

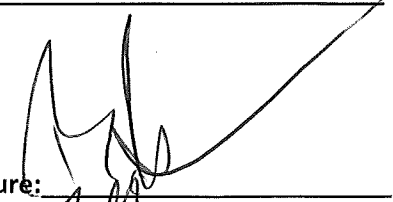
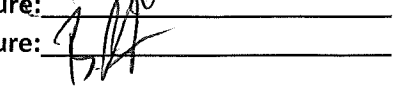


Event Checklist

Date: 6/10/21

Event Manager: Brian Putrimas

Traffic & Noise Monitor: ~~Quarantine~~ Brian P.

Signature:   
Signature: 

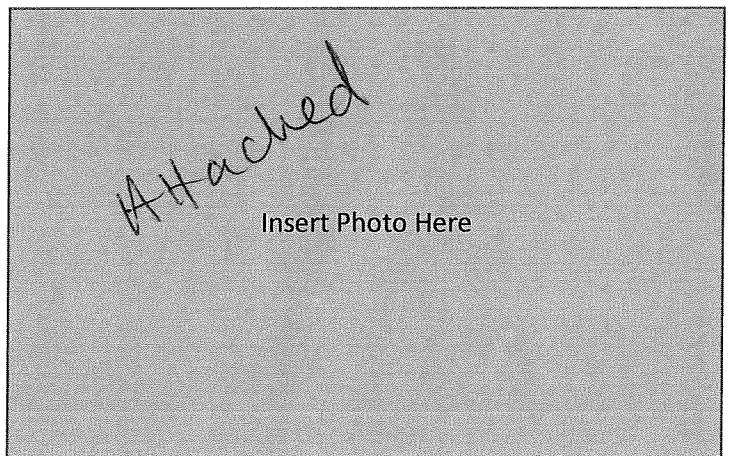
1. STAFF ASSIGNMENTS

- a. Onsite Manager Present
- b. Sound Equipment Set-up

Name: Brian Putrimas



- c. Decibal meter reading during sound check



2. **DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

**Yes/No**

**Initial**

Yes  
Yes  
No Calls  
↓

SS  
SS  
SS  
SS  
SS

3. **COVID COMPLIANCE**

- a. Event Capacity under 200 people
- b. All other Compliance Guidelines met

**Guest Count**

**Initial**

50

SS

**Yes/No**

**Initial**

Yes

SS

4. **EVENT SET-UP**

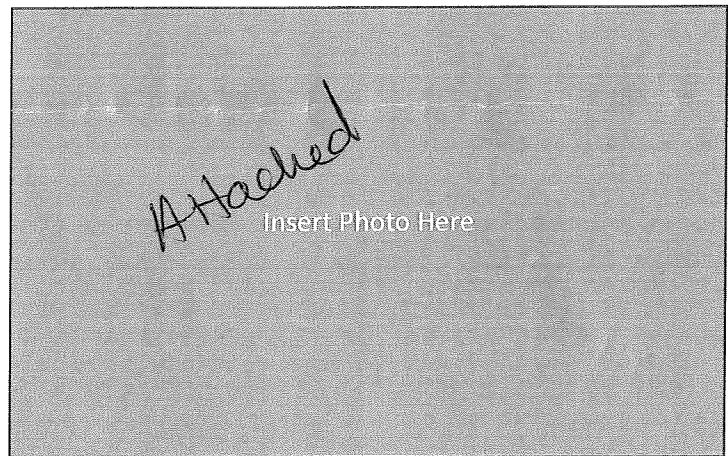
- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

**Yes/No**

**Initial**

Yes

SS



- c. Planner, Band & DJ provided with approved information sheet
- d. Planner, Band & DJ initial Event Report log
- e. Speakers oriented to the northwest (towards scoreboard / dirt mound)
- f. No more than one subwoofer used
- g. Sound levels not exceed 80DB @ a point 50' in front of speaker
- h. Background music off during speeches
- i. Microphone output levels during speeches is reduced
- j. Music has ceased by 10pm

**Yes/No**

**Initial**

Yes  
Yes

SS  
SS

Yes

SS

Yes

SS

Yes

SS

Yes

SS

## 5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>4:21</u>	<u>74.9</u>	<u>SS</u>
7:00PM First Dance	<u>7:02</u>	<u>75.9</u>	<u>SS</u>
8:00PM	<u>8:09</u>	<u>75.5</u>	<u>SS</u>
9:00PM	<u>9:04</u>	<u>77.6</u>	<u>SS</u>

## 6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event
- d. Removed immediately following the event

<u>Yes/No</u>	<u>Initial</u>
<u>Yes</u>	<u>SS</u>
<u>NA</u>	<u>SS</u>
<u>Install Time</u>	<u>Initial</u>
<u>NA</u>	
<u>Install Time</u>	<u>Initial</u>

## 7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>No calls</u>	<u>SS</u>

## 8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

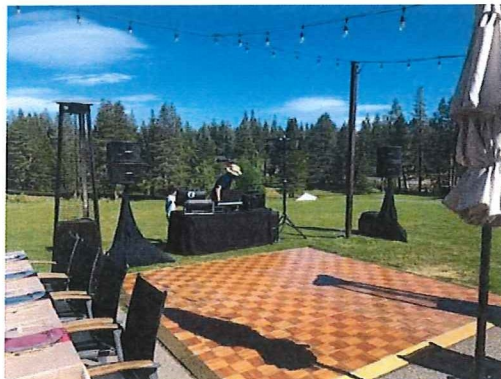
<u>Yes/No</u>	<u>Initial</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>
<u>NA</u>	<u>SS</u>

## 9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>SS</u>
<u>↓</u>	<u>↓</u>
<u>↓</u>	<u>↓</u>

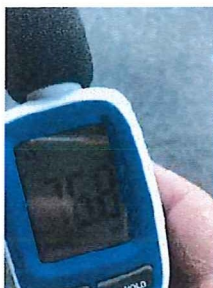
Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



Prior to



7 PM



8PM



9PM







Event Checklist

Date: 6/12/21

Event Manager: Brian Putnimas

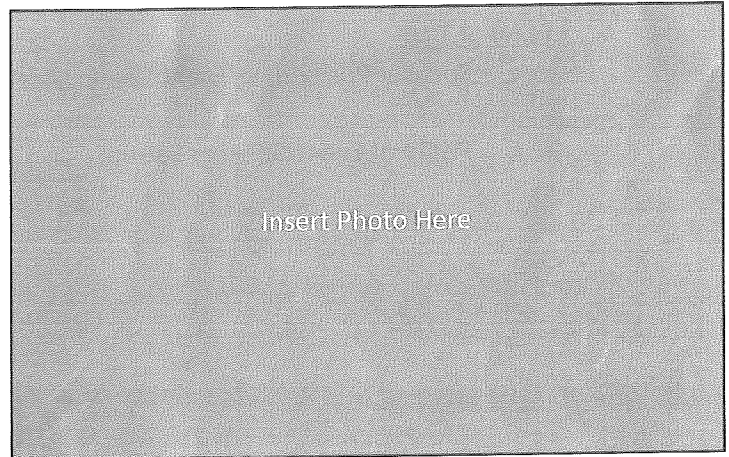
Traffic & Noise Monitor: Brian Putnimas

Signature: [Signature]  
Signature: [Signature]

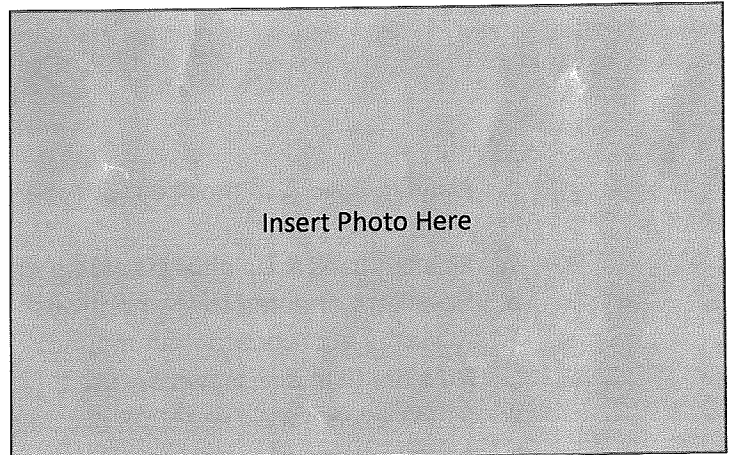
1. STAFF ASSIGNMENTS

- a. Onsite Manager Present
- b. Sound Equipment Set-up

Name: Brian Putnimas



- c. Decibal meter reading during sound check



2. **DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

**Yes/No**

**Initial**

SS  
yes

SS  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

yes

\_\_\_\_\_

3. **COVID COMPLIANCE**

- a. Event Capacity under 200 people
- b. All other Compliance Guidelines met

**Guest Count**

**Initial**

53

SS

**Yes/No**

**Initial**

yes

SS

4. **EVENT SET-UP**

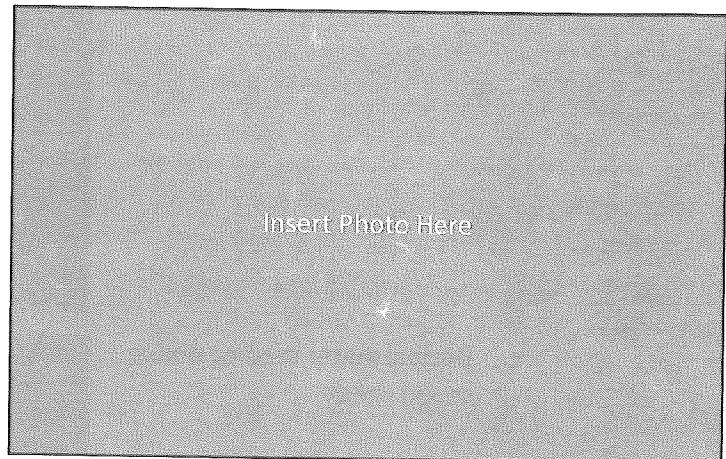
- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

