

AFTER ACTION REPORT

TO: Bo Mills/ Bruce Tillman

FROM: Jamie White

DATE: 9/12/2012

RE: After Action Report of **Germantown Festival 2012**

Purpose

- What did we set out to do? **We set out to set-up and take down the required resources to assist in the functions of the Festival. We also provided staff members to be in charge of the grounds maintenance and control issues that arise during the two day event.**
- What was supposed to happen? **The Festival was to take place without any issues too big to cause a disturbance in the activities.**
- Is there a process or procedure in place for this activity? **Yes, we prepare the festival grounds each year and, excluding any extra activities, we continue the same process while setting up.**

Executive Summary

- What actually happened? **The festival started out Saturday morning in a chaotic manor as an overnight storm rolled through and blew vendors' tents around, blew a large tree over at BLFP, got the grounds wet and washed in an old septic tank. After the initial challenges were completed and the weather began to cooperate, the festival activities continued as planned. Another factor that was affected by the storms was the recycle dumpster identification. When trash containers began to get changed out and delivered to the dumpsters in the back, there was no specific dumpster marked for recycled materials so trash and recyclables were mixed together, ruining the recycle efforts.**
- What worked well that needs to be sustained? **The regular order of events that are in place now to supply the festival with set-up and takedown work very well.**
- What did not work well and needs to be changed? **Our recycling effort did not work this year. A dumpster was never set aside for "recycling only" so trash and recycling got mixed together. An unexpected storm rolled through Friday night into Saturday morning which got everything wet and destroyed some pop-up tents. The storm damage drew attention away from our normal activities causing a mad dash to fix all the storm damage before continuing normal activities.**

Lessons Learned

- What can we do better next time? **We need to contract a tree company to come in and remove hanging or dead limbs in the Morgan Woods area. We need better recycling efforts which consists of renting an additional dumpster for recyclable items. Not that is wasn't safe, but we need to replenish the wood chips in the playground and sand in the sand box.**
- Timelines and responsibilities? **We start about 2 weeks out and begin cleaning the grounds to be free of limbs, fire ants, trash and holes. We deliver 50 picnic**

tables to the area a few days before and remove them a few days after. We also hang speakers and run wire to have a P/A system.

Joe

I understand the signs were not delivered to us so there was no designation of materials. Charles was aware of it but he gets spread pretty thin the week of the festival and did not follow up with CD. I think that since our primary role is provide maintenance and support for the festival which requires a tremendous amount of manpower and time, maybe you could have someone in your division take an active role in recycling initiative and seeing that the signs be placed on the dumpsters to avoid a repeat. Charmaine orders the dumpsters for us each year so the delivery date is available for you. If you cannot provide someone then send the signs down to me and I'll be happy to put them on the containers for you prior to the event.

Thanks, See you in the morning.

Bruce

From: Nunes, Joseph
Sent: Thursday, September 13, 2012 3:26 PM
To: Tillman, Bruce
Cc: Jones, Charmaine
Subject: Festival

Bruce,

I was disappointed to learn that the recycling efforts for the Germantown Festival fell through the cracks. Apparently there was a communication breakdown on the signage for the containers?

If you are doing an AAR on the event, I would like to request that some notes be added regarding the recycling so that whoever is in charge of the collection crews be responsible for placing the signage on the dumpsters and communicating with the crews the need for the separation of the trash. Let us know if there is anything we can do on our end to facilitate the process.

Thanks

Joe Nunes

Neighborhood Services Manager