

THE CHRISTMAS CRUISE THRU

STANDARD OPERATING PROCEDURE

Effective: April 15, 2024

1. PURPOSE

Purpose of this Standard Operating Procedure is to fulfil the requirement placed on The Christmas Cruise Thru by the Defiance County Agricultural Society when we signed the binding contract on 4-15-2024

2. INTRODUCTION

This document has been developed by the Christmas Cruise Thru Board of Directors in order to familiarize any inquiry with key policies and procedures at The Christmas Cruise Thru.

3. DEFINITIONS

CCT = The Christmas Cruise Thru name abbreviated

4. RESPONSIBILITIES

Will call Dig 8-1-1 before setup begins.

5. SPECIFIC PROCEDURE

1. Begin decorating fair grounds (rented property) on September 10th.
2. Move storage trailers onto grounds at boards earliest convenience on or after September 10th
3. Begin testing lights to ensure workability.
4. Use CCT owned man-lift as well as any rented equipment to hang lights and decorations.
5. Work with agencies to obtain advertising for event.
6. Review volunteer safety equipment to ensure quality and purchase any items necessary to maintain the safety and well-being of any board member or volunteer who may be representing the CCT at any point during the contract period.
7. Log and pay subcontractors who may aid during set-up, tear down and open periods of time. Subcontractors are required to provide data in accordance with Internal Revenue Codes.
8. Every night of open periods, at least a single maintenance board member will be in attendance.
9. Every night of open periods, two board members or approved volunteers will collect admission, ensure proper banking and record keeping.
10. Every night of open periods, at least one board member will be in attendance to provide emergency backup to maintenance personnel.
11. Use radios for communication.
12. Ensure lights/displays turn on at appropriate time and turn off at appropriate time.
13. Should a larger mode of transportation wish to attend event, a lead and chase mode of transportation will guide said larger vehicle through event.
14. Provide appropriate bathroom to the public.
15. Maintain proper insurance policies and provide copies to whomever Defiance County Agricultural Society requests.
16. Provide well lit areas for public to proceed to general population area.
17. In event of snow, proper snow removal will be provided.
18. During event, gates and doors will remain as determined mutually by the Defiance County Agricultural Society and CCT.
19. Maintain website so anyone requesting information may find it easily.
20. In the event of an emergency, anyone in attendance may call emergency personnel 9-1-1. All maintenance and assistance personnel will aid emergency personnel as instructed. Proper insurance paperwork will be filed immediately and kept on file indefinitely.
21. File appropriate financial documents required including 990's and annual filing to state of Ohio.

6. FORMS

Articles of Organization, By-Laws, Insurance Policies, Determination Letter – available on website: www.christmascruisethru.com

The Christmas Cruise Thru
Lessee
Vince Switzer Date 4/15/24