**Dove Family Fair & FMX 2016 – Operational Plan**

The Operational Plan for the **Dove Family Fair & FMX 2016** event will be as follows:

**Hosted by:** Dove Christian Center  
**Event Manager:** Timothy Stuen – (605) 484-7196  
**General Events Director:** Adam Foote – (605) 440-1258  
**Coordinating Enterprise:** Keith Sayers FMX  
**Date & Time of Event:** August 20th, 2016; 4-7pm

**Purpose:** To reach our community through the avenue of Motocross and involve them in Family Fun, Fellowship and Entertainment.

**Mission:** To provide an entertaining community-outreach event that embraces a safe, family atmosphere on behalf of Rapid City (and surrounding areas) as well as providing our church family with an opportunity to serve and give back to the community.

**Wednesday-Friday, August 17-19, 2016** – Portable restroom set up, grandstand set up, Jump Arena marked off, dumpster arrival (Keiffer Sanitation) and garbage barrel setup. Parking areas marked. Adventure Zones, Zorb and Volleyball areas marked/set up. Bounce castle area and concession area marked.

**Saturday, August 20th 2016:**

1. **Jump Arena**  
Keith Sayers FMX and riders will begin arriving late-morning to early-afternoon. They will set up the jump arena as to their standard specs for the event and Dove Grounds crew will fence off the arena. An on-site ambulance will be placed adjacent to the jump arena as per Keith Sayers FMX requirements and will be manned with two paramedics. The jump arena within the fence will be off-limits to any non-professional events personnel and will be absolutely off-limits to the attending public.

2. **Welcome Table**  
A welcome table with staff designated by Dove Christian Center will be stationed at the south edge of the parking lot and will be set up early afternoon. The attendees will be responsible for signing a release waiver and receiving an events bracelet for admittance to the bounce castles, adventure zones and Zorb or volleyball courts. The welcome table will also distribute welcome bags to each attendee as they check in.

3. **Bounce Castles**  
The Bounce Castles will arrive late morning and be set up by the representing company (Rapid Bounce) who will supply 2 volunteers to man two of the five bounce castles. The other three
will be manned by volunteers supplied by Dove Christian Center throughout the duration of the event.

4. Volleyball & Zorb Stations
The volleyball court will be set up prior to the event taking place Saturday, August 20th and will be manned by volunteer staff supplied by the Dove Christian Center. The Zorb balls will arrive early afternoon and will be manned by the supplying company Shock-Au-Zorbs. Setup & teardown of the Zorb event will be overseen by the supplier.

5. Adventure Zones
The Adventure Zone arena will be manned by volunteer staff supplied by the Dove Christian Center and will consist of 4-5 small-child bikes to ride around a small, simple bike trail that young children can ride. The bikes will be supplied by Black Hills Bicycles and will be collected at the end of the event by the supplier.

6. Concessions
The concession area will be set up late morning – early afternoon and will be staffed by Dove Christian Center volunteers. Simple food items including candy, bottled water, soda, walking tacos etc. will be available.

7. Restrooms
Portable restrooms will be on site as per legal requirements for this event and will be supplied by Central State Sanitation

8. Grandstands
Grandstands will be supplied by the City of Rapid City and will be set up, broken down and returned via the supplier as per their stipulations. We will have seating for roughly 1000 with plentiful grounds area for lawn chairs and standing room for overflow.

9. Parking
Parking attendants will be designated by the Dove Christian Center and will help with parking in the designated areas under the guidance of the RCFD & RCPD. There will be sufficient parking available for up to 500 vehicles (2000 people) and overflow parking will be made available should the need arise.