**Yes/No**

**Initial**

yes

SS



- c. Planner, Band & DJ provided with approved information sheet

**Yes/No**

**Initial**

yes

SS

yes

SS

- d. Planner, Band & DJ initial Event Report log

- e. Speakers oriented to the northwest  
(towards scoreboard / dirt mound)

yes

SS

- f. No more than one subwoofer used

yes

SS

- g. Sound levels not exceed 80DB @ a point 50' in front of speaker

yes

SS

- h. Background music off during speeches

yes

SS

- i. Microphone output levels during speeches is reduced

yes

SS

- j. Music has ceased by 10pm

yes

SS

5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>3:37</u>	<u>70.3</u>	<u>SS</u>
7:00PM	<u>7:02</u>	<u>74.6</u>	<u>SS</u>
8:00PM	<u>8:13</u>	<u>72.1</u>	<u>SS</u>
9:00PM	<u>8:59</u>	<u>79.5</u>	<u>SS</u>

6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>SS</u>
<u>↓</u>	<u>↓</u>
<u>Install Time</u>	<u>Initial</u>

- d. Removed immediately following the event

<u>Install Time</u>	<u>Initial</u>

7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>SS</u>

8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>SS</u>
<u>↓</u>	<u>↓</u>

9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>SS</u>
<u>↓</u>	<u>↓</u>
<u>↓</u>	<u>↓</u>

# Complaints

Name	Address	Number	Complaint	Resolution
------	---------	--------	-----------	------------

Sound Equipment Set-up Photo:



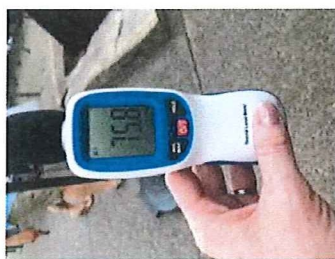
Decibel meter reading during sound check:



Prior to



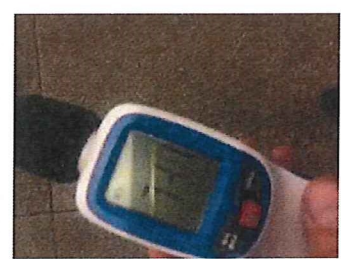
7 PM



8PM



9PM





Event Checklist

Date: 6/19/21

Event Manager: Brian Putrimas

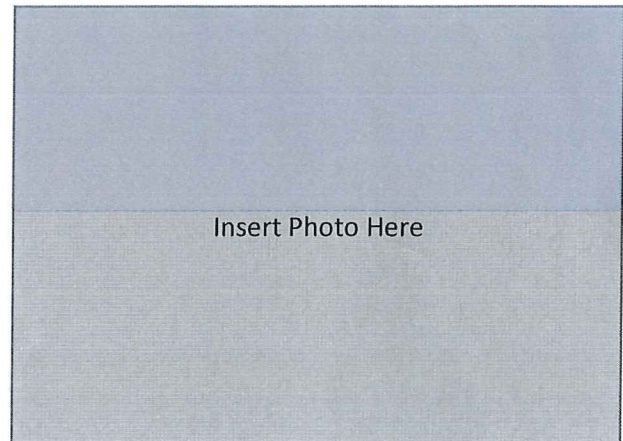
Traffic & Noise Monitor: Brian Putrimas  
Dedric

Signature: [Signature]

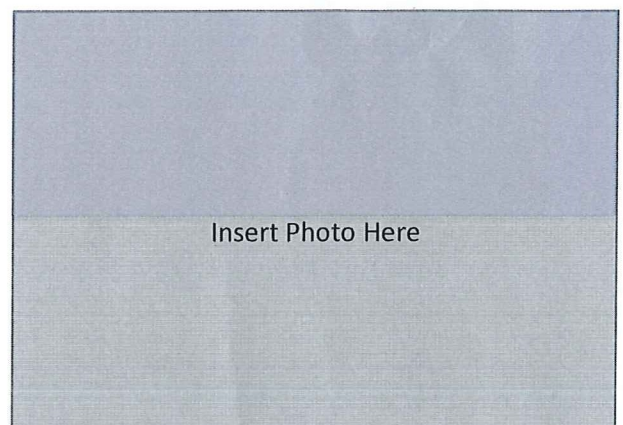
Signature: [Signature]

1. **STAFF ASSIGNMENTS**

- a. Onsite Manager Present Name: Brian Putrimas
- b. b. Sound Equipment Set-up



- c. Decibel meter reading during sound check





**2. DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

**Yes/No****Initial**yesSSyesSSNASSNASSNASS**3. COVID COMPLIANCE**

- a. Event Capacity under 200 people

**Guest Count****Initial**yes 142SS**Yes/No****Initial**

- b. All other Compliance Guidelines met

yesSS**4. EVENT SET-UP**

- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

**Yes/No****Initial**yesSS

Insert Photo Here

- c. Planner, Band & DJ provided with approved information sheet

**Yes/No****Initial**yesSS

- d. Planner, Band & DJ initial Event Report log

yesSS

- e. Speakers oriented to the northwest  
(towards scoreboard / dirt mound)

yesSS

- f. No more than one subwoofer used

yesSS

- g. Sound levels not exceed 80DB @ a point 50' in front of speaker

yesSS

- h. Background music off during speeches

yesSS

- i. Microphone output levels during speeches is reduced

yesSS

- j. Music has ceased by 10pm

yesSS

## 5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>3:37</u>	<u>73.8</u>	<u>SS</u>
7:00PM	<u>7:06</u>	<u>67.3</u>	<u>SS</u>
8:00PM	<u>8:00</u>	<u>75.8</u>	<u>SS</u>
9:00PM	<u>9:01</u>	<u>73.1</u>	<u>SS</u>

## 6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>
<u>Install Time</u>	<u>Initial</u>
<u>3:00</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>

- d. Removed immediately following the event

## 7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>No Callers</u>	<u>SS</u>

## 8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

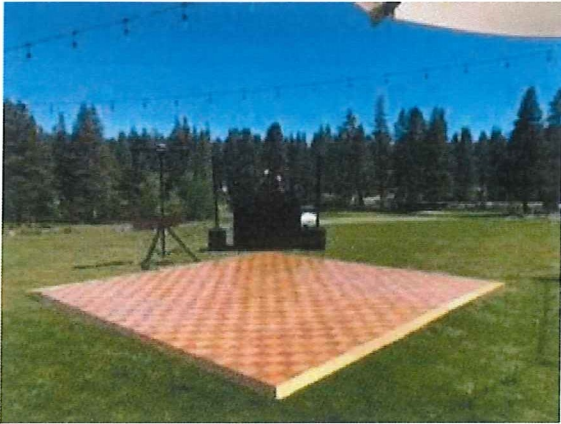
<u>Yes/No</u>	<u>Initial</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>

## 9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
Equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>

Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



Prior to



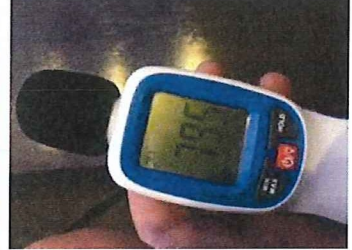
7 PM



8PM



9PM





### Event Checklist

Date: 6/26/21

Event Manager: Laura Santamaria

Signature: [Signature]

Traffic & Noise Monitor: Laura Santamaria

Signature: [Signature]

#Brian Potvin

#### 1. STAFF ASSIGNMENTS

- a. Onsite Manager Present
- b. Sound Equipment Set-up

Name: Laura Santamaria

Insert Photo Here

- c. Decibal meter reading during sound check

Insert Photo Here



2. **DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

**Yes/No**

**Initial**

Yes  
Yes  
NA  
NA  
NA

SS  
SS  
SS  
SS  
SS

3. **COVID COMPLIANCE**

- a. Event Capacity under 200 people
- b. All other Compliance Guidelines met

**Guest Count**

**Initial**

134

SS

**Yes/No**

**Initial**

Yes

SS

4. **EVENT SET-UP**

- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

**Yes/No**

**Initial**

Yes

SS

Insert Photo Here

- c. Planner, Band & DJ provided with approved information sheet
- d. Planner, Band & DJ initial Event Report log
- e. Speakers oriented to the northwest (towards scoreboard / dirt mound)
- f. No more than one subwoofer used
- g. Sound levels not exceed 80DB @ a point 50' in front of speaker
- h. Background music off during speeches
- i. Microphone output levels during speeches is reduced
- j. Music has ceased by 10pm

