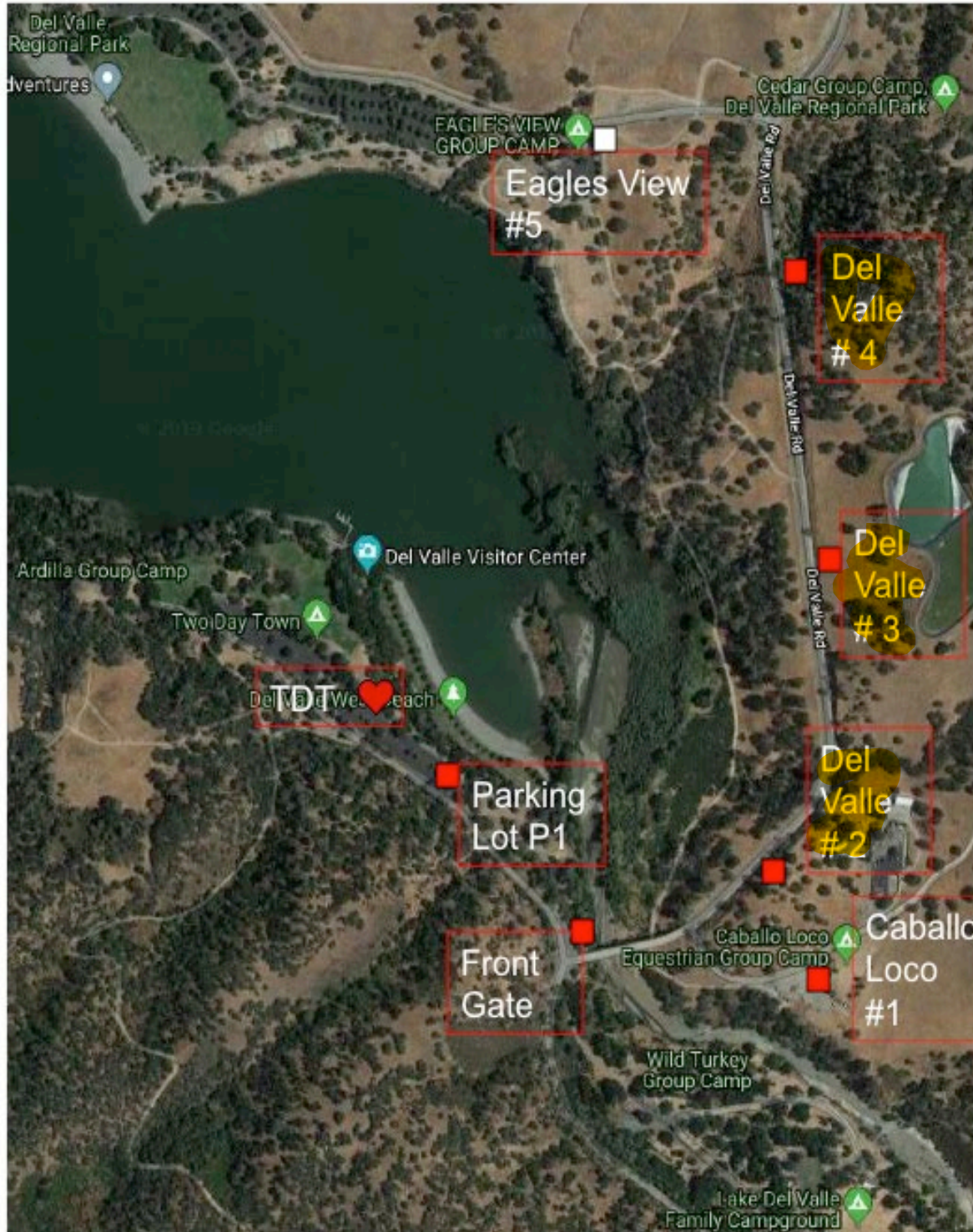
Updated 220208



Two Day Town Sign Map



Two Day Town Shuttle Stop Map



REMOVE:
Del Valle
Road shuttle
stops

**NO parking on
Del Valle
Road; no
shuttle stops
on Del Valle
Road.**

Two Day Town Campfire Management Plan

at any time.

