

CITY OF GENEVA

SPECIAL EVENT PLANNING GUIDE



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www.geneva.il.us/specialevents

Administrative Services Department

22 S. First Street

Geneva, IL 60134



APPLYING FOR A SPECIAL EVENT



Geneva supports a variety of special events while balancing the needs of the residents and business owners affected by the events. The Administrative Services Department is responsible for managing applications and serving as a liaison between event organizers and City departments throughout the application process.

A Special Event Application is required for:

- annual approval of a City designated festival;
- any assembly or activity that utilizes public property, i.e., streets, sidewalks, five or more parking spaces and/or parking lots; and
- any activity requiring a high level of City services, i.e., police, fire, public works.

The Geneva City Council passed Resolution No. 2008-15 designating the following events in the City of Geneva as festivals: Swedish Days, Geneva Arts Fair, Festival of the Vine, Christmas Walk, and Concours d'Elegance.

An event completely contained on private property or on public property owned by another government entity (park district, forest preserve, county) does not require a City of Geneva Special Event Application. [Block Parties](#) and [Tag Days](#) are regulated by the Geneva Police Department and also are excluded from the Special Event Application requirement.

Please note, applying for an event does not guarantee approval.

DATE APPROVAL, APPLICATION, AND DEADLINES

To manage the impact of traffic flow, control access to local neighborhoods, and balance the demand on City services, other special events are not permitted during City designated festivals. Similarly, events that impact the same geographical area or impact Citywide services cannot be held on the same or consecutive weekends. Priority will be granted to events that have traditionally been held. The dates of City designated festivals and all approved events are listed on the [City of Geneva website](#).

[The Special Event Application](#) provided within this Special Event Planning Guide, may be downloaded from the City website. Applications must be submitted eight weeks prior to the event. Upon receipt of a completed application, the Administrative Services Department will distribute copies to City departments for evaluation and manage follow up questions.

Special events that are reoccurring with no changes from previous years, may be eligible for administrative approval. First time street closures or requests for extraordinary City services require City Council approval. City staff will determine if the event is eligible for administrative approval or facilitate the review of the City Council if required.

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CONCOURS D'ELEGANCE

APPLICATION FEE

Depending upon City services needed, an application fee or deposit may be required. This deposit will be credited towards the total City service fee, which is calculated following the special event. Other fees may apply depending on event details.

CERTIFICATE OF INSURANCE

To use public property, event organizers must provide proof of adequate insurance. The City of Geneva must be named as additional insured. All insurance shall be high hazard with limits of general liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage. Review the [Certificate of Insurance sample](#) as a guideline.



CHRISTMAS WALK

DAMAGES TO PUBLIC PROPERTY

If damages to public property occur during a special event, event organizers will be obligated to pay for such damage. Damages will be assessed and separate fees will be calculated on a per incident basis.

HOLD HARMLESS AGREEMENT

Event organizers shall indemnify and hold harmless the City of Geneva and assume all risk arising from or in any way related to the event. Applicants may use the Hold Harmless Agreement provided in the Special Event Application or duplicate the form on the organization's letterhead.

PUBLIC NOTIFICATION

At least four weeks prior to the event, an event organizer must notify any residence, business, school, place of worship, or other establishment that will be blocked, detoured or heavily inconvenienced.

Each notification must include: the name of the event; sponsoring organization; date and time frame of event; description of proposed road closures; information and time frame for noise impacts; and organizer's name, phone, email and website address.

PUBLIC NOTIFICATION METHODS

Applicants may choose from the following methods of notification or combine approaches as needed:

- **Mailed Postcards:** Event organizers may mail postcards detailing event information to all affected community members. Consult the [Postcard Notification Guide](#) for details on how to implement.
- **Tracked Personal Notification:** Event organizers may contact affected community members in person, by phone or email and submit their tracked interactions to the Economic Development Department using the [Establishment Notification Form](#).
- **Alternative Notification Method:** An applicant may submit a suggested alternative notification plan. Alternatives must be approved in advance.