**Yes/No**

**Initial**

Yes  
Yes  
Yes  
Yes  
Yes  
Yes  
Yes  
Yes

SS  
SS  
SS  
SS  
SS  
SS  
SS  
SS

5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>7:04 75</u>	<u>78.5</u>	<u>SS</u>
7:00PM	<u>7:13</u>	<u>73.1</u>	<u>SS</u>
8:00PM	<u>7:59</u>	<u>77.5</u>	<u>SS</u>
9:00PM	<u>9:12 79.5</u>	<u>→</u>	<u>SS</u>

6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>
<u>Install Time</u>	<u>Initial</u>
<u>3:30</u>	<u>SS</u>

- d. Removed immediately following the event

<u>Install Time</u>	<u>Initial</u>
---------------------	----------------

7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>SS</u>

8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

<u>Yes/No</u>	<u>Initial</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>

9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>



Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



Prior to



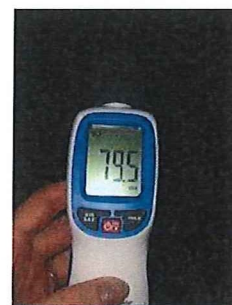
7 PM



8PM



9PM





Event Checklist

Date: 6/28/21

Event Manager: Brian Putrimas

Traffic & Noise Monitor: Laura Santamaria

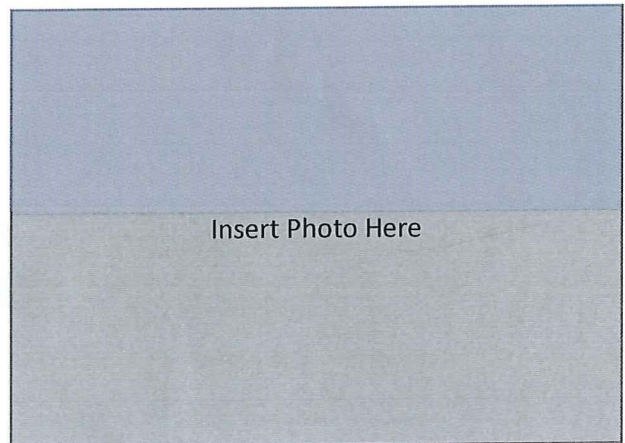
Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

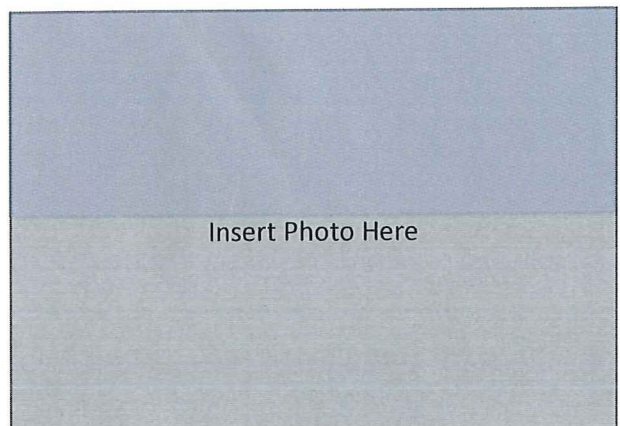
Two handwritten signatures in blue ink. The first signature is for Brian Putrimas and the second is for Laura Santamaria.

1. STAFF ASSIGNMENTS

- a. Onsite Manager Present Name: Brian Putrimas
- b. b. Sound Equipment Set-up



- c. Decibel meter reading during sound check



**2. DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

**Yes/No****Initial**

yes  
yes  
NA  
NA  
NA

SS  
SS  
SS  
SS  
SS

**3. COVID COMPLIANCE**

- a. Event Capacity under 200 people
- b. All other Compliance Guidelines met

**Guest Count****Initial**

125

SS

**Yes/No****Initial**

yes

SS

**4. EVENT SET-UP**

- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

**Yes/No****Initial**

yes

SS

Insert Photo Here

- c. Planner, Band & DJ provided with approved information sheet
- d. Planner, Band & DJ initial Event Report log
- e. Speakers oriented to the northwest  
(towards scoreboard / dirt mound)
- f. No more than one subwoofer used
- g. Sound levels not exceed 80DB @ a point 50' in front of speaker
- h. Background music off during speeches
- i. Microphone output levels during speeches is reduced
- j. Music has ceased by 10pm

**Yes/No****Initial**

yes  
yes

SS  
SS

yes

SS

yes

SS

yes

SS

yes

SS



## 5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>315</u>	<u>62.9</u>	<u>SL</u>
7:00PM	<u>702</u>	<u>79.1</u>	<u>SL</u>
8:00PM	<u>808</u>	<u>72.2</u>	<u>SL</u>
9:00PM	<u>900</u>	<u>77.1</u>	<u>SL</u>

## 6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>yes</u>	<u>SL</u>
<u>yes</u>	<u>SL</u>
<u>Install Time</u>	<u>Initial</u>

- d. Removed immediately following the event

<u>yes</u>	<u>SL</u>
------------	-----------

## 7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>SL</u>

## 8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

<u>Yes/No</u>	<u>Initial</u>
<u>yes</u>	<u>SL</u>
<u>yes</u>	<u>SL</u>
<u>yes</u>	<u>SL</u>

## 9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
Equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
<u>yes</u>	<u>SL</u>
<u>yes</u>	<u>SL</u>
<u>yes</u>	<u>SL</u>
<u>yes</u>	<u>SL</u>

Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



7 PM



8PM



9PM





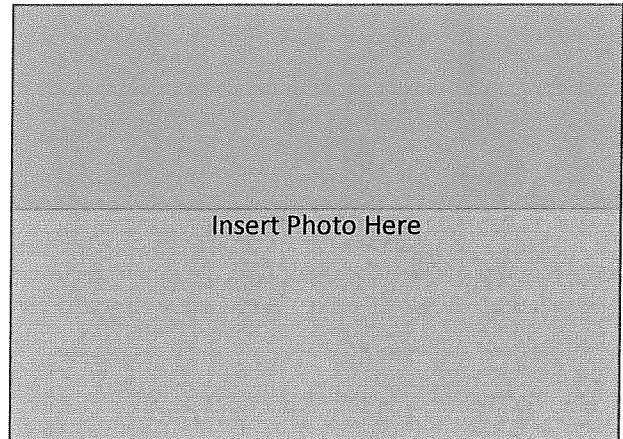
### Event Checklist

Date: 7/10/21  
Event Manager: Brian Putnmas  
Traffic & Noise Monitor: Dave Wfi

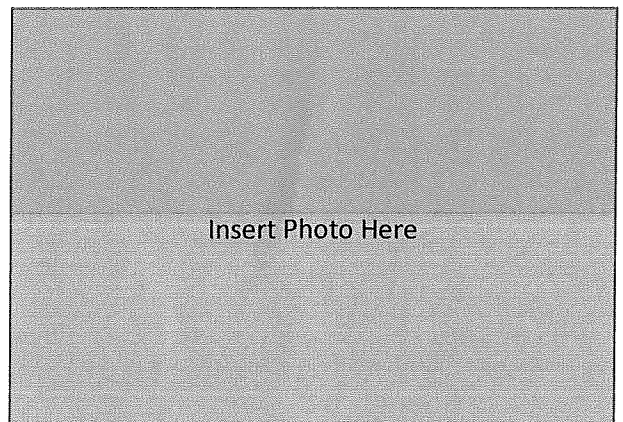
Signature: [Signature]  
Signature: [Signature]

#### 1. STAFF ASSIGNMENTS

- a. Onsite Manager Present Name: Laura S.
- b. Sound Equipment Set-up



- c. Decibel meter reading during sound check





**2. DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

Yes/NoInitialYESSSYESSSYES NASSYES NASSNASS**3. COVID COMPLIANCE**

- a. Event Capacity under 200 people

Guest CountInitial163SSYes/NoInitial

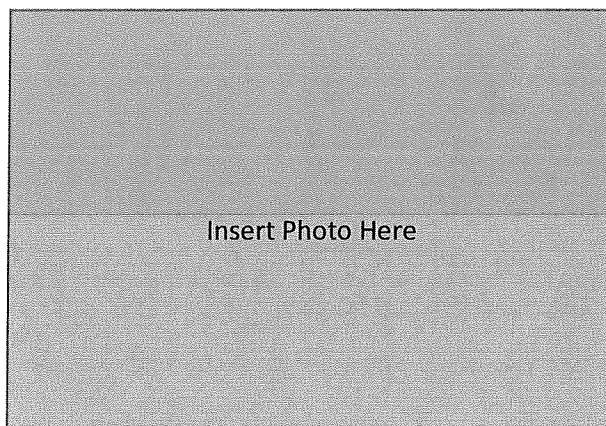
- b. All other Compliance Guidelines met

YESSS**4. EVENT SET-UP**Yes/NoInitial

- a. Speaker Positioning/Event Set-up Meets guidelines

YESSS

- b. Photo of Event/Speaker Set-up



- c. Planner, Band & DJ provided with approved information sheet

Yes/NoInitialYSS

- d. Planner, Band & DJ initial Event Report log

YSS

- e. Speakers oriented to the northwest  
(towards scoreboard / dirt mound)

YSS

- f. No more than one subwoofer used

YSS

- g. Sound levels not exceed 80DB @ a point 50' in front of speaker

YSS

- h. Background music off during speeches

YSS

- i. Microphone output levels during speeches is reduced

YSS

- j. Music has ceased by 10pm

YSS

**5. SOUND CHECK**

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>402</u>	<u>76.4</u>	<u>SS</u>
7:00PM	<u>709</u>	<u>72.0</u>	<u>SS</u>
8:00PM	<u>800</u>	<u>70.3</u>	<u>SS</u>
9:00PM	<u>903</u>	<u>78.8</u>	<u>SS</u>

