



# 2024 Aim Hot Topic Workshop: FESTIVALS, FIREWORKS, DORAs, & SPECIAL EVENTS

Monday, March 4 ▪ 9:00 a.m. - 4:00 p.m. Eastern

MADE@Plainfield ▪ 1610 Reeves Road ▪ Plainfield, Indiana 46168

Concerts, festivals, and celebrations, oh my! While you may be ready to jump right into the deep end of planning for a community event, there are many details that may not be front of mind. Join Aim on Monday, March 4, in Plainfield to explore the gamut of community event topics: licensing, permits, accounting, food services, and lawsuits. Whether you're a seasoned event organizer or a newcomer to planning, this workshop will equip you with the tools and insights needed to bring your festival vision to life.

## REGISTRATION

Deadline: Wednesday, February 28

### Three Ways to Register

Mail: 125 W Market Street, Suite 100, Indianapolis, IN 46204

Online: [aimindiana.org](http://aimindiana.org)

Fax: (317) 237-6206

Name		Fee <i>(Circle One)</i> Member: \$150      Municipal Non-Member: \$200	
Title		Payment <i>(Circle One)</i> Check   MasterCard   Visa   Discover   American Express	
Municipality/Company		Check Number <i>(Payable to Aim)</i>	
Address		Card Number	
City/Town		Expiration Date	Verification Code
State	ZIP	Name of Cardholder	
Phone		Billing Address <i>(if different)</i>	
Email <i>(Required!)</i>		City/Town	
Special Needs and Dietary Restrictions		State	ZIP
Authorized Signature			

### Cancellation Policy

Only written cancellations will be accepted. Please mail your written cancellation to 125 West Market Street, Suite 100, Indianapolis, IN 46204; fax to (317) 237-6206 or email to [bbystry@aimindiana.org](mailto:bbystry@aimindiana.org). Written cancellations received on or before Wednesday, February 28, will be refunded less a \$40 processing fee.

### E-Verify

Aim is an enrolled employer in the E-Verify Program verifying the work eligibility status of its new employees and will remain so until that program no longer exists.



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### AGENDA

9:00 a.m. – 9:30 a.m.	Registration
9:30 a.m. – 9:45 a.m.	Welcome and Introduction to the Day
9:45 a.m. – 11:15 a.m.	Amusement & Entertainment Permits, Staging & Tent Requirements, and Designated Outdoor Refreshment Areas (DORAs)
11:30 a.m. – 12:00 p.m.	Mamma Mia! Know your Movie & Music Licensing Requirements
12:00 p.m. – 1:00 p.m.	Lunch & Q&A Session
1:00 p.m. – 2:00 p.m.	Show me the Money: Funding, Accounting and Internal Controls for Special Events
2:00 p.m. – 2:30 p.m.	Food Service Regulations are Serious Business
2:45 p.m. – 3:30 p.m.	Keep your Party from Making you a Party to a Lawsuit
3:30 p.m. – 4:00 p.m.	End of Day Q&A
4:00 p.m.	Adjourn

### Amusement & Entertainment Permits, Staging & Tent Requirements, and Designated Outdoor Refreshment Areas (DORAs)

Before you get too far along in your event planning, municipalities will need a firm handle on any required permits are necessary to ensure compliance and safety for attendees. What do you need to know if your event requires staging? Are there permitting and preferred public safety practices for municipal fireworks displays? For events or entertainment hubs hoping to serve alcoholic beverages, what are the new regulations? Get these and more questions answered regarding the most common types of special event permits and compliance matters.

### Mamma Mia! Know your Movie & Music Licensing Requirements

Movies in the park, Disney themed dance parties for kids, background music during special events, are just three examples where having special licensing is likely required. Do not underestimate the importance of movie and music licensing and the increased enforcement of recent years. Attendees possessing all levels of experience might be making some calls on their way home to inquire about their community's licensing status!

### Show me the Money: Funding, Accounting and Internal Controls for Special Events

Every municipal event, large or small, will require and handle money in some way – ticket sales, sponsors, booth rental, donations, silent auctions, etc. When money and goods start to change hands, understanding requirements and expectations for following proper accounting procedures and internal controls is critical if you don't want your big fall festival to turn into a bushel of rotten apples!

### Food Service Regulations are Serious Business

Keeping every guest at your festival safe includes following food service rules to a T. In addition to local health department requirements, there are also best practices you can implement to offer added layers of protection for both handlers and consumers.

### Keep your Party from Making you a Party to a Lawsuit

Nothing is foolproof, but doing your best to avoid costly legal battles will allow your city or town to continue providing key municipal events. This part of the planning is not as much fun as picking the movies, music or fantastic fried food, but doing an honest assessment of risks before it's too late will preserve years of fun and fried bliss for everyone!



### Earn MMI Credit

Participation in this Aim workshop is eligible for Aim Municipal Management Institute (MMI) credit. Thank you to our 2024 MMI Sponsors! Learn more about the MMI program and the sponsors at [aimindiana.org/mmi](http://aimindiana.org/mmi).