



Advocate Preparation & Reference Guide

The following information will help you plan your arrival at ArtsDay and facilitate your advocacy work throughout the day.

In This Guide:

- Tweet & Facebook with Us!
- Budgeting Your Time for ArtsDay Travel & Arrivals
- Directions to City Hall
- Public Parking
- City Hall Access for Parkers/Pedestrians/METRO Riders
- City Hall Security
- What to Expect at the City Council Meeting

Tweet/Facebook/Instagram with Us!

If you're a social media user and want to contribute to the overall messaging for the day, we ask you to include the following information and/or hashtags:

Twitter

- Hashtags: #ArtsDayLA
- Our account: @Arts4LA

Facebook

- Like, mention, or post on <http://www.facebook.com/Arts4LA>

Budgeting Your Time for ArtsDay Travel & Arrivals

Because getting into City Hall is a multi-step process, **Arts for LA encourages you to budget 15-20 minutes** to park, walk to City Hall, and arrive at your destination within City Hall.

Guests using mass transit will save time by avoiding the parking garage, but should still safely budget **10-15 minutes** for their arrival.

Directions to City Hall

Los Angeles City Hall is located in the heart of the "Civic Center" area of downtown at 200 N Spring St (90012), near the intersection of Temple and Spring Streets.

PLEASE NOTE: The public entrance to City Hall is located on N Main Street between 1st and Temple Streets. Only city employees can enter on Spring Street.

METRO: Purple or Red to Civic Center/Grand Park Station, then walk south on Hill Street to 1st Street; follow 1st Street to Main Street for public entrance.

Buses: DASH Downtown to Main & 1st
76, 78/79/378, 96, 487/489 to Spring & 1st
442, 701 to Temple St & Los Angeles St
10, 33, 70, 71, 76, 92, 493, 497, 498, 499, 699 to Temple & Spring

Public Parking

Advocates are encouraged to self-park in public lots located near City Hall:

- The LA Mall. 225 N Los Angeles St. \$2.75 each 10 minutes; \$16 max.
- Lot 2. 300 E Temple St. \$8 flat rate.
- Lot 7. 140 N Judge John Aiso St. Rates unknown.
- Pershing Square Garage. 530 S Olive St. \$2 each 15 minutes; \$16 max. Early bird rate of \$10 for entering before 11 a.m.

City Hall Access for Parkers/Pedestrians/METRO Riders

The City Hall public entrance is located off Main Street, midway between 1st Street and Temple Street. It is directly below the pedestrian bridge between City Hall and City Hall East. There is a security checkpoint immediately inside this entrance (see below for details).

- To access the City Hall Rotunda area, proceed through the security checkpoint and take the Local Elevators to the 3rd floor. The Rotunda is located just beyond the elevator bank.

City Hall Security

All visitors to City Hall must pass through a security checkpoint in order to receive a Visitor Badge, which permits them access to the public areas of City Hall.

When you enter, you will be asked to empty your pockets and run any bags through an X-ray machine. Please do not bring any of the following items to City Hall: weapons of any kind, including pocketknives.

After you have been cleared through the checkpoint, proceed to one of the desk sergeants, who will check your ID, write down your name, and (likely) ask you where you need to go in City Hall. Please indicate your actual destination at the time of your arrival:

Arrival Time

8 :30 a.m. – 9:45 a.m.
9:45 a.m. – 11:00 a.m.

Destination

Rotunda (3rd Floor)
John Ferraro City Council Chamber
(3rd Floor, Room 340)

Coffee & Networking

Coffee & networking will take place from 8:30 a.m. to 9:45 a.m. in the City Hall Rotunda. Pick up your free red Arts Advocate button and a nametag. A short program will begin at 9:15 a.m.

Coffee & networking will wrap up at 9:45 a.m., at which time all guests attending the City Council Meeting will be invited to line up for entry to the John Ferraro Council Chambers.

What to Expect at the City Council Meeting

City Council Meetings are steeped in a very specific protocol. We will be admitted to the Council Chambers only when the sergeants open the doors. At this time, all our guests are welcome to sit anywhere but the first three rows to the left of the podium, which are reserved for our presentation speakers. We have at least 7 rows reserved on the right side of the chamber.

City Council meetings typically begin with the Pledge of Allegiance and a reading of the agenda by the City Clerk. City Council members may trickle in from morning meetings during this time. Arts for LA has secured the first spot on the agenda courtesy of Councilmember O'Farrell's office. When called, Arts for LA executive director Sofia Klatzker will begin her remarks and coordinate the remarks of other speakers.

Following Arts for LA's presentation we expect to receive a proclamation from the council recognizing ArtsDay. Each Councilmember present is likely to say a few words about arts and culture in his or her district.

Our strongest opportunity at the meeting is to be visible through wearing our special Arts Advocate buttons (available during the coffee & networking). The buttons will help us demonstrate our collaboration, unity, and investment in the civic process—three key messages for ArtsDay itself. Please know your presence in the room is in itself an essential part of the presentation Arts for LA has coordinated for the day.

We expect the entire presentation to last no more than 30-45 minutes. We should be able to excuse ourselves from the meeting for a picture on the Spring Street steps of City Hall by 11:00 a.m.

Thanks!

Arts for LA could not produce ArtsDay were it not for the dedicated participation of people like you. Thank you so much for sharing your passion, your expertise, and your investment in Los Angeles with our elected officials.