No wood burning is allowed at Two Day Town **at this time.** A limited number (~30) propane firepits have been approved by the Fire Chief for the Upper and Lower parking lots ONLY. In addition, large potable propane heaters for warming TDT staff at key locations (Main Stage green room, Information Booth, First Aid, TDT Front Gate, Security Tent)

1. General

Campfires are managed and overseen as follows:

- (a). No Wood may be burned in the EBRPD fire pits on the Westshore area known as Two Day Town.
- (b). A limited number (approximately 30) of propane fire pits are allowed on paved parking lot surfaces at TDT. (We would like them to be set up in Picnic Areas as well). Their locations (shown on the accompanying map) are planned and approved by the TDT Executive Director and in consultation with the EBRPD Fire Chief.
- (c). Propane fire pit requirements will be posted on the TDT event website prior to the event and provided to each fire pit location during the event.
- (d). Safety/Security foot patrols will check each propane fire pit location to verify awareness of and compliance with these requirements.
- (e). Propane fire pits must be attended at all times by a person knowledgeable of these requirements and at least 16 years of age.
- (f). Children in the proximity of propane fire pits and heaters must be supervised at all times. No playing, running, or jumping is allowed near propane fire pits or heaters
- (g). Violations of requirements will be reported to the Chief Operations Officer for corrective action. Corrective actions may include disapproval for propane fire pits or heaters and eviction from event.
- (h). Any fire related problems during the event will be reported to EBRPD.

Two Day Town Campfire Management Plan

2. Fire pits. The following rules will be followed:

(a). Propane fire pits

- TDT fire pits must be commercially manufactured and raised at least 6" from the ground.



- Propane fire pits may only be used in locations approved by the TDT Executive Director based on requirements of the EBRPD Fire Chief. A map reflecting approved locations is included in this section of the plan.

(b). ~~EBRPD fire pits~~

Remove.

- ~~— Wood burning is ONLY allowed at EBRPD fire pits.~~
- ~~— Campfire size at EBRDP fire pits where wood is burned must remain manageable. Generally, the fire height should not exceed 3' above the fire pit. Any seemingly unsafe campfire will be extinguished.~~
- ~~— If high wind conditions begin to blow sparks away from a campfire, the campfire will be extinguished.~~
- ~~— Campfire ashes may only be disposed of in EBRPD ash receptacles.~~

3. Propane Heaters

Propane heaters are used at several locations to keep TDT staff warm. Location are indicated on the TDT Event Heaters Map.

Two Day Town Campfire Management Plan

- Propane heaters may only be used at locations approved by the TDT Executive Director based on requirements of the EBRPD Fire Chief. A map reflecting approved locations is included in this section of the plan.
- Safety/Security foot patrols will monitor compliance with requirements for TDT propane heaters during the course of the event. Violations of requirements will be reported to the Chief Operations Officer immediately.



