

Main Street Tree Lighting Event Plan

Street Closures beginning at 4pm, ending at 9:45-10pm

- Cook & Main
- Anders & Main
- Cook & 1st
- Main, halfway between Cook and Moskowitz
 - Do not block street access to Midnite Slice

Timeline

- 4:00 - Streets close
- 5:15 - Vendors allowed to start setting up
- 5:45 - Vendors must be finished setting up and their cars off street
- 6:15 - Mayor speaks and lights tree
- 6:30 - Bay Elem choir
- 6:45 - Seabrook UMC
- 7:00 - Bay Area Arts Conservatory (Charlie Brown skit)
- 7:20 - Seabrook Intermediate Choir
- 7:40 - Seabrook Intermediate Band
- 8:00 - Santa comes in on SVFD Fire Truck
- 9:00 - Event ends, clean-up begins
- 9:45 - Streets cleared and are re-opened

Public Works

- 1 Public Works employee on site during event
- Event company set up stage and bleachers on Post Office lawn Thursday afternoon
- Bring podium
- Buy cookies and cocoa
- Bring small generator to power PA system behind stage
- Bring PA system
- Message board "No Left Turn" in left turn lane at light on 146 and Main
- Bringing 1 light tower, and either purchasing or renting an additional light tower
- Ordered 2 portapotties and 10 disposable trash cans from Waste Management

Police Department

- Barricades and street closures listed above

Fire Department

- Fire Truck will drive down First St and turn on Cook at 8pm
- Santa will be seated in front of tree to visit kids
- SVFD Auxiliary will hand out cookies and cocoa

Communications

- Put “No Parking” signs along Cook Ave behind City Hall to keep people from parking in street
- Coordinate with vendors for booth set up and break down
- Communicating with local businesses regarding street closures and times