**6. TEMPORARY SIGNAGE**

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance  
b. Placed on one side of Henness Road and Prosser Dam  
c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Install Time</u>	<u>Initial</u>

- d. Removed immediately following the event

Yes SS

**7. COMPLAINT LOG**

- a. All fields completed for all callers

Yes/No Initial  
NA SS

**8. PRE-EVENT BRIEFING**

- a. Event Manager & Parking Control Monitor Present  
b. Unique group arrival & departure patterns reviewed  
c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

Yes/No Initial  
Yes SS  
Yes SS  
Yes SS

**9. TRAFFIC DIRECTION**

- a. Traffic attendants assigned to parking lot exits prior to  
end of event  
b. Traffic attendants provided with safety vests, flashlights,  
light wands  
c. Traffic attendants confirmed to be wearing all safety  
Equipment  
d. All exiting traffic routed to Donner Pass Road

Yes/No Initial  
Yes SS  
Y SS  
Y SS  
Y SS

Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



7 PM



8PM



9PM





## Event Checklist

Date: 7/17/21

Event Manager: Brian Putnimas

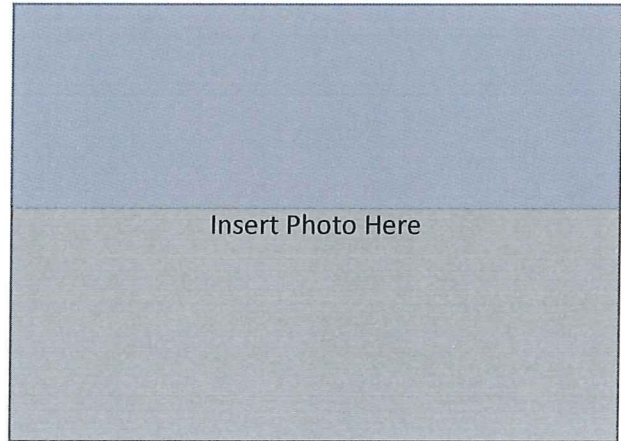
Traffic & Noise Monitor: Brian Putnimas

Signature: [Signature]

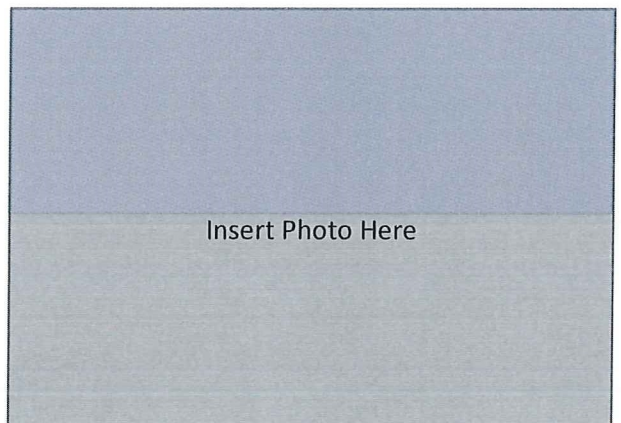
Signature: [Signature]

### 1. STAFF ASSIGNMENTS

- a. Onsite Manager Present Name: Brian Putnimas
- b. Sound Equipment Set-up



- c. Decibel meter reading during sound check





## 5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>70.9</u>	<u>530</u>	<u>BP</u>
7:00PM	<u>66.9</u>	<u>719</u>	<u>BP</u>
8:00PM	<u>77.6</u>	<u>863</u>	<u>BP</u>
9:00PM	<u>77.1</u>	<u>900</u>	<u>BP</u>

## 6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>Yes</u>	<u>BP</u>
<u>Yes</u>	<u>BP</u>
<u>Yes</u>	<u>BP</u>
<u>Install Time</u>	<u>Initial</u>

- d. Removed immediately following the event

<u>Yes</u>	<u>BP</u>
------------	-----------

## 7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>BP</u>

## 8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width of not less than 20' maintained along all adjacent public roads & driveways

<u>Yes/No</u>	<u>Initial</u>
<u>Yes</u>	<u>BP</u>
<u>Yes</u>	<u>BP</u>
<u>Yes</u>	<u>BP</u>

## 9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to end of event
- b. Traffic attendants provided with safety vests, flashlights, light wands
- c. Traffic attendants confirmed to be wearing all safety Equipment
- d. All exiting traffic routed to Donner Pass Road

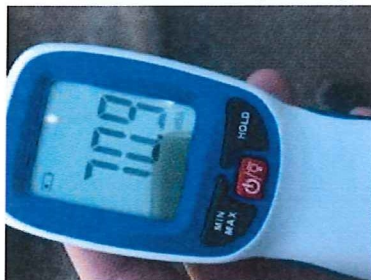
<u>Yes/No</u>	<u>Initial</u>
<u>Yes</u>	<u>BP</u>
<u>Yes</u>	<u>BP</u>
<u>Yes</u>	<u>BP</u>
<u>Yes</u>	<u>BP</u>



Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



7 PM



8PM



9PM





## Event Checklist

Date: 7/24/21

Event Manager: Brian Putrimas

Traffic & Noise Monitor: Brian Putrimas

Signature: 

Signature: 

### 1. STAFF ASSIGNMENTS

- a. Onsite Manager Present Name: Brian Putrimas
- b. Sound Equipment Set-up

Insert Photo Here

- c. Decibel meter reading during sound check

Insert Photo Here

**2. DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

**Yes/No****Initial**yesBPyesBPNABPNABPNABP**3. COVID COMPLIANCE**

- a. Event Capacity under 200 people

**Guest Count****Initial**134BP**Yes/No****Initial**

- b. All other Compliance Guidelines met

yesBP**4. EVENT SET-UP**

- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

**Yes/No****Initial**yesBP  
Insert Photo Here

- c. Planner, Band & DJ provided with approved information sheet
- d. Planner, Band & DJ initial Event Report log
- e. Speakers oriented to the northwest  
(towards scoreboard / dirt mound)
- f. No more than one subwoofer used
- g. Sound levels not exceed 80DB @ a point 50' in front of speaker
- h. Background music off during speeches
- i. Microphone output levels during speeches is reduced
- j. Music has ceased by 10pm

**Yes/No****Initial**yesBPyBPyBPyBPyBPyBPyBPyBP

## 5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>802</u>	<u>68.5</u>	<u>BP</u>
7:00PM	<u>715</u>	<u>74.7</u>	<u>BP</u>
8:00PM	<u>800</u>	<u>72.6</u>	<u>BP</u>
9:00PM	<u>903</u>	<u>77.6</u>	<u>BP</u>

## 6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance  
b. Placed on one side of Henness Road and Prosser Dam  
c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>yes</u>	<u>BP</u>
<u>yes</u>	<u>BP</u>
<u>yes</u>	<u>BP</u>
<u>Install Time</u>	<u>Initial</u>
<u>yes</u>	<u>BP</u>

- d. Removed immediately following the event

## 7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>BP</u>

## 8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present  
b. Unique group arrival & departure patterns reviewed  
c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

<u>Yes/No</u>	<u>Initial</u>
<u>yes</u>	<u>BP</u>
<u>yes</u>	<u>BP</u>
<u>yes</u>	<u>BP</u>

## 9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to  
end of event  
b. Traffic attendants provided with safety vests, flashlights,  
light wands  
c. Traffic attendants confirmed to be wearing all safety  
Equipment  
d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
<u>yes</u>	<u>BP</u>
<u>yes</u>	<u>BP</u>
<u>yes</u>	<u>BP</u>
<u>yes</u>	<u>BP</u>

Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



7 PM



8PM



9PM







### Event Checklist

Date: 7/31/21

Event Manager: B. Putnmas

Traffic & Noise Monitor: B. Putnmas

Signature: [Signature]

Signature: [Signature]

#### 1. STAFF ASSIGNMENTS

- a. Onsite Manager Present Name: Brian Putnmas
- b. Sound Equipment Set-up

Insert Photo Here

- c. Decibel meter reading during sound check

Insert Photo Here

**2. DEDICATED COMMUNICATION LINE**

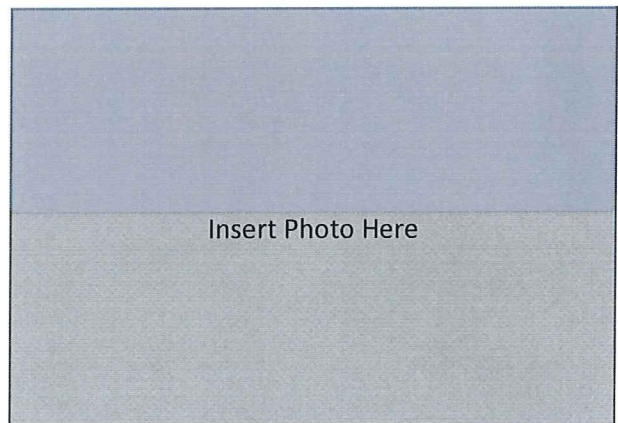
	<u>Yes/No</u>	<u>Initial</u>
a. 530.550.5808 Forwarded to Event/Catering Manager	<u>y</u>	<u>BP</u>
b. Test call performed	<u>y</u>	<u>BP</u>
c. all callers names & addresses recorded in log	<u>y</u>	<u>BP</u>
d. All Email Audio files listened to and responded to	<u>y</u>	<u>BP</u>
e. Notes of all outcomes/resolutions to complaints recorded in log	<u>y</u>	<u>BP</u>

