



SPECIAL EVENTS

SPRING TRAINING

April 11, 2024

8:00 a.m. - 4:00 p.m.

SPONSORED BY:



MERIDIAN
RAPID DEFENSE GROUP

With:

FLYOVER PRODUCTIONS LLC

**\$150 PER
PERSON**

**\$125 EACH
ADDITIONAL
REGISTRATION**

**MUST BE FROM
THE SAME COMMUNITY OR
ORGANIZATION

**Hilton Garden Inn Oshkosh
1355 W 20th Ave.
Oshkosh, WI**

On behalf of Flyover Productions, LLC, we welcome you to the 3rd annual Special Events Training for municipality staff.

While every community is different, and may have varying degrees of ordinances, policies and procedures, it is our goal to provide you with best practices and the chance to network with other event professionals throughout the state.

Join us on April 11!





Schedule of Events

7:00 – 8:00 a.m.	Registration / Check In
8:00 a.m. – 8:15 a.m.	Welcome & Introductions
8:15 a.m. – 9:15 a.m.	Vendors, Contracts and More <i>Panel Discussion</i>
9:30 a.m. – 10:30 a.m.	Red Flags: Trust Your Instincts
10:45 a.m. – 11:30 a.m.	Group Exercise / Case Studies
11:30 a.m. – 12:00 p.m.	Sponsor Recognition
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:00 p.m.	All You Need to Know: Temporary Structures
2:15 p.m. – 3:15 p.m.	What's the Health Department Got to Do with It?
	<i>Winnebago County Health Department</i>
3:15 p.m. – 4:00 p.m.	Discussion & Closing

Who Should Attend?

This training is focused on the permitting, planning, and coordination of municipality staffing and resources. If you work with special events in your community, this training is for you!

Registration & Check-In

All registrations are due no later than March 22, 2024. Check-in will occur the morning of, in the conference center lobby of the Hilton Garden Inn Oshkosh.

Cancellations received in writing prior to March 22, will receive a full refund, minus a 25% administrative fee. No refunds will be provided after March 1, 2024. There will be a \$50 service charge on all returned checks.

Hotel Information

Oshkosh Hilton Garden Inn Oshkosh
1355 W 20th Ave.
Oshkosh, WI 54902

Reservations may be made by calling: 920-966-1300

Photo & Video Disclosure

Photos and videos periodically will be taken throughout Flyover Production, LLC (FP) events, meeting and trainings. Please be aware by registering for this training, you authorize FP to use the photo and video footage for promotional purposes in FP publications, advertising, marketing, materials, brochures, social media outlets utilized by FP without additional prior notice or permission and without compensation. All photos and videos are the property of FP.

Session Descriptions

Vendors, Contracts & More

Join Meghan & Michelle as they talk best practices for working with vendors and managing all those contracts. Share your unique experiences, ask for suggestions or even bring a sample contract with you for input.

Red Flags: Trust Your Instincts

Every event is unique, and every organization will bring a new challenge to your successful process and plans. We'll talk about what comments should give you pause, and what follow up questions you should be asking for clarification.

Group Exercise / Case Studies

We'll discuss popular events and what went wrong, what could have been done and what you will need to plan for in your community.

Temporary Structures & Inspections: What you Should Know

Learn what an inspector will be looking and what role you can plan in the safety of the event.

What's the Health Department Got to Do with It?

A Health Department doesn't just check the temperature of food. Find out what else a Health Department inspector is responsible for checking on.





Register Today

Complete & Return with Registration Fee payable to:

Flyover Productions LLC

971 W Ripple Ave.

Oshkosh, WI 54902

****Invoices available upon request.**

First Name: _____ **Last Name:** _____

Title: _____ **Organization:** _____

Address: _____

City: _____ **Zip:** _____

Phone: _____

Email: _____

Please list any dietary restrictions or ADA accessibility and/or accommodations needed:

Make checks payable to: Flyover Productions, LLC

***Credit card option will be available via PayPal. An invoice will be generated and sent directly to you. A 3% fee will be applied to final payment.**

***Cancellations received in writing by March 22, 2024, will be refunded minus a 25% administrative fee. No refunds will be issued after March 22, 2024.**