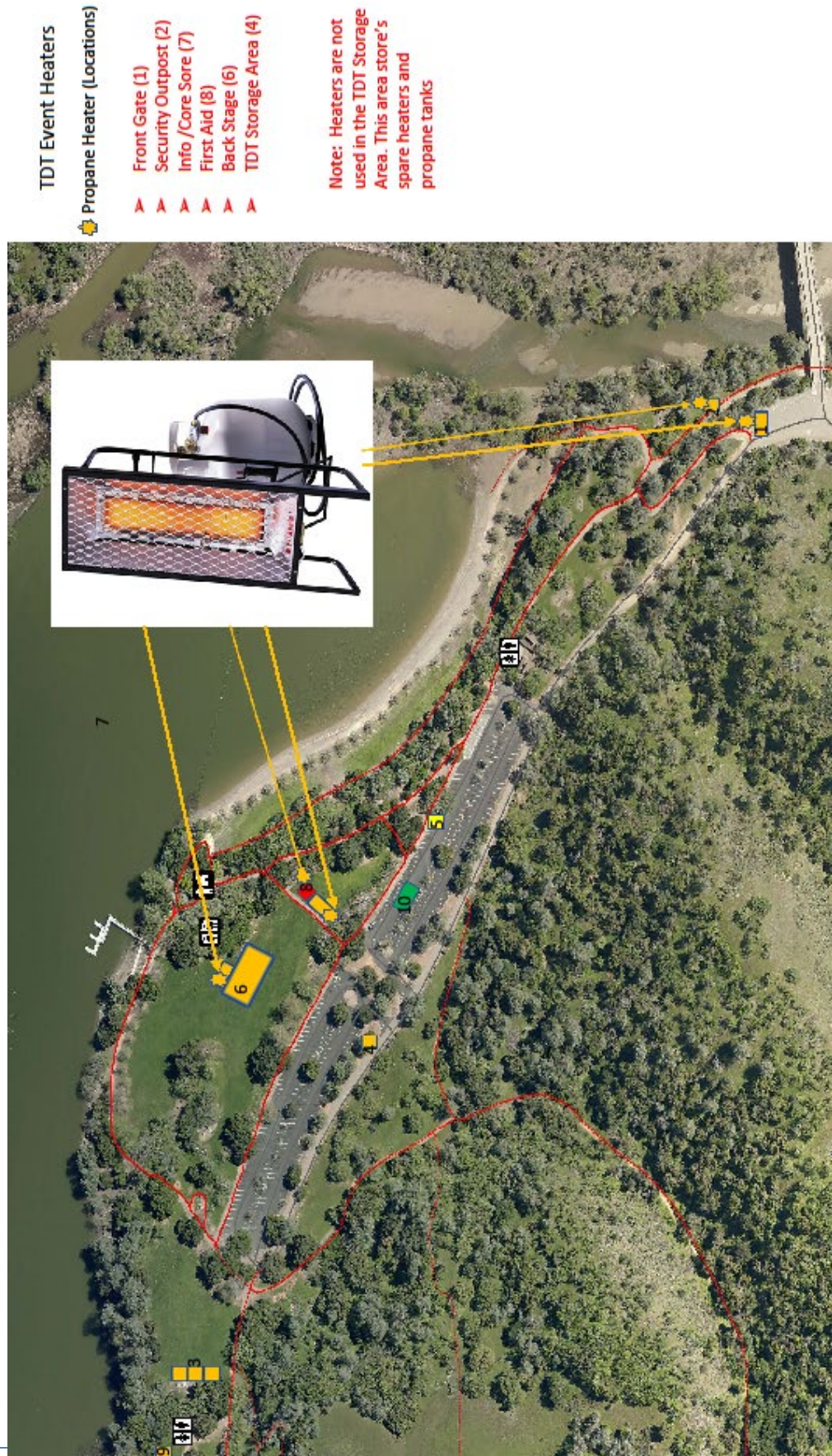
Example of a propane heater

- A minimum 2.5 lb Class ABC fire extinguisher must be located near each propane heater location.

Two Day Town Campfire Management Plan



Two Day Town Campfire Management Plan



Two Day Town Evacuation Plan

The following describes logical and safe steps that will be taken in the event of a situation requiring the evacuation of TDT participants from the event site or park.

1. General

EBRPD or responding civil agency (i.e., fire or police with overall responsibility for incident command) (Incident Commander), may give the order and instructions to evacuate TDT participants. If exigent circumstances require an evacuation in advance of that direction, the order and instructions to evacuate TDT participants may be given by the on site TDT Executive Director or his/her delegate.

In all cases, authority for directing TDT evacuation operations resides with EBRPD or the Incident Commander. This evacuation plan is intended to initiate and coordinate safe and efficient evacuation operations in support of EBRPD and Incident Commander response operations. The on site TDT Executive Director or his/her delegate is responsible for coordinating evacuation instructions with TDT volunteer staff, and participants. A TDT 2-way radio will be available to the EBRPD or Incident Commander to coordinate evacuation operations with the on-site TDT Executive Director or his/her delegate.

TDT volunteers are aware of evacuation objectives and provide assistance in TDT evacuation operations.

2. Evacuation Operations

Information about the need to evacuate and evacuation operations will be communicated to TDT participants as early as possible. Volunteer staff will receive information by radio and convey instructions to TDT participants. This will include volunteer staff moving through the entire event area and providing evacuation instructions. Evacuation objectives and, if necessary, specific evacuation instructions, are given by public address from the main stage.

Once it is determined that an evacuation is required, the TDT entry controllers will not grant further entrance to personnel not associated with evacuation operations.

