



75773
POSAB

From: Parks and Open Spaces Advisory Board
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR 6-8 APRIL 2024 ECLIPSE FESTIVAL

ATTACHMENTS:

- (1) Eclipse Fest Layout
- (2) Master Volunteer List
- (3) Parking Plan

1. Situation.

a. To promulgate instructions for the execution of the 2024 Eclipse Festival.

b. Although over the years events have been held at Mineola Nature Preserve (MNP), this is one is unique in that due to the infrequency of the celestial event, it may be difficult to accurately estimate the number of visitors until the day of. For this reason, our planning must involve a level of scalability up to maximum capacity for parking and down to a few hundred. Based on Emergency Management advise, a capacity limit of 3,000 visitors has been set to mitigate risk of spreading Mineola resources too thin.

2. Mission. Parks and Open Spaces Advisory Board (POSAB), Mineola, Texas, as part of its efforts, supports the MNP in hosting a weekend of festivities culminating with the Solar Eclipse on 8 April 2024 at 1:42pm local time. The Festival will begin 6 April 2024 although the only controlled access fee charged event will be on 8 April 2024.

3. Execution.

a. Board's Intent and Concept of Operations/Support

(1) Board's Intent. To enhance community relations by offering the MNP as prime viewing area for various sky watching enthusiasts/groups/organizations of the celestial event that will take place on 8 April 2024. Furthermore, to draw attention and promote future visitations to the MNP. Saturday and Sunday events are primarily limited to local groups who have been

invited to use the Mineola Nature Preserve as a location for their individual event. Saturday and Sunday events will be phase 1 and Monday events will be phase 2.

(2) Concept of Operations/Support.

(a) Enclosure (1) provides overview map of MNP.

(b) POSAB, at the discretion of the City Manager, will use its volunteer services to establish route markings, aid station, security, restroom facilities, vendors, events, and marketing for the event.

(c) POSAB is lead for event execution, planning and coordination.

(d) Although POSAB is lead, City resources will be required to facilitate support, marketing and receipt of money charged at the event.

(3) Scheme of Maneuver.

Timeline:

4 April 2024

- Recommend early closure 1700

5 April 2024

- Recommend early closure 1700

6 April 2024

-0730 gate opens
-0900 vendor arrival/setup
-1000 Falconry (Birds of Prey)
-1200 Painting at the Preserve
-1200 Shaw Revolver starts
-1300 Community Garden
-1500 Shaw Revolver ends
-1700 Preserve close (push visitors out)
-1930 Reopen to Stargazing & Owl Prowl
-2300 NLT Preserve close

7 April 2024

- 0730 Preserve opens
- 0800 Mountain bike race
- 0900 Vendor arrival/setup
- 1000 Falconry (Birds of Prey)
Chainsaw carving
- 1300 Community Garden
- 1400 Chainsaw carving ends
Guided nature walk
- 1500 Early staging and setup for Monday vendors
- 1700 Preserve close (push visitors out)

8 April 2024

- 0730 Preserve opens
- 0900 Pumpjaxe ax throwing
Chainsaw carving
Falconry weathering yard
- 1000 Food/drink vendors
- 1130 Lee Mathis performs
- 1224 Eclipse technically begins
- 1342 Total Eclipse
- 1400 Vendor breakdown
- 1430 Lee Mathis finishes
- TBA Preserve close

b. Tasks:

(1) Mr. Kinder.

- (a) Coordinate with local emergency services for the event.
- (b) Ensure there is a security presence at the event.
- (c) Ensure medical services are provided for the event.
- (d) Ensure emergency managers are involved to hopefully bridge communications as needed.
- (e) Assist all other coordinators as needed.
- (f) Hold monthly meetings for progress updates.
- (g) Brief City on 5 W's.

(h) Identify and coordinate with groups/organization/vendors to contribute to atmosphere that achieves objectives.

(i) Serve as Event Coordinator for Falconry display.

(j) Solicit five volunteers for event.

(2) Mrs. Jones.

(a) Develop parking plan for the event.

(b) Coordinate appropriate sanitation requirements for event.

(c) Identify and coordinate with groups/organization/vendors to contribute to atmosphere that achieves objectives.

(d) Serve as Event Coordinator for Nature Walk.

(e) Develop merchandise specific to Eclipse Fest.

(f) Serve as Event Treasurer.

(g) Organize event layout

(h) Create an events calendar for the weekend of April 6-8 2024.

(i) Solicit five volunteers for event.

(3) Mrs. Utley.

(a) Assist Polly with sanitation coordination.

(b) Serve as Event Coordinator for Master Naturalists.

(c) Identify and coordinate with groups/organization/vendors to contribute to atmosphere that achieves objectives.

(d) Create event schedule for Eclipse Fest visitors.

- (e) Compile and maintain Master Volunteer List.
- (f) Solicit five volunteers for event.

(4) Mr. Brian.

(a) Identify and coordinate with groups/organization/vendors to contribute to atmosphere that achieves objectives.

(b) Serve as Event Coordinator for Disc Golf.

(c) Solicit five volunteers for event.

(5) Ms. Bigham.

(a) Coordinate volunteers to work a Lost & Found on the day of 8 April 2024 at MNP.

(b) Be prepared to work a table to sell MNP merchandise and safety glasses.

(c) Identify and coordinate with groups/organization/vendors to contribute to atmosphere that achieves objectives.

(d) Solicit five volunteers for event.

(7) Mrs. Hamlett.

(a) Assist with local food/drink service vendors for the event on 8 April 2024.

(b) Identify and coordinate with groups/organization/vendors to contribute to atmosphere that achieves objectives set.

(c) Solicit five volunteers for event.

(8) City Manager.

(a) Support event through sponsorship solicitation.

(b) Direct support through City Marketing to ensure successful event.

(c) Direct support through City Finance Director in the creation of an Eventbright and be able to receive charged fees.

(d) Be prepared to respond to questions related to this event.

(e) Support logistical requirement with City resources as necessary.

(9) Public Works Director.

(a) Serve as POSAB liaison to City.

(b) Provide logistic/power support as necessary.

(c) Direct MNP staff to support event as necessary.

(10) Mineola Police Chief.

(a) Provide two uniformed officers for bag/personnel screening on 8 April 2024.

(11) POSAB POC:

(a) Heath Kinder

(b) Polly Jones

(c) Allison Utley

(d) Mathew Brian

(e) Vivian Bigham

(f) Pat Hamlett

4. Administration and Logistics.

a. 12 Port-a-jons 5-9 April (ADA & HW)

b. Parking signs/cones from Public Works

- c. 12 golf carts from Golf Car Ranch
 - d. Additional power requirements TBD
 - e. Cell phone coverage through People's
 - f. Lanyards x 40
 - g. Radios for communications x 10
 - h. Colored wristbands for MPD to mark bags screened x 2500
 - i. Variable Message Sign x 2
5. Command and Signal.
- a. This LOI is applicable to all volunteers, groups, organizations participating in the event.
 - b. This LOI is effective the date signed.

H. L. KINDER
POSAB CHAIRMAN

DISTRIBUTION: Mayor & City Council
City Manager
Finance Director
Marketing Director
Public Works
City Inspector
Chief Mineola PD
Fire Department
Emergency Management Coordinator

