



City of Culver City

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Staff Report

File #: 24-98, Version: 1

Item #: A-5

Discussion on Development of Events [Logistics, Marketing and Participation Improvement Checklist; \(2\);\(if desired\) Create an Ad Hoc Subcommittee to Develop the Checklist, and Appoint Members Thereto; and \(3\) Provide Direction to Staff as Deemed Appropriate.](#)

Meeting Date: July 25, 2023

Contact Person/Dept: Michelle Hamilton / Human Resources

Phone Number: (310) 253-5640

Fiscal Impact: Yes No

General Fund: Yes No

Public Hearing: **Action Item:** **Attachments:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (7/19/23); (E-Mail) Meetings and Agendas - Equity & Human Relations Advisory Committee (7/19/23); (E-Mail) All City Staff (7/19/23)

Department Approval: Dana Anderson, Human Resources Director (7/19/23)

BACKGROUND/DISCUSSION

EHRAC has requested a discussion regarding development of a [logistics, marketing, and participation improvement check list and/or](#) plan for consideration when planning special events. [If desired, the EHRAC may wish to form an Ad hoc Subcommittee and appoint members thereto.](#)

FISCAL ANALYSIS

None

ATTACHMENTS

None

MOTION

That the EHRAC:

[\(1\)](#) (if desired) form an ad hoc committee or incorporate this item into an existing ad hoc committee

to work on an event checklist for logistics, marketing, and participation improvement and; appoint members thereto.