Prior to evacuation, TDT participants will be advised to extinguish fires; isolate and shutoff propane devices; and, disconnect electrical devices.

Two Day Town Evacuation Plan

In all situations involving evacuation or relocation of TDT participants, Del Valle roads will be kept clear for use by emergency response vehicles. TDT volunteer staff will monitor adherence to this requirement during evacuation or relocation operations.

A full evacuation involves removing all TDT participants from the event area or Del Valle immediately or within a short period of time. In a full evacuation, TDT participants will leave the event area in vehicles or on foot, moving past the TDT entrance, then travel east alongside the Del Valle main access road. TDT evacuees will be instructed to walk along the north side of the Del Valle Road until they reach their vehicle. TDT volunteer staff will assist in directing traffic within the event area and at the TDT event entrance gate.

Evacuation operations may involve temporarily relocating TDT participants to an “assembly point” within or outside of the TDT event area. Assembly points are established to support emergency response operations and safety and accountability of personnel. Possible assembly points include the open area in front of the main stage or open areas adjacent to the two west shore restrooms. An assembly point within Del Valle may also be established along the lake’s east shore. The scope of evacuation and use of assembly points will follow EBRPD Incident Commander direction.

Once evacuation operations are underway, volunteer staff will conduct a sweep of the entire TDT event area to determine if any TDT participants need evacuation assistance.

Evacuation operations may require TDT participants to leave the event area without taking their vehicle or personal property. The on-site TDT Executive Director or his/her delegate will coordinate with EBRPD or Incident Commander for the recovery of this property.

Two Day Town
Missing/Lost Children Plan

TDT is a family-oriented event with a large number of children in attendance. It is possible that a child may become separated from his/her parent/guardian during the event. This plan will be followed in responding to missing, lost, or found children

1. General

The **Security/Safety Manager** is responsible for implementing this plan with participation of the Executive Director and all radio-equipped volunteers. The Safety/Security Manager will make a written report of missing and found child incidents.

This policy relates to children apparently under the age of 18 years and any other person who, in the opinion of the parent, guardian or caregiver, is considered vulnerable.

The Information Tent is designated as a “Meet Me” location. Event attendees are informed that separated parents and children may use this as a predetermined location to reunite themselves. Reports of missing or found children may also be taken at the Information Tent. A radio-equipped volunteer is posted at the Information Tent from 8 AM to 10 PM during the event.

In the event that an incident requires police response, TDT actions will be directed by responding police officials.

2. Missing Child Incident. Response actions begin when a parent reports to a TDT volunteer that they cannot find their child.

Any volunteer receiving a report of a missing child will immediately initiate a radio report to the Safety/Security Manager. If the volunteer does not have a radio, he/she will accompany the parent to a radio-equipped volunteer for reporting. The radio report will include:

- Name, age, and description (gender, hair color, clothing, etc.) of missing child
- Incident circumstances including last seen time and location, and activity before missing

The Safety/Security Manager will either respond to the parent’s location or direct the parent to rendezvous at the Information Tent. It is important for the Safety/Security Manager to note the time of this report.

Two Day Town
Missing/Lost Children Plan

The Safety/Security Manager will radio a description of the missing child to volunteers and the Executive Director. Depending on the perceived vulnerability of the missing child based on the circumstances, the Executive Director may direct TDT entry controllers to stop outbound traffic until the incident is resolved; and, determine if the incident should be immediately reported to EBRPD police.

Information about missing children may not be broadcast from the Stage. Stage announcements may be used to locate parent/guardians and direct them to the Information Tent.

The Safety/Security Manager will lead a search for the missing child that is appropriate for the circumstances. At a minimum, searchers will include two radio-equipped foot patrols (during nighttime, the foot patrol posted at the Information Tent will be replaced by another volunteer); and four other radio-equipped volunteers. (During daytime hours, volunteers will be diverted from cart operations to participate in the search).

Depending on circumstances, primary search locations include outwards from the child's last known location, inwards from perimeter, lakeside, restrooms, children activity areas, and stage area.

If the child is not found within 20 minutes from the initial report to the Safety/Security Manager, the Executive Director will provide incident information to the EBRPD Dispatcher.

