Appendix 4.3

El Monte Kit of Parts Demonstration – Event Plan

3573 Palm Ct @Parking Lot, El Monte, CA 91731

Thursday, September 30, 2021| 1:00PM to 10:30PM

1. Event Details

1:00 PM – 4:30 PM – Set up

4:30 PM – 5:00 PM – Group huddle with KTUA/ City and final prep work

5:00 PM - 9:00 PM- Tabling/ survey collection

9:00 PM - 10:30 PM- Breakdown

1. Event Staff

* Carlos [Phone Number]
* Jenny [Phone Number]
* Alberto [Phone Number]
* Raquel [Phone Number]

1. Event Activities

* Pop-up demonstration (Installation and break-down)
  + - Parklet
    - Median refuge island
    - Buffered bike lane
    - Artistic crosswalk
    - Curb extension
* Survey collection
* Photo documentation
* Event booth

1. Staff Assignment

|  |  |  |
| --- | --- | --- |
| **TIMELINE** | **STAFF** | **TASK** |
| 1:00 PM – 4:30 PM – Set up |  |  |
| 1:00 PM - 1:30PM | All | Take out KOPs and organize them |
| 1:30 PM – 2:00 PM | Carlos and Raquel | Begin transporting material to site while Jenny and Alberto continue to sort items if needed |
| 2:00 PM – 4:30 PM |  |  |
|  | Carlos and Raquel | Install bulb-out and parklet  Set up booth with KTUA |
|  | Jenny and Alberto | Install buffered bike lane, artistic crosswalk, and median refuge island |
| 4:30 PM – 5:00 PM | All | Clean up prep work material  Group huddle with KTUA/ City and final prep work |
| 5:00 PM - 9:00 PM (add dinner somewhere) | Carlos | Collect survey and boards at booth with KTUA |
|  | Jenny, Raquel, and Alberto | Stand near each demonstration to collect survey and take photos |
| 8:45PM - 10:30 PM- Breakdown |  |  |
| 8:45PM-9:00PM | Carlos and Alberto | Clean up storage unit to receive the material |
| 9:00PM – 9:30PM | All | Breakdown |
| 9:30PM- 10:00PM | Carlos and Alberto | Transport material to storage unit |
|  | Jenny and Raquel | Continue to breakdown remaining items and start cleaning up the roadway space |
| 10:00PM -10:30PM | All | Final clean up and pack-up |

1. Materials

*Kit of Parts*

Coordination with SCAG, Basic toolkit

*Installation Material*

Measuring tape, Gloves, Brooms and trash bags, Tape, Scissors, Rope

*Other items*

Lanterns, Headlamps, Sand bag (for signs), Wagon, Dolly, Water, Gatorade, Snacks, Ice, Ice chest