

# ARTS DAY LOS ANGELES

## ARTS DELEGATE GUIDE

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

### IN THIS GUIDE:

- ArtsDay Timeline
- 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
- Arts Delegate Visits, Debriefs & Evaluations
- Join us on social media! (Twitter | Facebook)

### DAY OF TIMELINE

**NOTE:** Events in **BOLD** indicate required events for Arts Delegates

<u>ARRIVAL TIME</u>	<u>ACTIVITY</u>	<u>DESTINATION</u>
8:30am – 9:15am	Coffee & Networking	Rotunda (3 <sup>rd</sup> Floor)
9:15am – 9:45am	Welcome Presentation	Rotunda (3 <sup>rd</sup> Floor)
9:45am – 10:00am	<i>FLASH MOB: Transition to City Council Chambers</i>	
10:00am	City Council Meeting: <i>2018 ArtsDay Presentation</i>	John Ferraro City Council Chamber (3 <sup>rd</sup> Floor, Room 340)
11:00am – 11:30am	Group Photo	City Hall Steps (Spring Street Exit)
<b>11:45am</b>	<b>Arts Delegate Lunch*</b>	<b>Media Room (4<sup>th</sup> Floor)</b>
<b>1:00pm – 3:00pm</b>	<b>Arts Delegate Meetings</b>	<b>City Council Offices (4<sup>th</sup> Floor)</b>
<b>1:30pm – 3:30pm</b>	<b>Debriefs &amp; Evaluations</b>	<b>Media Room (4<sup>th</sup> Floor)</b>

*\*Boxed lunches provided for Arts Delegates only*

## 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 Street (90012), near the intersection of Temple and Spring Streets.

**PLEASE NOTE: The public entrance to City Hall is located on N. Main Street between 1<sup>st</sup> 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 1<sup>st</sup> Street; follow 1<sup>st</sup> Street to Main Street for public entrance.

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

## PUBLIC PARKING

Arts Delegates 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 11:00am

**PLEASE NOTE: Arts for LA is NOT able to cover the cost of parking for Arts Delegates.**

If you anticipate that the cost of parking in a public lot will be prohibitively expensive, please contact us as soon as possible.

## CITY HALL PUBLIC ACCESS

***The City Hall public entrance is located off Main Street, midway between 1<sup>st</sup> 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.

To access the City Hall Rotunda area, proceed through the security checkpoint and take the Local Elevators to the 3<sup>rd</sup> 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. **Please keep this Visitor Badge as you will need it in order to re-enter the building.**

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.

## COFFEE & NETWORKING

Coffee & networking will take place from 8:30am to 9:45am in the Public Works Room (3<sup>rd</sup> Floor). Remember to **pick up your free red Arts Advocate t-shirt and a nametag** during this time. A short program will begin at 9:15am Coffee & networking will wrap up at 9:45am, 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 will 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 City 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 t-shirts (available during the coffee & networking).** The t-shirts 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 45 minutes. We should be able to excuse ourselves from the meeting for a group photo on the Spring Street steps of City Hall by 11:00am. After the group photo, lunch will be served in the Media Room (4<sup>th</sup> Floor) at 11:45am.

## ARTS DELEGATE VISITS, DEBRIEFS, & EVALUATIONS

Arts for LA has secured a meeting with your Council District Office for your delegation. You and the members of your delegation are responsible for making sure you are in your Council District Office on time.

Depending on your Councilmember's schedule, he/she may or may not be able to attend the meeting and speak with you directly. However, you should still engage the Council District Office staff in conversation and make note of which staff members (Arts Deputies, Legislative Deputies, Field Officers, etc.) your delegation meets with and the topics you cover in your conversation. After your meeting, please return to the Media Room (4<sup>th</sup> Floor) for a quick debrief with Arts for LA staff on how the meeting went, who you met with, and any interesting points or outcomes of your conversation with the Council District Office. We will also ask you to fill out a brief evaluation about your experience as an Arts Delegate.

## JOIN US ON SOCIAL MEDIA!

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

### TWITTER & INSTAGRAM

**Hashtags:** #ArtsDayLA #ArtsMonth # ArtsVote

**Tag Arts for LA:** @Arts4LA

### FACEBOOK

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

## THANK YOU!

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.

### Arts Delegate Contact Person:

Abril Iñiguez-Rivas

Program Manager, Arts for LA

**Phone:** (213)225-7522

**Email:** [ainiguez@artsforla.org](mailto:ainiguez@artsforla.org)