3. Found Child Incident. Response actions begin when a TDT volunteer receives information that a child has become separated from his/her parent/guardian and is lost. The lost child will either be alone or in the company of another person that found the lost child.

Any volunteer encountering a lost child will introduce him/herself and attempt to ascertain the child's and parents' names, last known location of parents, and campsite location. This will be reported via radio to the Security/Safety Manager. If the volunteer does not have a radio, he/she will escort the child to the Information Tent and make the report.

The Safety/Security Manager will respond immediately to the location of the lost child. From this point, two adult volunteers will continually attend the lost child until he/she is reunited with their parent.

If the child was moved from the location where he/she was found, the Safety Security Manager will immediately post a foot patrol at that location as it is a likely place for the parent/guardian to search.

Two Day Town
Missing/Lost Children Plan

The Safety/Security Manager will inform radio-equipped volunteers and the Executive Director of the incident. If identifying information is known about the parent/guardian, a radio-equipped volunteer will conduct a search for the parents, and stage announcement(s) will be made directing the parent/guardian to the Information Tent.

If the child is not reunited with his/her parents within ½ hour from the initial report to the Safety/Security Manager, the Executive Director will provide incident information to the EBRPD Dispatcher.

Two Day Town
Eviction Plan

Two Day Town Eviction Plan

Safety and security of TDT attendees, compliance with our park event permit, and positive social interactions are the basic precepts of this plan and successful event production. Any person that threatens these precepts may be evicted from the event location, based on a decision by the Executive Director. Persons will be liable for eviction under the following circumstances:

- Entering or being onsite without a ticket/wristband
- Illegal activity
- Non-compliance with TDT policies or EBRPD rules
- Violent, threatening, or offensive behavior
- Display or use of weapons of any kind
- Unsafe or potentially unsafe behavior

Any volunteers observing or receiving incidents of this type must inform the Safety/Security Manager. The Manager responds, assesses the circumstances and, if warranted, radio-contacts and apprises the Executive Director. The Executive Director will advise the Safety/Security Manager regarding further action. Depending on the nature/severity of the circumstances, the Executive Director may decide to respond, evaluate the incident, and take further action; or, contact the EBRPD Dispatcher, in which case, the Executive Director will follow the Dispatcher's instructions.

The EBRPD Dispatcher will be notified of any incidents involving criminal activity, violent or potentially violent behavior, uncorrected safety issues, or property damage.

Upon contacting a person that may warrant eviction, the responding Safety/Security Manager or Director will introduce themselves and attempt to learn of the person's identity and the circumstances of the incident.

The following actions will be taken if the offending person is uncooperative or threatening, or if circumstances require EBRPD response. The TDT official will inform the offending person that he/she is being lawfully detained and that he/she is required to remain with the TDT official until the police arrive. If the person does not cooperate and departs, the official will attempt to maintain awareness of the offender's location. Security monitors, entry control personnel, and other volunteers will assist in this. Incident information will be provided to the EBRPD Dispatcher.

Two Day Town
Eviction Plan

TDT personnel will not physically restrain an offender unless there is reasonable belief that the offender has caused or is likely to cause injury to another person.

If the offending person is cooperative and circumstances warrant an eviction but not a police response, the responding TDT official will ensure that the offender is afforded reasonable opportunity to collect his/her belongings and transportation out of the park.

Persons evicted from TDT will not be permitted to return during the course of the event and will not be allowed to attend next year's event.

Two Day Town

Covid-19 Protocol for Two Day Town Events

- We will follow all Alameda County Covid-19 safety guidelines.
- Proof of vaccination or recent negative test (within last 72 hours) will likely be required.
- We recommend those who are vaccinated to get a free digital Covid -19 vaccine record. Easily obtained by going to <https://myvaccinerecord.cdph.ca.gov>
- If masks are required by Alameda County for outside events of 100 people or more the event will be cancelled.
- Updated notifications regarding TDT Events and Covid requirements will go out two weeks prior to the event and updated in a last-minute email.