Application



GENEVA ARTS FAIR

PLANNING CONSIDERATIONS

ALCOHOLIC BEVERAGE SALES/LIQUOR LICENSE

Sales and distribution of alcoholic beverages is prohibited at all special events unless [licensed by the City of Geneva](#). Applicants must satisfy specific liquor control regulations for the type of license sought, obtain a special event license from the Illinois Liquor Control Commission and pay applicable fees. Applicants can be event organizers, not for profit organizations and other liquor license holders in Geneva, and are subject to approval by the local liquor commissioner and/or the City Council.

The following license classifications are authorized:

E-3. City Festival – public property with outdoor sales licenses: A maximum of three E-3 licenses may be issued concurrently either for the sale or delivery of beer and wine, or alcoholic liquors, for consumption on City owned property. Class E-3 licenses will only be issued during designated City festivals.

E-4. City Festival – private property, for profit outdoor sales licenses: A maximum of five E-4 licenses may be issued concurrently for the temporary retail sale or delivery of beer and wine only, by existing licensees from outdoor locations

outside of the licensed premises but within the property line for the purpose of consumption on the property or for the retail sale of beer or wine only in the original package and not for consumption on the premises. Class E-4 licenses will only be issued during designated City festivals. Applicants must be a license holder in good standing of a Class B, C, D, or F liquor license.

E-5. City Festival – private property, for profit off site with outdoor sales licenses: A maximum of three E-5 licenses may be issued concurrently to authorize, either the temporary retail sale or delivery of beer and wine, from a location, other than a licensee's premises, outside of the licensed premises but within the property lines of the licensed location, for the purpose of consumption on the property. Class E-5 licenses will only be issued during designated City festivals. Applicants must be a license holder in good standing of a Class B, C, D, or F liquor license.

E-6. City Festival for the Geneva Chamber of Commerce – A limit of five E-6 licenses per year may be issued to authorize the retail sale of beer and/or wine, from either private or public property, for the purpose of consumption on the premises.

ALCOHOLIC BEVERAGES AT BUSINESS EVENTS

Business owners who are not current liquor license holders and are planning events with alcoholic beverages must obtain a [Special Event Liquor License](#). Alternatively, owners can engage the services of a business that holds a Geneva liquor license. An exception is made for private events that are closed to the public, unadvertised and do not involve merchandise sales.

AMPLIFIED SOUND

The temporary waiver of the City noise ordinance is granted upon approval of a Special Event Application on a case by case basis. Event organizers should be mindful of the impacts of sound on the surrounding neighborhoods. The City reserves the right to impose decibel limits at any time.

AMUSEMENT/CARNIVAL

Anyone wishing to operate amusement rides, carnival attractions and/or games of skill on private property must first obtain a [Business License](#) and pass safety inspections. If an event is to be held on public property, a Special Event Application also will be required.

BLOCK PARTIES

Small scale, organized gatherings initiated by local residents and intended for neighbors and guests that require the closing of neighborhood streets must submit a [Block Party Application](#) to the Geneva Police Department. This process authorizes street closures and assures that public safety responders are aware of the block party. The block party host may also request a visit from the Police and Fire Departments.

COURTHOUSE PROPERTY

The Office of the Chief Judge of the Sixteenth Judicial Circuit must approve all requests for the use of judicial facilities, including the lawn and parking lot of the Kane County Courthouse. Submit an [Application For Use of Judicial Facilities](#) to the Office of the Chief Judge or call (630) 232-3440.



SWEDISH DAYS

DRONES

Unmanned Aircraft Systems, or drones, must be registered with the [Federal Aviation Administration](#). Using an FAA app, [B4UFLY](#), commercial and recreational operators can learn where and how flight is permitted based on the location of an event. Given the proximity of Geneva to DuPage Airport, restrictions will apply. All questions about drones should be directed to the [FAA](#).

EVENT CANCELLATION

The City Administrator or designee has the authority to cancel any or all portions of a special event if it is deemed to be in the public's best interest or if an applicant fails to comply with any provision of the approved application. Event organizers are responsible for monitoring weather conditions and working with City officials on the potential cancellation of an event.

FILMING LOW IMPACT

Production filming is not regulated when conducted on private property. It is permissible to film from a public sidewalk as long as production does not block a public sidewalk, parking or access to a building. If production is more intensive and requires special accommodations, a [Special Event Application](#) or Police approval may be required.

