



HOUSTON LIVESTOCK SHOW AND
RODEOTM

Operations Department Breakout Session

AGENDA

Parking Procedures – Andi Perkins

- Parking Requests Committee & Non-Committee
- Volunteer Parking

Equipment Requests, Safety Training, and other Needs – Amanda Perkins

- Cart & Equipment Requests
- Safety Training and other needs

Meeting Requests – Mackenzie Grocki

- Process
- Required Information
- Bar Service/Permitting
- Important Dates

Emergency Procedures - John Presley

- LRad
- Emergency Response
- HLSR Emergency Procedures
- Committee Emergency Procedures



PARKING PROCEDURES



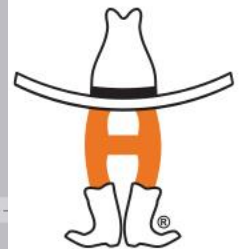
PARKING REQUESTS COMMITTEE & NON-COMMITTEE

- All committee and non-committee requests **MUST** be turned in no later than September 1, 2023
- Submit requests by email to your Staff Coordinator using the provided template
- Please **DO NOT** alter the template in any way
- Committee lot assignments are non-negotiable



VOLUNTEER PARKING

- **ONLY** working volunteers will have access to the Blue Lot. No “M” Tags!
- All Blue Lot working volunteers will enter through Gate 8 off Kirby Dr. or take shortcut off 610-feeder.
- Working day pass **ALONE** will get you access to designated lot.



EQUIPMENT REQUESTS, SAFETY TRAINING, & B&G NEEDS



CART AND EQUIPMENT REQUESTS

- Chairmen, designees and/or staff will be able to make requests online through Chairman's Tools. Please review requests with your Staff/Mgmt. Coordinator before submitting.
- Requests can start to be submitted on September 1, 2023.
- ALL requests must be submitted and approved (complete approval) online by October 2, 2023.
- Please include requests for one-day rentals as well.
- Be specific with your requests ONLY if it is imperative to complete your Show assigned responsibility (i.e. fork lengths, boom height, 2-pass/4-pass ATV's, windshields on carts/ATV's.) We try to fill the specific needs requested but are often limited as to what is supplied by our providers. Be aware that we will make substitutions based upon availability with vendors.
- Be mindful of your budgets as all requests and any adjustments may result in changes to your rental cost.
- The "Request ID" number that is at the top of the email confirmation of your request will be REQUIRED when picking up carts from ADC.



SAFETY TRAINING & OTHER NEEDS

SAFETY TRAINING

- ANY committee member, staff person, or contractor that will be required to operate a cart/ATV, forklift/pallet jack or tractor during the Show must complete a MANDATORY safety training.
- Golf Cart/ATV/Utility Vehicle Safety Training is available online and is valid for three Show years.
- Forklift Safety Training and Tractor Safety Training are two separate classes and are done in person for any new certifications and online for renewals. These trainings are valid for three years from the date of certification.
- It is your responsibility as a Chairman to make sure your members have the proper certifications for the equipment you are asking them to operate.

OTHER B&G NEEDS

- Tents, Port-o-lets/Restroom Trailers, Fencing, Electrical, Plumbing, Office Trailers/Buildings, Tables/Chairs/Furniture, Container Placement
- All requests, changes and/or additions need to come through your Staff Coordinator!
- Line of Communication for ANY and ALL Requests/Changes:
Committee Personnel – Chairman – Staff Coordinator – Buildings & Grounds



MEETING REQUESTS



**P
R
O
C
E
S
S**

CHAIRMAN/DESIGNEE

Gives required meeting information to staff coordinator

STAFF

Takes information and submits a meeting request into the HLSR Meeting Request System

OPERATIONS

Takes information from the system and put it into a request for ASM to assign room

ASM GLOBAL

Checks NRG Park event calendar and assigns space or rejects event and sends information back to Ops

OPERATIONS

Takes info from ASM and assigns or rejects meetings accordingly in HLSR Meeting Request System