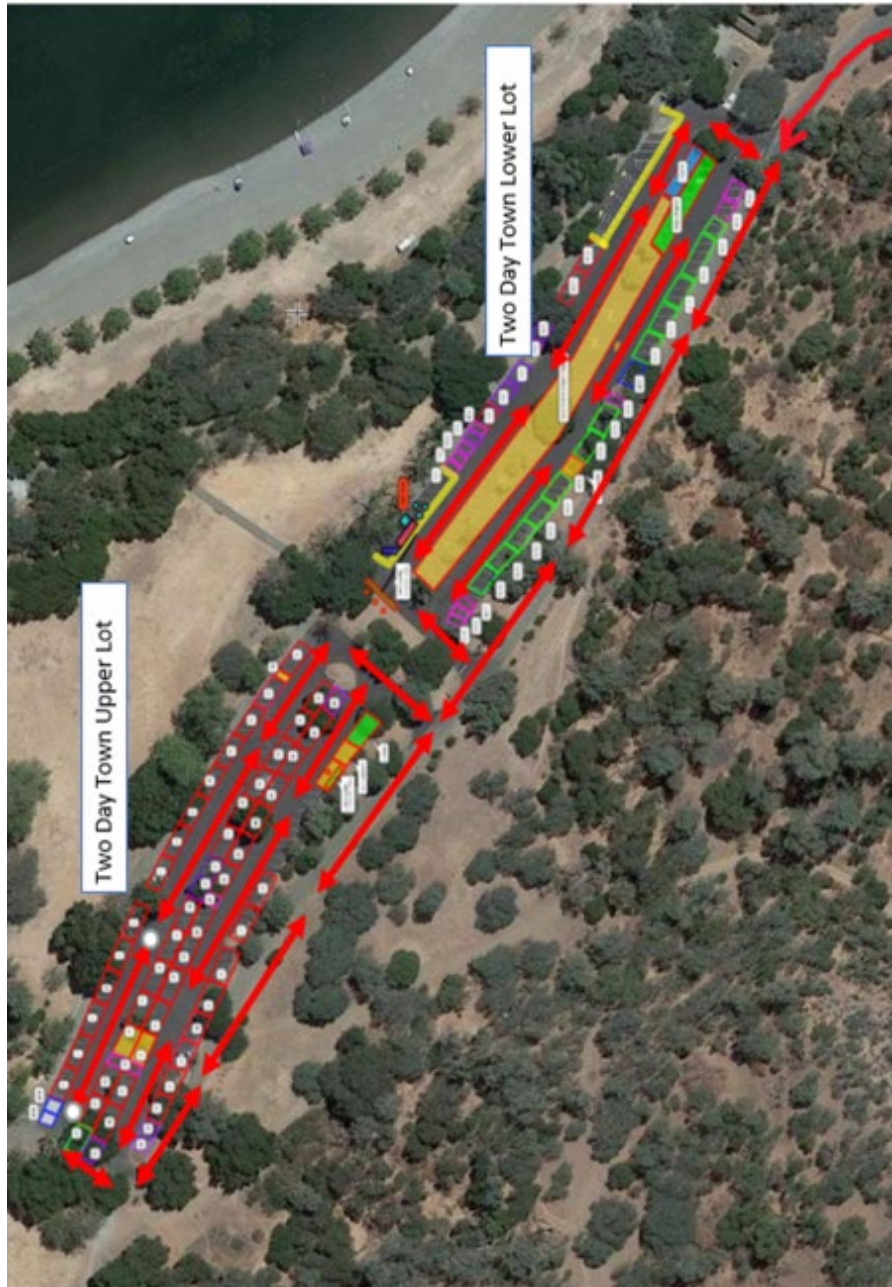
Two Day Town

TDT Traffic Flow in RV & Car Parking Lots



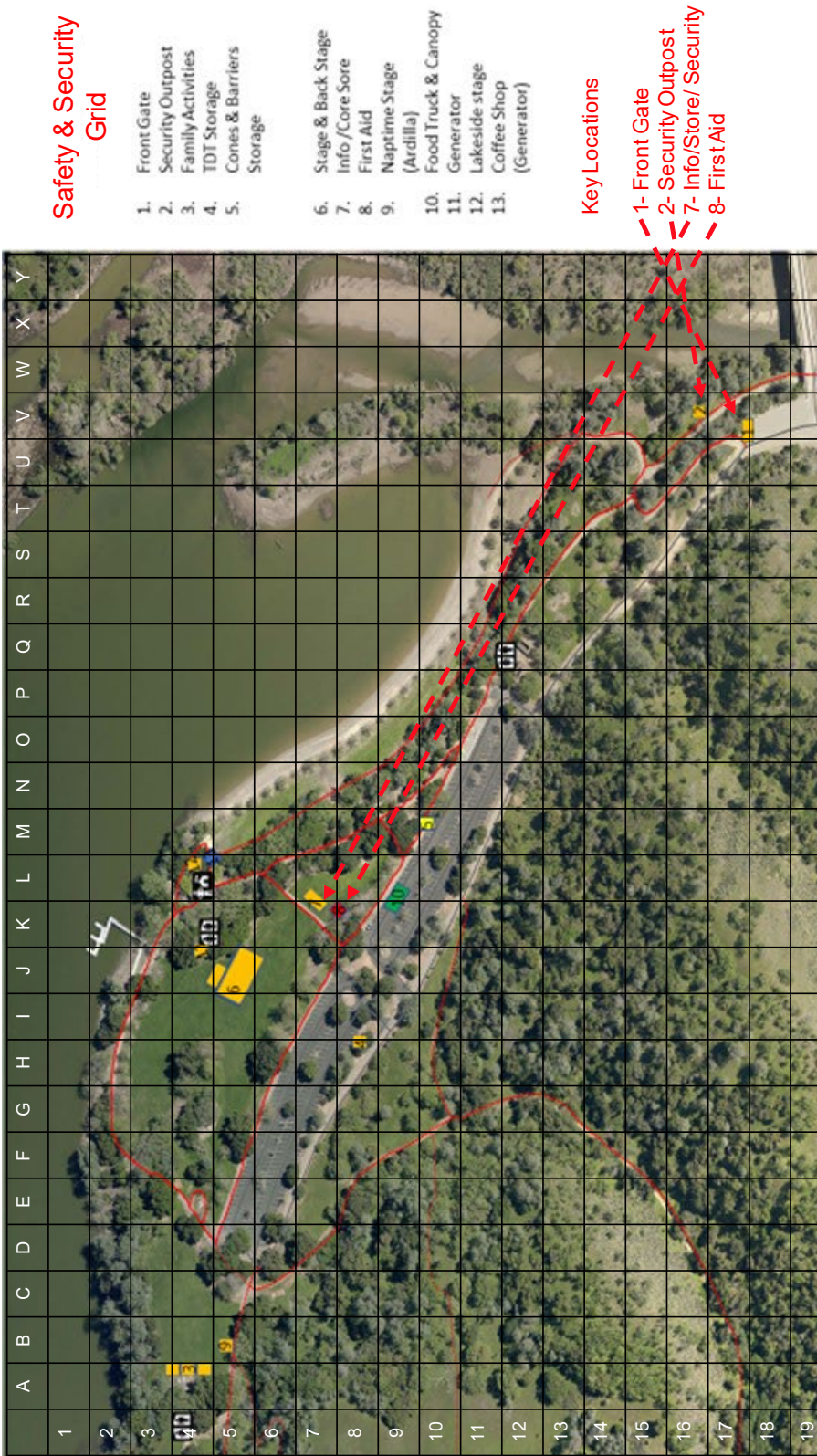
Two Day Town

Emergency Vehicle Access For RV & Car Parking Lots



Two Day Town

TDT Safety & Security Location Grid



TDT 2023 Division Manager Positions

Front Gate

Parking

Security

Set Up / Tear Down

Stage

Stage

Info Booth

Golf Carts

Fresh Restrooms

Family Activities

First Aid

Cafe

Backstage Hospitality

Volunteer Coordinator

Pre 2023 Perimeter Monitor Guidelines

TWO DAY TOWN

Perimeter Monitor Guidelines

1. Always remain calm, and do not shout into the walkie talkies
2. Inform security about any situation making you nervous.
3. Keep an eye on kids near the shoreline
4. Monitor Two Day Town Policies

No Obvious Drunks, No Obvious Dope, No Under Age Drinking

No Glass or Styrofoam

No alcohol on the beach or in the car parking lot

No charcoal in barbecues, wood fires only NO wood fires in BBQ's or fire pits.