**3. COVID COMPLIANCE**

	<u>Guest Count</u>	<u>Initial</u>
a. Event Capacity under 200 people	<u>161</u>	<u>BP</u>
	<u>Yes/No</u>	<u>Initial</u>
b. All other Compliance Guidelines met	<u>y</u>	<u>BP</u>

**4. EVENT SET-UP**

	<u>Yes/No</u>	<u>Initial</u>
a. Speaker Positioning/Event Set-up Meets guidelines	<u>y</u>	<u>BP</u>
b. Photo of Event/Speaker Set-up		



	<u>Yes/No</u>	<u>Initial</u>
c. Planner, Band & DJ provided with approved information sheet	<u>y</u>	<u>BP</u>
d. Planner, Band & DJ initial Event Report log	<u>y</u>	<u>BP</u>
e. Speakers oriented to the northwest (towards scoreboard / dirt mound)	<u>y</u>	<u>BP</u>
f. No more than one subwoofer used	<u>y</u>	<u>BP</u>
g. Sound levels not exceed 80DB @ a point 50' in front of speaker	<u>y</u>	<u>BP</u>
h. Background music off during speeches	<u>y</u>	<u>BP</u>
i. Microphone output levels during speeches is reduced	<u>y</u>	<u>BP</u>
j. Music has ceased by 10pm	<u>y</u>	<u>BP</u>

## 5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>515</u>	<u>69.1</u>	<u>BP</u>
7:00PM	<u>700</u>	<u>69.3</u>	<u>BP</u>
8:00PM	<u>809</u>	<u>77.4</u>	<u>BP</u>
9:00PM	<u>902</u>	<u>76.9</u>	<u>BP</u>

## 6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>
<u>X</u>	<u>BP</u>
<u>Install Time</u>	<u>Initial</u>
<u>Yes</u>	<u>BP</u>

- d. Removed immediately following the event

## 7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>N/A</u>	<u>BP</u>

## 8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>

## 9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
Equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>

Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



7 PM



8PM



9PM







Event Checklist

Date: 8/1/21

Event Manager: B Potrmas

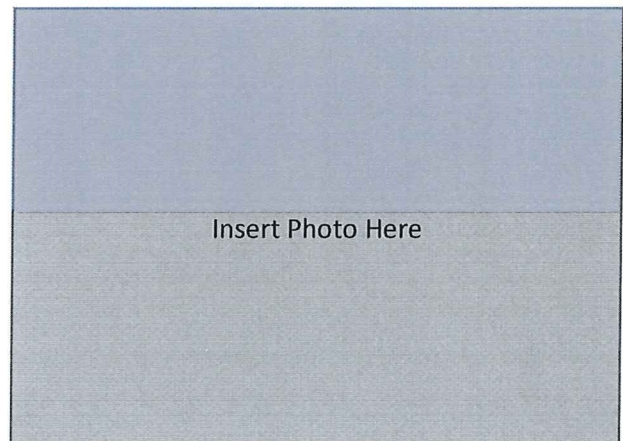
Traffic & Noise Monitor: B Potrmas

Signature: [Signature]

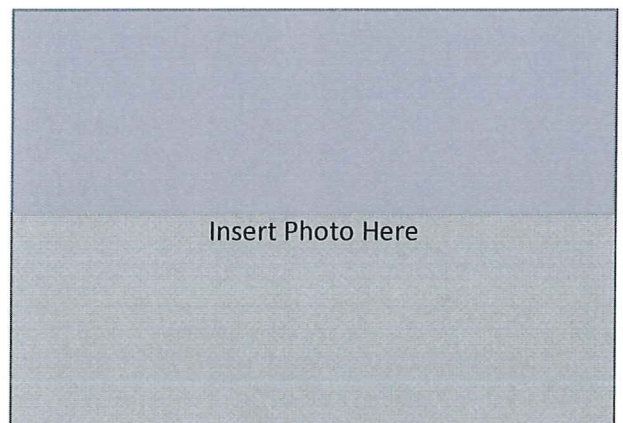
Signature: [Signature]

1. STAFF ASSIGNMENTS

- a. Onsite Manager Present Name: Brian Potrmas
- b. Sound Equipment Set-up



- c. Decibel meter reading during sound check





**2. DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

**Yes/No****Initial**

y  
y  
y  
y  
y

BP  
BP  
BP  
BP  
BP

**3. COVID COMPLIANCE**

- a. Event Capacity under 200 people
- b. All other Compliance Guidelines met

**Guest Count****Initial**

145

BP

**Yes/No****Initial**

y

BP

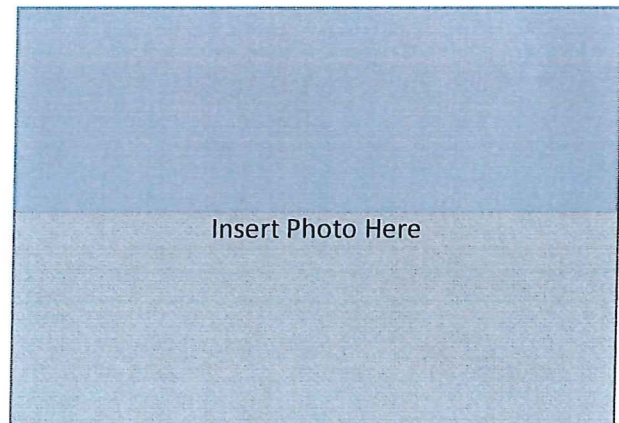
**4. EVENT SET-UP**

- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

**Yes/No****Initial**

y

BP



- c. Planner, Band & DJ provided with approved information sheet
- d. Planner, Band & DJ initial Event Report log
- e. Speakers oriented to the northwest (towards scoreboard / dirt mound)
- f. No more than one subwoofer used
- g. Sound levels not exceed 80DB @ a point 50' in front of speaker
- h. Background music off during speeches
- i. Microphone output levels during speeches is reduced
- j. Music has ceased by 10pm

**Yes/No****Initial**

y  
y  
y  
y  
y  
y  
y  
y

BP  
BP  
BP  
BP  
BP  
BP  
BP  
BP

## 5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>451</u>	<u>60.0</u>	<u>BP</u>
7:00PM	<u>712</u>	<u>72.2</u>	<u>BP</u>
8:00PM	<u>8:05 79.7</u> →		<u>BP</u>
9:00PM	<u>900</u>	<u>77.9</u>	<u>BP</u>

## 6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>
<u>Install Time</u>	<u>Initial</u>

- d. Removed immediately following the event

<u>Y</u>	<u>BP</u>
----------	-----------

## 7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>BP</u>

## 8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>

## 9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
Equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>
<u>Y</u>	<u>BP</u>

Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



7 PM



8PM



9PM





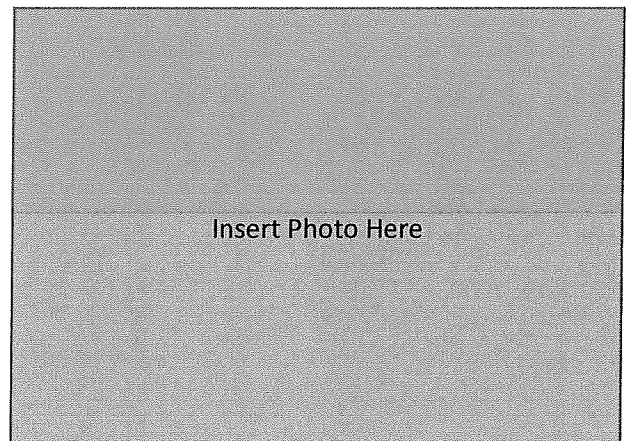
### Event Checklist

Date: 8/7/21  
Event Manager: Laura S  
Traffic & Noise Monitor: Laura S

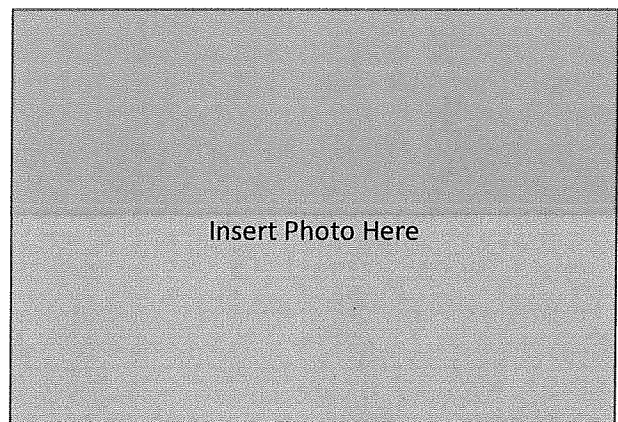
Signature: [Signature]  
Signature: [Signature]