STAFF

Receives assignment or rejection via HLSR Meeting Request System and relays info to chairman/designee

CHAIRMAN/DESIGNEE

Process complete and finalized details sent to out committee OR process restarts with new dates



MEETING REQUESTS

Required Information:

- Title of meeting
- Attendance
- ****3 DATE OPTIONS IN ORDER OF PREFERENCE****
- Time (start, end and set-up if needed)
- Room set-up style



BAR SERVICE

- 1 hour total bar time for meetings
- No bars for TABC classes/Training/Interviews
- No bar service if attendance is less than 25
- Bars are only open for the duration of an event if the Officer has approved it (via email prior to event)
- Only bartenders are allowed to be behind the bars serving drinks

FUNDRAISING POLICY/TABC PERMITS

- Permits must be obtained for any ticketed or public event.
- Requests must be submitted to Brandie Triola at least 6 weeks in advance.
- Requests must include map of the venue and landlord approval form.
- You must post a copy of the license at your event



AUDIO VISUAL

WHAT IS COVERED BY HLSR

- **Basic Audio**

This includes:

- 1 standard wired mic
- 1 tabletop podium
- 1 hour of labor for setup/teardown

WHAT COMMITTEE IS RESPONSIBLE FOR

- **Any AV and labor BEYOND Basic Audio**
- This includes:
 - PowerPoint Presentation Items (screens, projectors, audio mixer, etc.)
 - Wireless or specialty mics
 - iPhone hookup
 - Up lighting/BOGOS/Specialty lighting
 - Webcam package for Zoom meetings



IMPORTANT DATES

- All requests must be for the CURRENT Show year
- Be mindful of any blackout dates for that year (Texans game days, NCAA College Football Championship, OTC, etc.)
- Pre-Rodeo Blackout Dates: February 12th – 16th
- Post Rodeo Blackout Dates: March 18th – April 7th
- Wrap up meeting requests should not be submitted until March 19th

REMEMBER THE 30/90 DAY RULE



SECURITY AND SAFETY



INTRODUCTION

Security and Safety is part of the Operations Department reporting to Mr. Mike DeMarco, COO

John Presley
Director, Security and Safety
Office 832-667-1196
Mobile 713-262-5637
Presley@hlsr.com



EMERGENCY RESPONSE: PLANNING

Committee Specific Emergency Action Plans (EAP)

- Each committee has developed their own specific EAP that supports the committee's mission and works cohesively with the Shows' Emergency Action Plan.
- Your EAP has been developed and reviewed collectively by committee leadership and Show management.
- Your plan is reviewed and updated annually.
- Your plan review is a mandatory part of committee pre-show training each year and is reviewed by all committee members.



IMPORTANT EMERGENCY PHONE NUMBERS

- Show Safety/First Aid
 - 832.667.1300
- Show Security
 - 832.667.3636
- ASM Security (NRG Park Mgmt.)
 - 832.667.1460
- Emergency
 - 911



EMERGENCY MESSAGING SYSTEMS:

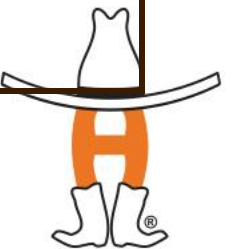
- L-RAD: WCBBQ grounds & Show grounds
- NRG Stadium, NRG Arena & NRG Center: Horns, strobes and recorded messaging systems
- Entry Gates: Bull horns and scripted messaging (GateKeepers)
- Metro Rail Entrance & Bus Tent: emergency messaging and loop



SEE SOMETHING SAY SOMETHING

- Suspicious person(s)
- Unlawful or unsafe activities
- Suspicious bag or item
- Dangerous situations i.e. trip hazards, fall hazards, blocked exits, etc.

Don't assume someone else will take care of it. Report it to the appropriate committee leadership or staff. Help us make our event the safest possible!



QUESTIONS?