ADDITIONAL PERMITS

Event organizers are responsible for complying with all City of Geneva regulations and authorizations of other governmental agencies, as applicable. Depending on circumstances, some of these approvals are required in addition to and some are required instead of a Special Event Application. Contact information and links to available permits and applications are provided on [Page 14](#).

FIRE AND EMERGENCY PLAN

Event organizers may be required to submit a [Fire and Emergency Plan](#) to identify emergency access, crowd managers and emergency notification methods. The City may modify the plan and/or require Police and/or Fire personnel at an event. The City will collect a service deposit to cover the cost of City personnel. Fire and Emergency Medical Services personnel require access to all areas of an event and all adjacent structures in case of an emergency. If access is restricted, a contingency plan in the event of an emergency must be provided and approved.

FIREWORKS

Fireworks displays require issuance of a [Fireworks Permit](#) by the Fire Department. The Fire Chief or designee has the ultimate authority to grant or deny a permit.

FOOD HANDLER PERMIT

All Temporary Food Services must secure a food handler permit from the [Kane County Health Department](#). Mobile vendors such as food trucks or food carts require additional Health Department inspection. Mobile vending on public property or outside of buildings in some zoning districts, not authorized as part of a festival, may also require a City permit.

FOREST PRESERVE DISTRICT EVENTS

An event fully contained on [Kane County Forest Preserve District](#) property does not require special event approval from the City. These include events at Fabyan and Gunnar Anderson Forest Preserve and events along the Fox River Trail. If an event includes the sale of alcoholic beverages, a City [Special Event Liquor License](#) may be required. Contact the Forest Preserve to secure a reservation.



GENEVA ARTS FAIR

HORSE CARRIAGE, WAGON OR TROLLEY LICENSE

Any entity conducting business as a for hire horse drawn carriage service must acquire a license to operate on City streets. Only two licenses are issued annually. Guidelines for obtaining a license are included as part of the [Horse Drawn Carriage License Application](#).

ITINERANT VENDOR/ TRANSIENT MERCHANT

Unless included as part of the approval for a City festival, an [Itinerant Vendor](#) or [Transient Merchant License](#) is required for anyone who transports tangible personal property for retail sale within the City. Established businesses registered with the Illinois Department of Revenue as an active taxpayer remitting to the City of Geneva may be exempt from applying for these licenses depending on circumstances.

NO PARKING SIGNS

The closing of streets, parking spaces, and/or public parking lots for special events will require the posting of no parking signs. The Geneva Police Department will post the signs the evening before the event or at a time they determine. The parking ban will be lifted at the conclusion and cleanup of the event.

OFF-DUTY POLICE

Requests for hiring off-duty police officers can be made for activities that do not require special event approval. (For events that do require special event approval, the City will determine the need for police and other services.) Off-duty police may be hired to provide crossing assistance, security or crowd control. Requests will be accommodated on a case by case basis, depending upon availability. Call the Police Department non-emergency number for more information: (630) 232-4736.

PARADES AND MARCHES

An event organizer who wishes to propose a new parade or march route for consideration must consult the City to discuss the proposed route before submitting a Special Event Application. Routes along State highways or County roads will not be considered.

PARK DISTRICT EVENTS

Events fully contained on Geneva Park District property do not require special event approval from the City of Geneva. These include events at Wheeler Park, Island Park, River Park, Peck Farm and events along the Fox River Trail. If an event includes the sale of alcoholic beverages, a City [Special Event Liquor License](#) may be required.



CONCOURS D'ELEGANCE

PARKING SPACES

The use of one and up to four public parking spaces may be authorized by the Police Department only for an adjacent business or non profit tenant to support a private event such as a mobile book trailer or blood donation vehicle. Limited use of parking spaces also may be authorized for temporary loading and unloading activities and for filming if not scheduled during other events or during peak downtown business hours.

RACE ROUTES

The City has designated a variety of [Preapproved Race Routes](#) based on past successes, known impacts and USA Track & Field certification. Applications may be submitted for use of these routes. An event organizer who wishes to propose a new race route for consideration must contact the City to discuss the proposed route before submitting a Special Event Application.

RAFFLE LICENSE

Organizations planning to conduct a raffle are required to obtain a raffle license from the [Kane County Clerk](#).

