

OPERATIONS PLAN

DSOSN – TOWN SQUARE BUDDY WALK-2022

October 16, 2022

PURPOSE

The purpose of this Operations Plan is to set forth some specific details of the DSOSN-Town Square Buddy Walk-2022 event; to identify assigned tasks for volunteers, and to lay out the logistical plan and operational execution of the event.

SITUATION

The Annual Buddy Walk is a national event where families come together to support each other and raise awareness about the needs of persons who are diagnosed with Down syndrome. This year, DSOSN will invite a wide cross-section of other organizations and community groups to join us, “Hand in Hand,” as we walk together in support of persons who are diagnosed with all forms of intellectual & developmental disabilities (IDD), including Down syndrome.

MISSION

Our primary mission for this year’s event is to raise our collective voices in support of programs that will materially benefit our members and all persons in the IDD communities of Southern Nevada, and to raise funds to implement/support those programs. This mission will be accomplished through active participation, collaboration, and support from a variety of service providers, like-minded organizations, and our members.

DESCRIPTION OF THE EVENT

On October 16, 2022, in collaboration with other disability-service organizations, DSOSN will hold its annual Buddy Walk event in Town Square. This year’s event promises to be exciting, enjoyable, and most importantly, will give the diverse communities of Las Vegas an opportunity to come together and celebrate the spirit of inclusion for all. The following will be some of the highlights of the event:

1. **The Walk:** The walk will take us along a .8-mile route in Town Square (Page-1 of Layout Map). Although hundreds of members from a variety of organizations and community groups will “march” behind their respective banners, they will all be walking “Hand in Hand” in support of “Inclusion” for our disability community (we are planning for 800-1000 participants to attend the event).
2. **Parade of Vintage/Exotic Vehicles:** In this phase of the event (following the Walk), there will be a coordinated parade of Vintage Vehicles (Las Vegas Cadillac Club), and Exotic Cars (Royalty Exotic Rental Car). The vehicles will travel along a designated route, at a slow-walk pace, and then park at their designated static-display locations for picture-taking opportunities (Page-2 of Layout Map).
3. **Resource Fair:** A variety of service-providers, relevant to the needs of the disability community, will be located in a designated area to display their products/services, and provide information to the attendants. Tables, chairs, and canopies, if needed, will be provided to accommodate 12-15 display stations (Page-1 of Layout Map).

4. **Inflatable Slides/Rides**: Inflatable slides/bouncers will be available as part of the event's recreational activities. The slides/bouncers will be provided by "Slide Into Vegas." Access to the slides/bouncers by attendees will be monitored and regulated by a designated group of volunteers (scout troop), through the issue of a wrist-band system (Page-1 of Layout Map).
5. **Variety Entertainment**: As part of the festivities, there will also be a variety of other entertainment activities, such as music, dance-off contest, roving magician, super-hero costume characters, raffles, and giveaways (all this will take place in the area designated as the Stage (Page-1 of Layout Map).

EXECUTION TIMELINE FOR THE OPERATION

The following is a planned chronological timeline for the event, which will include set-up and break-down of the operation.

- **5:00 am to 7:00 am** – Pre-event set-up, overall coordinated by Event Chair:
 - Signage for volunteers/attendees/VIP parking, decorated cars staging area, static display of vintage cars, and walk route (Logistics Coordinator)
 - Stage, audio system, and tables/chairs for resource fair (Vendor Coordinator)
 - Placement of sponsorship promotional signs/logos (Sponsorship Coordinator)
 - Check-in area with necessary tables/chairs, etc. (Outreach Coordinator and team)
 - Designated staging areas for RA/Fire units (Logistics Coordinator, in consultation with Town Square security personnel)
- **7:00 am to 8:00 am** – Attendees arrival/volunteers deployment (Volunteer Coordinator)
 - Identify and secure staging/rest area for volunteers (northeast parking lot)
 - Assign specific posts/tasks to volunteers as follows: monitor/coordinate arrival ingress/egress of attendees to parking/check-in areas; walk-route monitors; water-stations; parking lot monitors; security/photo coordinators for the exotic/vintage cars display; stage-area assistants/monitors; slides/bouncers monitors (two per unit); raffle/games assistants; lunch-serving assistants, and roving/post-reliefs
 - Provide guidance/direction/event programs to arriving attendees
- **8:00 am to 9:00 am** – Arrival/Gathering/official start of event (Event Chair and team)
 - Announcements/recognition of groups/organizations (Outreach Coordinator)
 - Overview of event program/recognition of sponsors (Sponsorship Coordinator)
 - Introduction of VIPs/speeches to include County Commissioner Naft, City Councilman Knudsen, Clark County Sheriff Elect McMahill (Event Chair)
 - Warm-up for walkers (special invited cheerleader/sports representative guests)
- **9:00 am to 9:30 am** – Festive .8-mile DSOSN-Town Square Buddy Walk 2022
- **9:40 am to 10:20 am** – Decorated car parade along designated route
- **10:30 am to 1:00 pm** - Inflatable slides/bouncers open
- **11:00 am to 12:30-pm** – Lunch will be offered/served to attendees. Arrangements are being made with the following vendors/local businesses at Town Square to provide lunch: Sickies, Rachels' Kitchen, Nona's NY Pizza, Potato Corner, and others TBD (the process for serving lunch will be finalized with the respective vendors)
- **10:00 to 1:00 pm** – Variety entertainment (noted above) continue throughout the event
- **1:00 pm**-Break down of event.

ADMINISTRATIVE RESPONSIBILITIES:

Notwithstanding the foregoing, it is acknowledged that the full execution of this Operations Plan is subject to further discussions and modifications, and eventually, will be contingent upon the approval by the Town Square Corporate Office. Furthermore, it is also understood that DSOSN will comply with all the provisions of, and is responsible for obtaining the relevant permits described in, the Special Event Agreement (Addendum A-Event Requirements and Regulations).

COMMAND AND CONTROL OF OPERATION:

To facilitate effective management/command and control of the event, the DSOSN Board Chair, Peter Whittingham, who is also the Event Chair, will be the designated contact person for matters of concern to the Town Square representative on the day of the event. The Event Chair will also act as the liaison with law enforcement and fire department personnel, if necessary, in the event of an emergency and/or a critical-incident situation. A variety of specific functions will also be delegated to other DSOSN Board and Buddy Walk Committee members, and their respective designations and contact information will be provided to Town Square security personnel on day of the event.

Should it become necessary, we would appreciate the opportunity to address any concerns that will help the Town Square Corporate Office in making its decision to support this event. We are also prepared to meet and adhere to any other conditions, not already addressed in the Special Event Agreement, if necessary to obtain a favorable response regarding the request to use Town Square as the venue for our Buddy Walk-2022 event.

If you have any questions or require further information, please feel free to contact me by phone or email as noted below.

Respectfully submitted,

Peter Whittingham, Chair
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