P+D+C Groundbreaking Policy

Last update: 02/23/16

Key Topics to Include:
- Purpose
- Important planning considerations
- Planning checklist
- Role of P+D+C
- Role of the Architect
- Role of the Contractor
- Coordination with P+D+C
- Special considerations

Important Planning Considerations:
- Set date and time for ceremony *
- Draft and advance approval of all press release documents *
- Have contingency plan for inclement weather
- Establish a budget and funding source for the ceremony
- Establish a planning committee and assign individual responsibilities
- Determine event staff and responsibilities
- Make list of emcee, speakers, and attendees *
- Determine location for ceremony, dig site, and reception, and coordinate safety requirements *
- Determine event setup and logistical requirements (access, parking, site preparation, tent, tables/chairs, name tags, decorations, memorabilia, commemorative souvenirs, displays, signage, podium, sound system, refreshments, drinking water, shovels and hard hats, power and lighting, trash containers, dust/mud control, rope/ribbon for marking site, and props such as construction equipment *)
- Establish an agenda of activities and design invitations and program to hand out at event
- Arrange for media coverage and documentation of the event
- Event cleanup and trash removal

* Indicates coordination with P+D+C required
Planning Checklist:
- Planning committee
- Date/Time (including rain date)
- Location
- Emcee, speakers, attendees
- Event staff
- Invitations and programs
- Event shelter and furnishings (tent erection requires a permit from ???)
- Site preparation and marking
- Photography/videography
- Name tags
- Decorations
- Flowers/balloons
- Podium and sound system
- Power and lighting requirements
- Refreshments
- Commemoratives
- Hard hats and shovels
- Cleanup and trash removal

Role of P+D+C:
- Site safety
- Site logistics
- Coordination with Architect
- Coordination with Contractor
- Possible guest speaker
- Press release approval

Role of the Architect:
- Furnish renderings, drawings, sketches, photographs, etc. to use for marketing and display
- Possible guest speaker

Role of the Contractor:
- Site safety
- Layout and marking
- Furnish construction equipment
- Possible guest speaker

Coordination with P+D+C:
- Safety requirements
- Date/time
- Location
- Site logistics
- Design team involvement
- Contractor involvement
Special Considerations:

- Site safety
- Power requirements/availability
- Interference with construction activities
- Access and parking
- Dust/mud control
- Permits
- Special donor requests