RESTROOMS

Event organizers are required to provide restroom facilities for attendees in compliance with ADA regulations. Facilities should be planned to adequately serve attendees with the total number and location based on the number of hours and number of people that are expected for the event. Restroom facilities should be located in convenient places to avoid having participants impose on existing businesses and public buildings. Event organizers can meet minimum requirements by renting portable toilets or by obtaining written permission to utilize the facilities of adjacent businesses. The [Kane County Health Department](#) has minimum requirements for the number and placement of facilities as part of the [Temporary Food Service Establishment Regulations](#).

SALES TAX

Event organizers proposing exhibitors who will be making sales at the event are required to establish a [Special Event Tax Collection Report and Payment Coupon](#) with the [Illinois Department of Revenue](#). Event organizers are required to distribute forms according to the Illinois Department of Revenue, and all exhibitors must report and pay any taxes due on their total receipts within 10 days of the close of the event.

SERVICE FEES, ELECTRIC

Temporary electric power service for customers participating in City designated festivals is available, subject to conditions and requirements set forth in the [City Code](#).

For City based, non profit electric customers, temporary electrical service shall be used solely for food booths, or such other purpose which is authorized in writing by the City Administrator during the time period of the event. At the City's sole discretion, fees for providing temporary



OOH LALA 5K 1/2 MARATHON AND 5K CHOCOLATE RUN (ADDITIONAL PHOTO ON COVER)

electric service may be waived; otherwise, temporary electrical usage on a per kilowatt-hour basis at the general service rate will apply. All fees and charges are payable within 30 days from the date of the invoice from the City.

For City based, for profit electric customers, temporary electrical service will be made available for food booths operated by a licensed restaurant or property owner who participates in a City designated festival. Temporary electrical service will not be provided to itinerant vendors or transient merchants for food carts or other vehicles.

For food booths, a temporary electric service set up and take down fee will be charged, as well as a consumption fee for electrical usage on a per kilowatt-hour basis at the general service rate. All fees and charges shall be paid within 30 days of the date of invoice from the City.

SERVICE FEES, OTHER CITY PERSONNEL

Whenever possible, City crews providing services and/or providing utility connections will schedule work during normal business hours. If overtime or additional City resources are required, or contracted services such as garbage removal are engaged, an event organizer is obligated to pay for these services.

SERVICE FEES, POLICE

Fees for police services such as crowd control, security and street crossing assistance will be charged back to event organizers, a minimum deposit fee of \$1,000 may be required in advance. Fees charged are based on actual costs and the rate is generally \$100 per officer, per hour. The number and placement of officers will be determined by the Police Department. For street closures and races, officers will be stationed at each intersection. At the conclusion of the event, an event organizer will be invoiced for any fees incurred in excess of the deposit or unused deposit money will be refunded.

SERVICE FEES, WATER

The City will charge for temporary water service fees unless waived by City Council. Temporary water service fees shall include a monthly customer service charge based on meter size and a consumption charge based on the reading from the meter. Temporary connections may require an approved tested backflow device at the discretion of the Superintendent of Water and Wastewater. This device will be paid for and installed by the permit holder. A minimum charge of \$50 will apply for temporary water service. All fees and charges shall be payable within 30 days of the date of invoice from the City.

SIGNS, TEMPORARY PROMOTIONAL FOR FESTIVALS

Signs promoting City designated festivals which comply with Temporary Sign Regulations do not require a permit. Temporary signs for other events require a permit. Signs may only be displayed during the period of the event. Event organizers may apply for a temporary sign for maximum of 14 days on private property. No more than two permits will be issued on a parcel of property. Signs may not exceed 40 sq. ft. and may not contain changeable copy or be illuminated.

SITE PLAN

An overview map of the site or proposed route for an event must be submitted with the Special Event Application. This map must accurately depict an overview of the event footprint, including key locations and amenities. The provided [mapping tool](#) may be used

TAG DAYS/SOLICITING

Organizations soliciting funds on public property on a day or several consecutive days through the means of distributing emblems or selling items or other merchandise, must submit a [Tag Day Registration Form](#) at least 60 days in advance to the Police Department. Organizations also must obtain approval from any business or occupant whose patrons will be directly solicited.



