

Harvest Festival 2024 Debrief

Date: 10/30/2024

Overview:

The Harvest Festival was a success with minimal issues, but rapid event growth has placed a significant strain on city staff. Continued success will require additional community support, volunteer coordination, and logistical enhancements.

Parade

- *Success:* The parade ran smoothly with no major issues.
- *Note:* The band arrived late; work on securing earlier arrival next year.

Harvest Queen

- *Success:* Event ran smoothly, no changes required.

Color Run

- *Success:* A popular event; however, current staffing is inadequate. Additional support and measures are critical to future success.
- **Action Items:**
 - **Race Area Safety:** Use taller cones and caution tape to clearly mark race boundaries. Possibly look at adjusting the locations of the Start and Finish lines.
 - **Race Timing:** Stagger race times further apart to manage participant flow and pickup. (Minimum of 10 minutes for each race)
 - **Volunteers and Support:**
 - Critical need for additional volunteers.
 - Possible sources: P.E. coaches, additional police officers (paid positions).
 - Prioritize roles at the race endpoint to assist with student pick-up.
 - **Organization by Grade:** Issue colored shirts per grade level (instead of all white) to simplify group organization.
 - **Event Committee Formation:** Establish a new Event Committee focused on volunteer recruitment and training.
 - *Tasks:* Create volunteer forms, connect with PTAs, development groups, and local businesses for member recruitment.
 - Schedule training meetings for all volunteers to ensure preparedness.

Staff Training

- Incident and Emergency Management training is required for city staff to improve response efficiency.

Equipment Needs

- **Cones:** Purchase additional cones for race and event boundary marking.
 - **Radios:** Invest in new emergency radios to enhance communication and management.
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Conclusion:

The event was well-received and received very few complaints. However, the festival's growing scale now requires additional community support, improved safety protocols, and volunteer training to sustain and enhance the event experience for future years.