#### 1. STAFF ASSIGNMENTS

- a. Onsite Manager Present Name: Laura S
- b. b. Sound Equipment Set-up



- c. Decibel meter reading during sound check



**2. DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

**Yes/No****Initial**

Yes  
Y  
NA  
NA  
NA

SS  
SS  
SS  
SS  
SS

**3. COVID COMPLIANCE**

- a. Event Capacity under 200 people
- b. All other Compliance Guidelines met

**Guest Count****Initial**

98

SS

**Yes/No****Initial**

Y

SS

**4. EVENT SET-UP**

- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

**Yes/No****Initial**

Ye

SS

Insert Photo Here

- c. Planner, Band & DJ provided with approved information sheet
- d. Planner, Band & DJ initial Event Report log
- e. Speakers oriented to the northwest  
(towards scoreboard / dirt mound)
- f. No more than one subwoofer used
- g. Sound levels not exceed 80DB @ a point 50' in front of speaker
- h. Background music off during speeches
- i. Microphone output levels during speeches is reduced
- j. Music has ceased by 10pm

**Yes/No****Initial**

Y  
Y  
X  
Y  
Y  
Y  
Y  
Y  
Y

SS  
SS  
SS  
SS  
SS  
SS  
SS  
SS  
SS



**5. SOUND CHECK**

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	4:50	70.9	SS
7:00PM	700	68.6	SS
8:00PM	809	73.5	SS
9:00PM	910 76.7 →		SS

**6. TEMPORARY SIGNAGE**

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event
- d. Removed immediately following the event

<u>Yes/No</u>	<u>Initial</u>
Y	SS
Y	SS
Y	SS
<u>Install Time</u>	<u>Initial</u>
Y	SS

**7. COMPLAINT LOG**

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
NA	SS

**8. PRE-EVENT BRIEFING**

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

<u>Yes/No</u>	<u>Initial</u>
Y	SS
Y	SS
Y	SS

**9. TRAFFIC DIRECTION**

- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
Equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
Y	SS
Y	SS
Y	SS
Y	SS

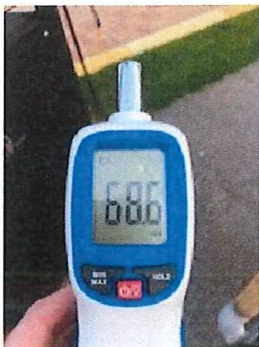
Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



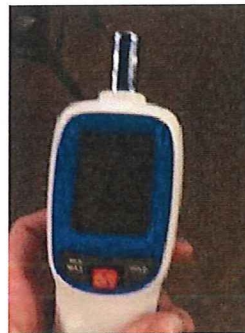
7 PM



8PM



9PM





## Event Checklist

Date: 8/14/21

Event Manager: Laura S

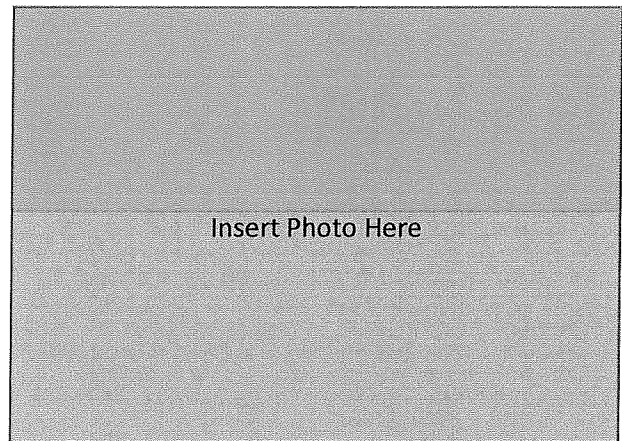
Traffic & Noise Monitor: Laura S

Signature: [Signature]

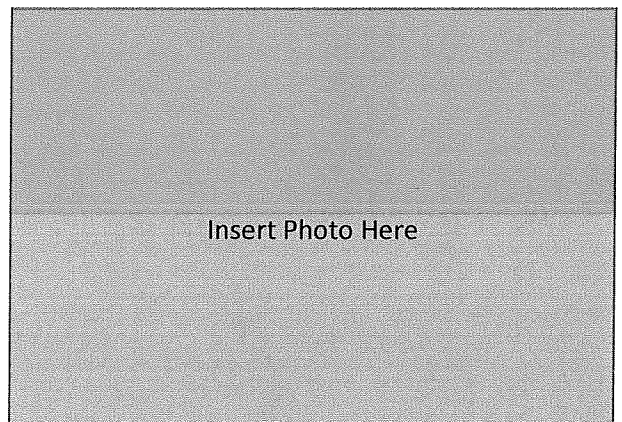
Signature: [Signature]

### 1. STAFF ASSIGNMENTS

- a. Onsite Manager Present Name: Laura S
- b. Sound Equipment Set-up



- c. Decibel meter reading during sound check



**2. DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

**Yes/No****Initial**

Y  
Y  
NA  
↓

SS  
SS  
SS  
SS

**3. COVID COMPLIANCE**

- a. Event Capacity under 200 people

**Guest Count****Initial**

171

SS

- b. All other Compliance Guidelines met

**Yes/No****Initial**

Y

SS

**4. EVENT SET-UP**

- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

**Yes/No****Initial**

Y

SS

Insert Photo Here

- c. Planner, Band & DJ provided with approved information sheet
- d. Planner, Band & DJ initial Event Report log
- e. Speakers oriented to the northwest  
(towards scoreboard / dirt mound)
- f. No more than one subwoofer used
- g. Sound levels not exceed 80DB @ a point 50' in front of speaker
- h. Background music off during speeches
- i. Microphone output levels during speeches is reduced
- j. Music has ceased by 10pm

**Yes/No****Initial**

Y  
Y  
Y  
Y  
Y  
Y  
Y  
Y

SS  
SS  
SS  
SS  
SS  
SS  
SS  
SS

## 5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>413</u>	<u>63.9</u>	<u>SS</u>
7:00PM	<u>701</u>	<u>68.2</u>	<u>SS</u>
8:00PM	<u>800</u>	<u>77.9</u>	<u>SS</u>
9:00PM	<u>912</u>	<u>75.5</u>	<u>SS</u>

## 6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event
- d. Removed immediately following the event

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Yes</u>	<u>SS</u>

## 7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>N/A</u>	<u>SS</u>

## 8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>

## 9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
Equipment
- d. All exiting traffic routed to Donner Pass Road

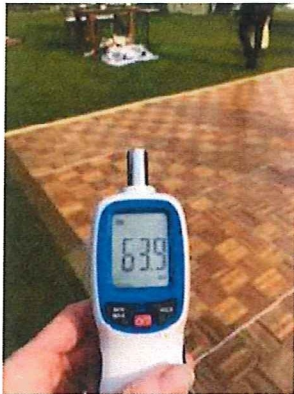
<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>



Sound Equipment Set-up Photo:



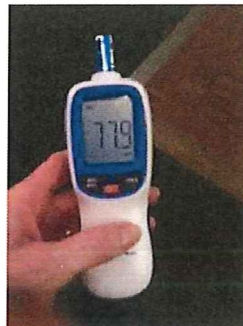
Decibel meter reading during sound check:



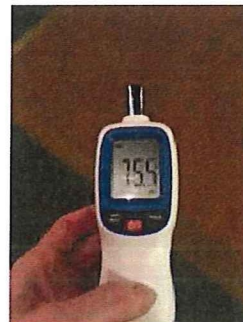
7 PM



8PM



9PM





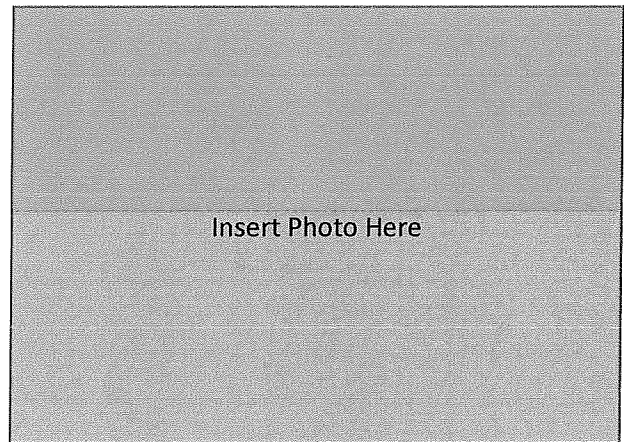
### Event Checklist

Date: 8/21/21  
Event Manager: Laura S.  
Traffic & Noise Monitor: Laura S.