FESTIVAL OF THE VINE

TENTS, LARGE

Tents with sidewalls in excess of 400 sq. ft. or single/multiple tents greater than 700 sq. ft. placed side by side require a [Building Permit](#). Applicants must provide a to scale drawing of the tent location, tent dimensions, location of overhead electrical service, anchoring methods, fire resistance rating, wind load, exit locations, exit signs, emergency lighting and furniture fixture layout. Stakes are not permitted in the City right-of-way.

WASTE MANAGEMENT

Event grounds must be thoroughly cleaned during and following each event. Event organizers may use volunteers or professional companies for these services. All materials must be removed completely from the site and all public trash and recycling receptacles must be emptied after the event. If food is prepared on site, event organizers must arrange for food related waste including handling grease and food scrap disposal.

PERMIT CONTACTS AND RESOURCES

Type/Use	Agency/Contact	Resources
Amusement/Carnival	City of Geneva - (630) 938-4544	Business License Application
Block Party	Police Department - (630) 232-4736	Neighborhood Block Party Application
Carnival Safety	Fire Department - (630) 232-2530	Carnival & Festival Safety Guidelines
Certificate of Liability Insurance	Admin Services (630) 938-4540	Certificate of Liability Insurance Ex.
Courthouse Parking Lot/Lawn	Sixteenth Judicial Court - (630) 232-3440	Judicial Facilities App.
Drones	Federal Aviation Administration - (844) FLY-MY-UA	FAA UAS Guidelines
Fireworks	Fire Department - (630) 232-2530	Fireworks Permit
Food Handler/Temporary Food Service	Kane County Health Department - (630) 208-3801	Temporary Food Service Regulations
Forest Preserve Reservations	Kane County Forest Preserve District - (630) 232-1242	Special Event Request Form
Fox River Trail	Batavia Park District - (630) 879-5235	Fox River Bike Trail Guidelines
Government Center	Kane County - (630) 232-5950	Permits & Licenses
Horse Drawn Carriage	City of Geneva - (630) 938-4544	Horse Drawn Carriage License
Liquor License	City of Geneva - (630) 938-4544	Liquor License
Merchant, Itinerant / Transient	City of Geneva - (630) 938-4544	Geneva Business License Applications
Park Reservations	Geneva Park District - (630) 232-4542	Geneva Park District Facility Rentals
Parking Spaces (1-4)	Police Department - (630) 232-4736	Parking Space Request
Police Hiring, Off-Duty	Police Department - (630) 232-4736	
Preapproved Race Routes	Admin Services (630) 938-4540	City of Geneva Race Maps
Raffle	Kane County Clerk - (630) 232-5950	Kane County Raffle Guidelines
Signs, Temporary	Building Division - (630) 262-0280	Sign Permit Information
Special Event Tax Coupon	Illinois Department of Revenue - (847) 294-4475	Special Event Tax Coupon Sample
Tag Days	Police Department - (630) 232-4736	Tag Day Application
Tent Permit	Building Division - (630) 262-0280	Tent Permit Application



SPECIAL EVENT APPLICATION

City of Geneva, Illinois

****Fillable PDF. Please download before editing this file.****

Applications must be received 8 weeks prior to event.

For Office Use Only

Accepted on Date		Accepted By

Name of Event: _____

Start Date: _____ Time: _____ End Date: _____ Time: _____

Location: _____

Description:

Estimated attendance (max. per day): _____

Sponsoring organization _____

Contact name and title: _____

Address: _____

Phone: _____

Email: _____

If this is a reoccurring event, please describe changes from prior year (attach additional page(s) as needed):

Site Plan

Attach a site plan map(s) to this application. The site plan should be easy to read and understand and include a map key for interruption. Maps should clearly mark the following elements:

- Street Closures
- Routes for Parades or Races
- Sidewalk Closures
- Booths
- Parking Lot Closures
- Bleachers and Stages
- Street Parking Closures
- Restrooms
- Detours
- Food Vendors
- Fences
- Electrical Connections
- Locations Where Alcohol will be Served
- Trash Cans and Dumpsters
- Garbage Cans
- Event Headquarters/ Information area
- Tents over 400 Square Feet

The City of Geneva has created [a mapping tool](#) that may to help you develop your site plan.