TWO DAY TOWN 2022

FRONT GATE CREW

MANAGER:

THURSDAY

6 AM TO 10 AM

1.

2.

3.

10 AM TO 2 PM

1.

2.

3.

2 PM TO 6 PM

1.

2.

3.

RECYCLE BAGS 9-1

1.

RECYCLE BAGS 1-5

1.

RECYCLE BAGS 5-9

1.

6 PM TO 10 PM (TRANSITION WITH 8 PM TO 12M CREW)

1.

2.

3.

1.

2.

TWO DAY TOWN 2022

FRONT GATE CREW

MANAGER:

THURSDAY NIGHT/ FRIDAY MORNING

12 M TO 4 AM

1.

2.

4 AM TO 8 AM (FRI)

1.

2.

TWO DAY TOWN 2022

FRONT GATE CREW

MANAGER:

FRIDAY

8 AM to 12 NOON

1.

2.

3.

4.

12 NOON TO 4 PM

1.

2.

3.

4.

4 PM TO 8 PM

1.

2.

3.

4.

RECYCLE BAGS 9-1

1.

RECYCLE BAGS 1-5

1.

RECYCLE BAGS 5-9

1.

FRIDAY NIGHT/SATURDAY MORNING

8 PM TO 12 M

1.

2.

12 M TO 4 AM

1.

2.

4 AM TO 8 AM (SAT)

1.

2.

TWO DAY TOWN 2022

FRONT GATE CREW

MANAGER:

SATURDAY

8 AM TO 12 NOON

1.

2.

3.

12 NOON TO 4 PM

1.

2.

3.

4 PM TO 8 PM

1.

2.

3.

RECYCLE BAGS 9-1

1.

RECYCLE BAGS 1-5

1.

SATURDAY NIGHT/SUNDAY MORNING

8 PM TO 12 M

1. Dan Bertolini

2.

12 M TO 4 AM

1.

2.

4 AM TO 8 AM (SUN)

1. Sammy Ramierz (16)

2.

TWO DAY TOWN 2022

FRONT GATE CREW

MANAGER:

SUNDAY

8 AM TO 12 NOON

12 NOON TO 4 PM

4 PM TO 8 PM

1.

1.

1.

2.

2.

2.

PARKING MONITORS

COORDINATOR: JUNIOR BENNEY

THURSDAY

6 AM to 10 AM	10 AM to 2 PM	2 PM TO 6 PM
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
8 AM to 12 Noon	12 Noon TO 4 PM	4 PM TO 8 PM
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

THURSDAY

- 6PM - 10PM
- 1.
 - 2.
 - 3.

TWO DAY TOWN 2022

PARKING MONITORS

COORDINATOR: JUNIOR BENNEY

FRIDAY

6 AM to 10 AM

1.

2.

3.

4.

10 AM to 2 PM

1.

2.

3.

4.

2 PM TO 6 PM

1.

2.

3.

4.

8 AM to 12 Noon

1.

2.

3.

4.

12 Noon to 4 PM

1.

2.

3.

4.

4 PM to 8 PM

1.

2.

3.

4.

TWO DAY TOWN 2022

PARKING MONITORS

COORDINATOR: JUNIOR BENNEY

FRIDAY

6 PM to 10 PM

1.

2.

3.

4.

8 PM TO 12 M

1.

2.

3.

4.

TWO DAY TOWN 2022

PARKING MONITORS

COORDINATOR: JUNIOR BENNEY

SATURDAY

6 AM TO 10 AM

1.

2.

3.

4.

10 AM to 2 PM

1.

2.

3.

4.

2 PM TO 6 PM

1.

2.

3.

4.

8 AM to 12 Noon

1.

2.

3.

4.

12 Noon to 4 PM

1.

2.

3.

4.

4 PM to 8 PM

1.

2.

3.

4.

6 PM to 10 PM

1.

2.

3.

4.

8 PM to 12 M

1.

2.

3.

TWO DAY TOWN 2022

PARKING MONITORS

COORDINATOR: JUNIOR BENNEY

SUNDAY (RED ZONES)

8 AM TO 12 NOON

12 NOON TO 4 PM

4 PM TO 8 PM

1.

1.

1.

2.

2.

2.

3.

3.

3.

4.

4.

4.