

SELFM-MWR-S

MEMORANDUM BETWEEN Department of Public Safety and Morale, Welfare and Recreation

SUBJECT: Support for Special Events

1. PURPOSE. This memorandum provides initial guidance and assignment of responsibilities for the support to Fort Monmouth's Special Events. Changes will be issued as required.
2. GENERAL. The Special Event site is adjacent to Russell Hall (Greely Field). It will include food and beverage vendors, entertainment programs, games and Bingo, and amusement rides. Event is chaired by the Directorate of Morale, Welfare, and Recreation with Sal Impollonia as Event Coordinator (598-4347).
3. RESPONSIBILITIES.
  - a. Directorate for Morale, Welfare, and Recreation will:
    1. Provide Event Chairman to coordinate overall planning, conduct, and after action requirements.
    2. Develop overall Special Event program of events
    3. Coordinate advertising banners in areas exterior to Fort Monmouth.
    4. Develop a suitable advertising program and arrange printing by DOIM and distribution by appropriate means.
    5. Develop a finance plan to include contractual entertainment services, tickets, distribution of profits, and payment of expenses.
    6. Coordinate organizations and vendors that will provide and staff the food and beverage booths.
  - b. Directorate of Logistics will:
    1. Provide two busses with drivers for two bus routes, i.e., four busses to operate continuously from 30 minutes before until 30 minutes after the Event hours for operation; routes to be published separately; stops are to be made only at designated bus stops; provide proposed schedule to Committee NLT
    2. Provide two flat-bed trailers for use as a stage within the Biergarten tent, to be in position NLT 1700 hrs 19 Sep and removed NLT COB 25 Sep 90.
    3. Provide a freezer truck for storage of ice in the vicinity of Bldg. 601; vehicle must be in position NLT 1600 on 20 Sep 90 and have a lock and key which will be given to CFA representative for control.
  - c. Directorate of Resource Management will provide a fund cite to support appropriated fun expenses NLT 7 Sep 90.
  - d. Directorate of Engineering and Housing will:

1. Provide 18 Port-a-potties, 1/3 suitable for handicapped persons, and position as indicated on general ground plan NLT 1200 on 20 Sep and remove NLT 1700 on 24 Sep 90.
  2. Provide electrical power and lighting for Biergarten tent, booths, outdoor stage, and concession area, (carnival will provide their own power), and remove NLT 1700 on 24 Sep 90.
  3. Build stage in Biergarten tent using two trailers and install plywood surface, safety railing, and a set of steps at either side NLT 1600 on 20 Sep and remove NLT 1700 on 24 Sep 90.
  4. Provide for daily sanitation cleaning refuse collection and area police.
  5. Provide necessary grounds preparation, maintenance, and area police.
  6. Provide appropriate fire protection, inspections, and fire prevention supervision.
  7. Coordinate with Green Tent Company, Wharton, NJ for installation of the Biergarten tent (210'x 90') on 19 Sep, including set-up, take-down, and requirements for lights and their installation.
  8. Provide trash receptacles and a 30 yd dumpster at Event site NLT 1200 on 21 Sep and remove NLT 1700 on 25 Sep 90.
  9. Provide an electrician on-call during hours of Events operations.
- e. Provost Marshall will:
1. Provide security for cashier operations, VIP's, and facilities after operating hours.
  2. Provide roving security/courtesy patrol at the Event site during hours of operation.
  3. Provide traffic and parking control.
  4. Notify personnel in Squire Hall and surrounding buildings that the parking lot and adjoining streets will be closed from 17 to 26 Sep 90, (lots by Bldg. 656 and 628 are available).
  5. Coordinate with Eatontown and Oceanport Police Departments for support and cooperation.
  6. Provide overall security and parking plan for Event to committee NLT 31 Aug 90.
- f. Garrison Safety Office will:
1. Review initial site plan and utility plan prior to installation.
  2. Conduct necessary safety inspections NLT 1700 on 20 Sep 90.
  3. Coordinate with State safety officials to inspect concessionaire amusement rides prior to operation.

- g. Directorate of Information Management will:
  1. Provide Audio/Visual support plan to committee NLT 7 Sep 90
  2. Install sound systems at Biegarten tent NLT 1000 on 21 Sep and remove NLT 24 Sep 90.
  3. Install outdoor public address system NLT 20 Sep.
- h. Public Affairs Office will:
  1. Schedule the 389<sup>th</sup> Army Band.
  2. Develop and implement a multi-media publicity plan for the Event for use in Fort Monmouth and surrounding communities.
  3. Prepare appropriate remarks for the Commanding General for use in opening ceremony.
- i. Commander, Patterson Army Community Hospital will:
  1. Establish and operate an Aid Station at Bldg. 601 during all hours of operation of Event.
  2. Conduct necessary sanitation inspections and verification of food handlers and work areas.
- j. Commander, CECOM Headquarters Support Troops will:
  1. Establish the Services and Support Committee to coordinate details from units for set-up, operation, and removal of booths, tables, chairs, etc.
  2. Provide a five man detail, including two NCO's, from 12 to 28 Sep to Service and Support Committee for set-up, support, and removal work.
  3. Set up Event area IAW the general ground plan.
  4. Coordinate with Outdoor Recreation Division of CFA for picnic tables and placing in Biergarten NLT 1700 on 25 Sep 90.
  5. Distribute Event posters from 7 to 11 Sep IAW plan developed in coordination with DPTM.
  6. Establish a standard concessionaire booth package and hand receipt for fire and safety equipment.

4. COORDINATING INSTRUCTION.

- a. Hours of operation will be:

Friday	21 Sep	1500-2400
Saturday	22 Sep	1200-2400
Sunday	23 Sep	1200-2400

- b. Special Event Operations center will be in Bldg. 601 effective 0800 on 17 Sep 90 and close effective 1700 on 25 Sep 90.
- c. Financial operations for Special Event will be in Bldg. 601 effective 1200 on 20 Sep 90.
- d. All tasked activities must provide names of POC's to the Chairman, SELFM-MWR-S, NLT 30 Aug 90.

- e. Mandatory meetings will be held at 1300, 6 September and 13 September in room 120 Bldg. 1209 for IPR's.
- f. The Special Event control center, Bldg. 501 will open for operations on 17 September. The telephone number at this building is 598-4347. Point of contact is Salvatore Impollonia.

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Salvatore Impollonia  
Special Events Coordinator