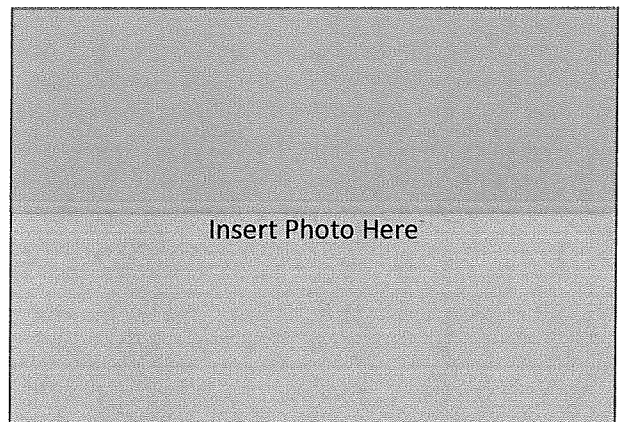
Signature: [Signature]  
Signature: [Signature]

#### 1. STAFF ASSIGNMENTS

- a. Onsite Manager Present Name: Laura S.
- b. Sound Equipment Set-up



- c. Decibel meter reading during sound check



**2. DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

**Yes/No****Initial**

✓  
✓  
✓  
✓  
✓

SS  
↓  
↓  
↓  
↓

**3. COVID COMPLIANCE**

- a. Event Capacity under 200 people
- b. All other Compliance Guidelines met

**Guest Count****Initial**

96

SS

**Yes/No****Initial**

✓

SS

**4. EVENT SET-UP**

- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

**Yes/No****Initial**

✓

SS

Insert Photo Here

- c. Planner, Band & DJ provided with approved information sheet
- d. Planner, Band & DJ initial Event Report log
- e. Speakers oriented to the northwest  
(towards scoreboard / dirt mound)
- f. No more than one subwoofer used
- g. Sound levels not exceed 80DB @ a point 50' in front of speaker
- h. Background music off during speeches
- i. Microphone output levels during speeches is reduced
- j. Music has ceased by 10pm

**Yes/No****Initial**

✓  
✓

SS  
↓

✓  
✓

↓  
↓

✓  
✓

↓  
↓

✓  
✓

↓  
↓

## 5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>515</u>	<u>70.2</u>	<u>88</u>
7:00PM	<u>719</u>	<u>66.3</u>	<u>88</u>
8:00PM	<u>810</u>	<u>78.6</u>	<u>88</u>
9:00PM	<u>900</u>	<u>79.0</u>	<u>88</u>

## 6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>88</u>
<u>Y</u>	<u>88</u>
<u>Y</u>	<u>88</u>
<u>Install Time</u>	<u>Initial</u>
<u>      </u>	<u>      </u>

- d. Removed immediately following the event

<u>Y</u>	<u>88</u>
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## 7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>N/A</u>	<u>88</u>

## 8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>88</u>
<u>Y</u>	<u>88</u>
<u>Y</u>	<u>88</u>

## 9. TRAFFIC DIRECTION

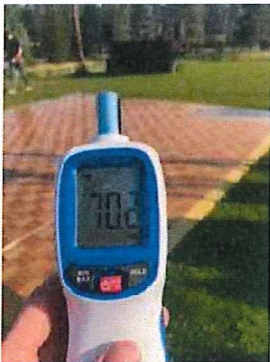
- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
Equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>88</u>
<u>Y</u>	<u>88</u>
<u>Y</u>	<u>88</u>
<u>Y</u>	<u>88</u>

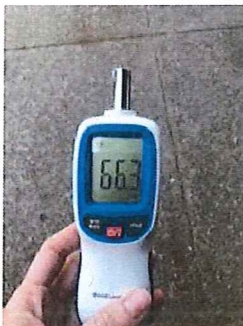
Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



7 PM



8PM



9PM







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## Event Checklist

Date: 08/28/2021

Event Manager: Camille Land

Traffic & Noise Monitor: Kris Cowdry

Signature: *Camille Land*

Signature: \_\_\_\_\_

### 1. STAFF ASSIGNMENTS

a. Onsite Manager Present Name: Kris Cowdry

b. b. Sound Equipment Set-up

Please see attached



Insert Photo Here

c. Decibel meter reading during sound check

Please see attached



Insert Photo Here

**2. DEDICATED COMMUNICATION LINE**

	<u>Yes/No</u>	<u>Initial</u>
a. 530.550.5808 Forwarded to Event/Catering Manager	<u>  X  </u>	<u>      </u>
b. Test call performed	<u>  X  </u>	<u>      </u>
c. all callers names & addresses recorded in log	<u>  X  </u>	<u>      </u>
d. All Email Audio files listened to and responded to	<u>  X  </u>	<u>      </u>
e. Notes of all outcomes/resolutions to complaints recorded in log	<u>  X  </u>	<u>      </u>

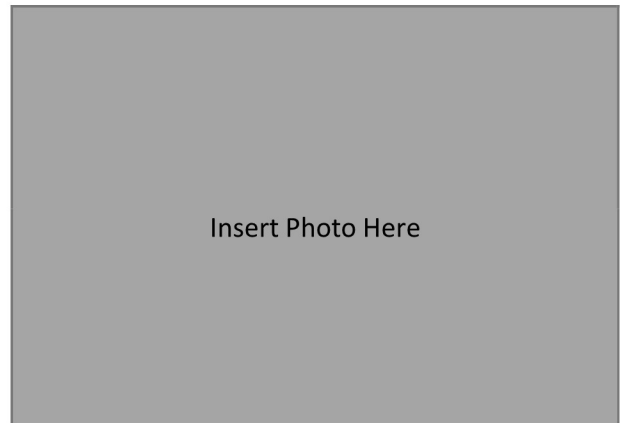
**3. COVID COMPLIANCE**

	<u>Guest Count</u>	<u>Initial</u>
a. Event Capacity under 200 people	<u>  83  </u>	<u>  CL  </u>
	<u>Yes/No</u>	<u>Initial</u>
b. All other Compliance Guidelines met	<u> Yes  </u>	<u>CL  </u>

**4. EVENT SET-UP**

	<u>Yes/No</u>	<u>Initial</u>
a. Speaker Positioning/Event Set-up Meets guidelines	<u> Yes  </u>	<u> CL  </u>
b. Photo of Event/Speaker Set-up		

Please see attached



	<u>Yes/No</u>	<u>Initial</u>
c. Planner, Band & DJ provided with approved information sheet	<u>      </u>	<u>      </u>
d. Planner, Band & DJ initial Event Report log	<u>  Y  </u>	<u>      </u>
e. Speakers oriented to the northwest (towards scoreboard / dirt mound)	<u>  Y  </u>	<u>      </u>
f. No more than one subwoofer used	<u>  Y  </u>	<u>      </u>
g. Sound levels not exceed 80DB @ a point 50' in front of speaker	<u>  Y  </u>	<u>      </u>
h. Background music off during speeches	<u>  Y  </u>	<u>      </u>
i. Microphone output levels during speeches is reduced	<u>  Y  </u>	<u>      </u>
j. Music has ceased by 10pm	<u>  Y  </u>	<u>      </u>

**5. SOUND CHECK**

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
<b>Prior to Event</b>	___ 5:40PM ___	___ 76.1 ___	___ CL ___
<b>7:00PM</b>	___ 7:00PM ___	___ 70.4 ___	___ KC ___
<b>8:00PM</b>	___ 8:00PM ___	___ 77.9 ___	___ KC ___
<b>9:00PM</b>	___ 9:00PM ___	___ 79.1 ___	___ KC ___

**6. TEMPORARY SIGNAGE**

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
___ Y ___	___ KC ___
___ Y ___	___ KC ___
___	___
<u>Install Time</u>	<u>Initial</u>
___ 5PM ___	___ KC ___
___ 10:30PM ___	___ KC ___

- d. Removed immediately following the event

**7. COMPLAINT LOG**

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
___ Y ___	___

**8. PRE-EVENT BRIEFING**

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

<u>Yes/No</u>	<u>Initial</u>
___ Y ___	___ KC ___
___ Y ___	___ KC ___
___ Y ___	___ KC ___

**9. TRAFFIC DIRECTION**

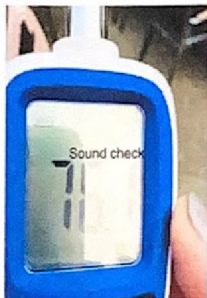
- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
Equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
___ NA ___	___ KC ___
___ NA ___	___ KC ___
___ NA ___	___ KC ___
___ Y ___	___ KC ___

Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



7 PM



8PM



9PM





### Event Checklist

Date: 9/4/21

Event Manager: Laura S.

Traffic & Noise Monitor: Kris Cawdrey

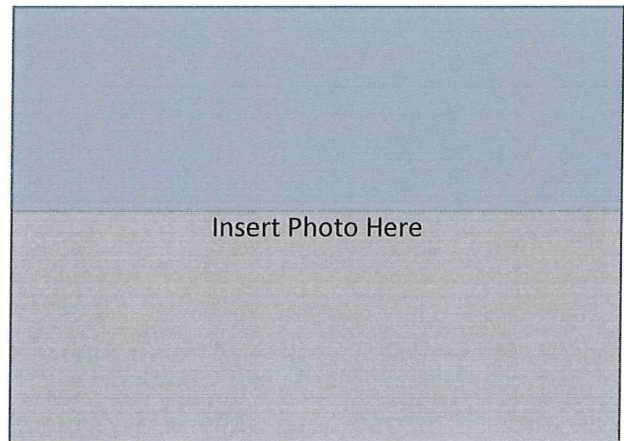
Signature: [Signature]

Signature: [Signature]

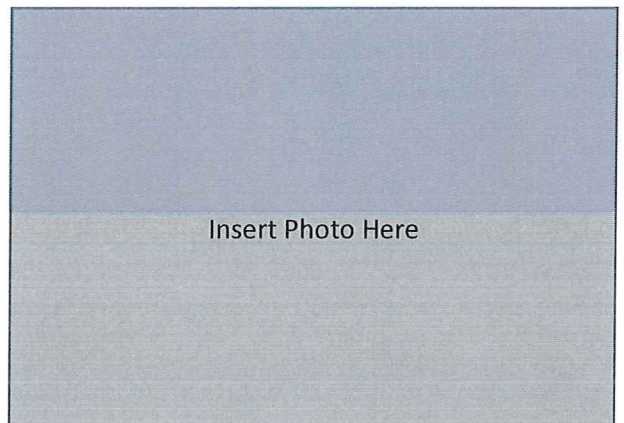
#### 1. STAFF ASSIGNMENTS

a. Onsite Manager Present Name: Laura S.