Public Notification

Describe how you will notify community members that will be blocked, detoured or heavily inconvenienced. Attach your [postcard template](#), mailing receipt, and address list and/or [Establishment Notification Form](#). Public Notification is required four weeks prior to event

Street, Sidewalk and Parking – Use and Closure Request

(Please attach additional pages as needed.)

Street, Sidewalk or Parking Lot

Street Name	From	To	Date(s)	Time(s)

On-Street Parking Space Closure (If not included in street closure section above.)

Purpose	Location	Date(s)	Time(s)

Describe considerations to the flow of traffic or affected businesses. Crossing Assistance

Street Name	Nearest Intersection	Date(s)	Time(s)

Detour

Purpose	Location	Date(s)	Time(s)

Fire and Emergency Plan

The City of Geneva requires all special event applicants to submit an Emergency Action Plan (EAP). The purpose of this EAP is to outline the plan for crisis management at your event and to communicate this plan to City officials. City personnel will review each plan and make recommendations as needed. Completed [EAP Forms](#) should be submitted as an additional attachment to this application.

Proposed Fire Hydrant Obstruction(s)

Purpose	Location	Date(s)	Time(s)

Stage(s) and Tent(s)* (Please attach additional pages as needed.)

Purpose	Location	Size	Date(s)

*Tents with sidewalls in excess of 400 sf. or single/multiple tents greater than 700 sf. side by side, require a building permit.

Licensing and Certificate of Insurance

Your Special Event Application should include a certificate of insurance naming the City of Geneva as additionally insured with High Hazard. The Limits of General Liability shall not be less than \$1,000,000 per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage.

Indicate the date applied for any required permits/licenses or select N/A from the drop-down below:

Date

Carnival License

Certificate of Insurance

Food permit (Kane County Health Department)

Horse Carriage, Wagon and Trolley

Itinerant/Transient Merchant

Sales Tax Coupon

Special Event Liquor License

Tent Permit

Hold Harmless Agreement

Use this form, or include the following language on your organization's letterhead.

In consideration of the City of Geneva permitting, the _____ ("Organization") to conduct _____ ("Event"), the Organization recognizes, acknowledges and assumes any and all risks arising from or in any way related to the event.

To the fullest extent permitted by law, the Organization agrees to defend, pay on behalf of, indemnify and hold harmless the City of Geneva, its elected and appointed officials, employees and volunteers, and others working on behalf of the City; against any and all claims, demands, suits, loss, injuries, deaths, judgments, costs and expenses (including all attorney fees and costs), arising from, or resulting from or in any way related directly and/or indirectly to the event, except that arising out of the sole legal cause of the City of Geneva, its officers, officials, employees and agents.

The Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the City of Geneva, its officers, officials, employees and/or agents, in any such action, the Organization at its own expense shall satisfy and discharge same.

The invalidity of any provisions(s) of this INDEMNIFICATION/HOLD HARMLESS or unenforceability of any of its provisions shall not affect the validity or enforceability of the remainder of this INDEMNIFICATION/HOLD HARMLESS provisions contained herein.

The organization and the authorized signatory below agree to inform the City of Geneva of any changes in the application at least thirty (30) days prior to the event.

Name of Organization

Authorized Signatory

Print name

Date

Acknowledgment and Signature

Applicant's Statement of Agreement

I hereby affirm that the above information is true and correct in describing the intent of this application. I have read, understand and agree to abide by the rules and regulations included in this application including the instruction section of this application. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Geneva. I understand that approval of a Special Event Application is contingent upon compliance of all conditions, requirements and City codes. Further, I understand that the City of Geneva, upon direction of the City Administrator or designee may rescind permission to hold any or all portions of a special event within the City if in his/her judgment it is in the public's best interest to do so.

I, _____, the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

Signature of Applicant

Date

Submit Completed Application to:

City of Geneva
Administrative Services Department
22 S. First Street
Geneva, IL 60134

Phone: (630) 938-4540

To Be Completed by City Staff

ADMINISTRATIVE APPROVAL

Upon review, it has been determined that the event as proposed is eligible for Administrative Approval.

Signature of City Administrator

Date

CITY COUNCIL APPROVAL

The City Council approved of the proposed event at its meeting on:

_____ Meeting date