b. Sound Equipment Set-up



c. Decibel meter reading during sound check





**2. DEDICATED COMMUNICATION LINE**

- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

**Yes/No****Initial**

y  
y  
y  
y  
y

SS  
SS  
SS  
SS  
SS

**3. COVID COMPLIANCE**

- a. Event Capacity under 200 people
- b. All other Compliance Guidelines met

**Guest Count****Initial**

147

SS

**Yes/No****Initial**

y

SS

**4. EVENT SET-UP**

- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

**Yes/No****Initial**

yes

SS

Insert Photo Here

- c. Planner, Band & DJ provided with approved information sheet
- d. Planner, Band & DJ initial Event Report log
- e. Speakers oriented to the northwest (towards scoreboard / dirt mound)
- f. No more than one subwoofer used
- g. Sound levels not exceed 80DB @ a point 50' in front of speaker
- h. Background music off during speeches
- i. Microphone output levels during speeches is reduced
- j. Music has ceased by 10pm

**Yes/No****Initial**

y  
y  
y  
y  
y  
y  
y  
y

SS  
SS  
SS  
SS  
SS  
SS  
SS  
SS

## 5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>502</u>	<u>72.9</u>	<u>SS</u>
7:00PM	<u>700</u>	<u>74.7</u>	<u>SS</u>
8:00PM	<u>810</u>	<u>78.6</u>	<u>SS</u>
9:00PM	<u>859</u>	<u>79.0</u>	<u>SS</u>

## 6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Install Time</u>	<u>Initial</u>

- d. Removed immediately following the event

<u>Y</u>	<u>SS</u>
----------	-----------

## 7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>SS</u>

## 8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>

## 9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
Equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>

Sound Equipment Set-up Photo:



Decibel meter reading during sound check:



7 PM



8PM



9PM





### Event Checklist

Date: 9/18/21

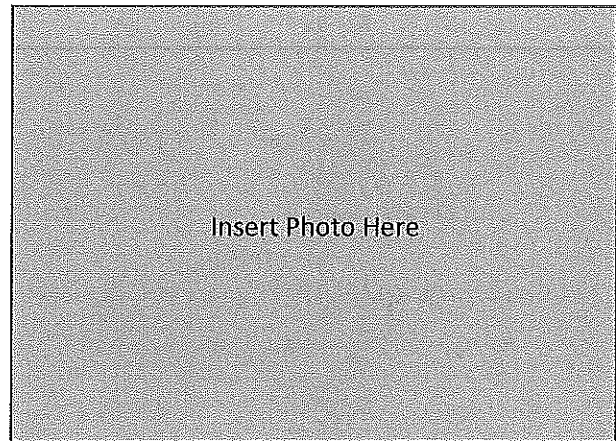
Event Manager: Laura S.

Traffic & Noise Monitor: RNS C.

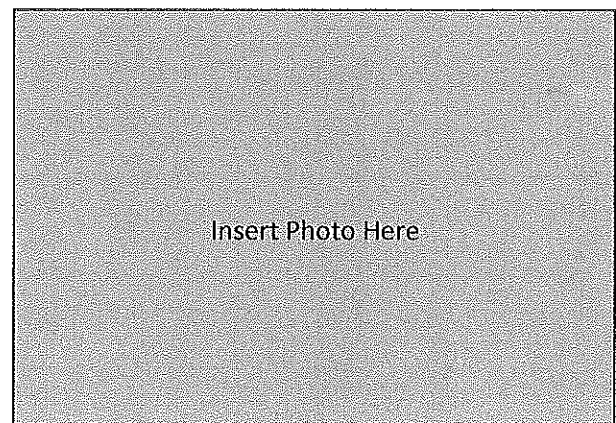
Signature: [Signature]  
Signature: [Signature]

#### 1. STAFF ASSIGNMENTS

- a. Onsite Manager Present Name: Laura S.
- b. b. Sound Equipment Set-up



- c. Decibel meter reading during sound check



**2. DEDICATED COMMUNICATION LINE**

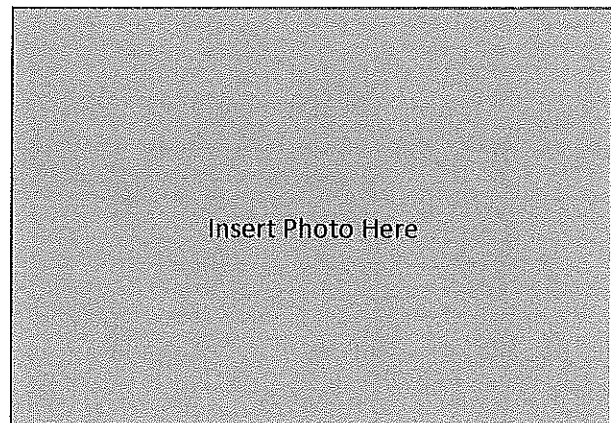
- a. 530.550.5808 Forwarded to Event/Catering Manager
- b. Test call performed
- c. all callers names & addresses recorded in log
- d. All Email Audio files listened to and responded to
- e. Notes of all outcomes/resolutions to complaints recorded in log

Yes/NoInitialYSSYSSYSSNASSNASS**3. COVID COMPLIANCE**

- a. Event Capacity under 200 people
- b. All other Compliance Guidelines met

Guest CountInitial124SSYes/NoInitialYSS**4. EVENT SET-UP**

- a. Speaker Positioning/Event Set-up Meets guidelines
- b. Photo of Event/Speaker Set-up

Yes/NoInitialYSS

- c. Planner, Band & DJ provided with approved information sheet
- d. Planner, Band & DJ initial Event Report log
- e. Speakers oriented to the northwest (towards scoreboard / dirt mound)
- f. No more than one subwoofer used
- g. Sound levels not exceed 80DB @ a point 50' in front of speaker
- h. Background music off during speeches
- i. Microphone output levels during speeches is reduced
- j. Music has ceased by 10pm

Yes/NoInitialYSSYSSYSSYSSYSSYSSYSSYSSYSS



## 5. SOUND CHECK

- a. Maximum volume is within noise ordinance guidelines  
From 50' reference point

	<u>Actual Time Check</u>	<u>Decibels</u>	<u>Initial</u>
Prior to Event	<u>520</u>	<u>71.5</u>	<u>SS</u>
7:00PM	<u>7:22</u>	<u>78.5</u>	<u>SS</u>
8:00PM	<u>758</u>	<u>70.7</u>	<u>SS</u>
9:00PM	<u>909</u>	<u>79.0</u>	<u>SS</u>

## 6. TEMPORARY SIGNAGE

- a. Placed near intersection of Henness Road and PJ's  
Parking lot Entrance
- b. Placed on one side of Henness Road and Prosser Dam
- c. Installed a minimum of 1 hour before event

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Install Time</u>	<u>Initial</u>
<u>Y</u>	<u>SS</u>

- d. Removed immediately following the event

## 7. COMPLAINT LOG

- a. All fields completed for all callers

<u>Yes/No</u>	<u>Initial</u>
<u>NA</u>	<u>SS</u>

## 8. PRE-EVENT BRIEFING

- a. Event Manager & Parking Control Monitor Present
- b. Unique group arrival & departure patterns reviewed
- c. Confirmed plans for maintaining unobstructed width  
of not less than 20' maintained along all adjacent public  
roads & driveways

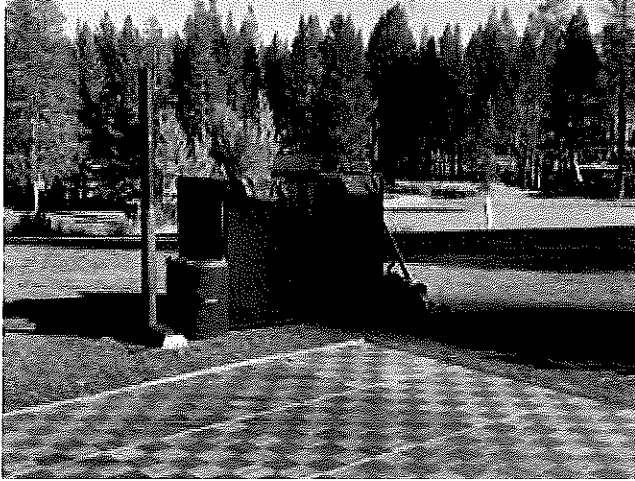
<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>

## 9. TRAFFIC DIRECTION

- a. Traffic attendants assigned to parking lot exits prior to  
end of event
- b. Traffic attendants provided with safety vests, flashlights,  
light wands
- c. Traffic attendants confirmed to be wearing all safety  
Equipment
- d. All exiting traffic routed to Donner Pass Road

<u>Yes/No</u>	<u>Initial</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>
<u>Y</u>	<u>SS</u>

Sound Equipment Set-up Photo:



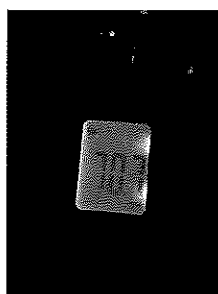
Decibel meter reading during sound check:



7 PM



8PM



9PM

