CONTACT INFORMATION

RADIOS
Channel 1 – Entire production team + Megan
Channel 3 – Police Department
Channel 5 – Trash Team

DURING SET UP
Each block will have a block captain with a radio.
That block captain is your primary point of contact during set up. Please direct all questions to them during set up.
I will be cruising around the streets on a golf cart problem solving where needed.
Please DO NOT CALL ME unless you cannot identify or reach your block captain.

CELL PHONES
Megan Henderson (primary contact) 817-966-1880
Natalie Chapa (my right hand gal) 817-
Mike Brennan (the big boss) at 817-681-8213

IF THERE IS AN EMERGENCY - Call 911
Event Overview

• Time: **12 noon – 4 pm**. Street closes at 6 am.

• **Roadway space allocated** for activities and vendors.

• You must provide table, tent, chairs; please **bring all you need**.

• **GROUP A arrive** at 10:00 am

• **GROUP B arrive** at 10:30am

• **ALL activities set up on south side** of street along the curb.

• Partner take down must be completed **by 5 pm**.

• **Barricades** at each intersection.

• **FWPD** provides security, arrives at 10:30am.

• Activity providers located at intersections are our **traffic monitors**.

• **Cones** help separate activity areas from “ROLL ZONE” flow.
Activity Provider Responsibilities

• Identify your location on map. Please work with your block mates to make sure layout works for everyone.

• Set up on the south side of the street unless otherwise indicated, leaving the north side for bike/ped traffic.

• Please bring your own help for set-up and take down.

• Enter from Rosedale heading south towards Magnolia

• Follow your set up time. No later than 11 am arrival.

• Remove vehicles before 11:45am. Review your parking map.

• Events ends at 4pm. Please begin breaking down at this time.

• Please clean up when you leave. We are a small team and need your assistance.
SET-UP BARRICADE MONITOR DUTIES

There is at least one block captain and barricade monitor per block.

YOUR PRIMARY JOB is to make sure that the “on street partners” set up in the correct space.

When you arrive to your block make sure that the barricades are closed.

Your job will be to open and close the barricades for activity partners who are arriving and to help make sure activity providers set up in the correct area.

Welcome Activity Providers with a friendly attitude! You are probably the only Open Streets ambassador they will meet during set up.

When someone pulls up the barricade, first make sure they have arrived to the correct block. Partners have been instructed to only enter Magnolia coming FROM ROSEDALE, heading south on the eastern street of their block. If some end up confused and arrive incorrectly please help confirm they are on the correct block and work to let them in and promptly close the barricade back behind them.

PLEASE CHECK TO MAKE CERTAIN BARRICADES ARE CLOSED WHEN YOUR SHIFT ENDS.
SET-UP BLOCK CAPTAIN DUTIES

YOUR PRIMARY JOB is to make sure that the “on street partners” set up in the correct space.

CRITICAL THING #1 Study your map carefully. Make sure that you have north and south identified correctly. The maps are upside down (south at the top) on purpose. All activity providers should set up with the back of their tent/activity space against the south curb (nearest the Fairmount neighborhood). Please try to get them as near the exact area they are assigned on the block using the site map. There is very little extra “wiggle room” on each block so just work as best you can to have everyone set up in a spot that works for all. If you need to make a decision to move a few feet east or west, no big deal. You are in charge and your job to help problem solve if issues arise.

CRITICAL THING #2 The activities/tents cannot be more than 10 feet deep unless they fall into an “even deeper” on street parking space. The center turn lane needs to be completely free for pedestrians. Please help make sure that your activity providers keep this area clear by setting up correctly. Most booths will need to place their activity BESIDE their booth, NOT IN FRONT of their booth.

CRITICAL THING #3 Maintain traffic flow during set up. When cars arrive on your block, ask them to PARK IN THE CENTER TURN LANE WHILE UNLOADING their items into the booth space on the street. Activity providers have been given these instructions “FIRST UNLOAD, THEN GO PARK, THEN RETURN TO SET UP YOUR ACTIVITY” As soon as they have unloaded ask them to move their car to the parking area, a parking map has been provided for them and for you also. The barricade monitor on the “next block west” will help open and close the barricade as they exit Magnolia Avenue. KEEP THE NORTHERN (westbound) TRAVEL LANE OPEN so that as activity providers continue to move along the street. This lane is always open for the flow of traffic during set up. DO NOT LET ANYONE PARK (even temporarily) along the northern travel lane.

11:45AM - ALL CARS MUST BE REMOVED FROM THE STREET. No exceptions please. Help notify everyone with a car on the street on your block they must move it off.

12:00PM - OPEN STREETS BEGINS. Go enjoy the festival! PLEASE CHECK TO MAKE CERTAIN BARRICADES ARE CLOSED WHEN YOUR SHIFT ENDS. DO NOT OPEN BARRICADES. OUR TEAM WILL DO THAT.
BREAK-DOWN BARRICADE MONITOR DUTIES

YOUR PRIMARY JOB is to monitor your barricade to allow only activity partner cars back onto the street during break down, and to keep public cars off the street.

CRITICAL THING #1 - Please make sure that every car that arrives to your barricade is an activity partner. DO NOT LET THE PUBLIC through the barricades. Please ask public cars to turn around.

CRITICAL THING #2 – Make sure that every car that turns onto the street only turn WEST, making a right-hand turn, so that all cars on the street are facing the same (correct) direction. This will ensure a safe traffic flow for everyone.

CRITICAL THING #3 – Only allow cars to enter and exit through the barricades on the north side of the street (except for block 3). Do not let any cars move south into the Fairmount neighborhood (except for block 3).

PLEASE CHECK TO MAKE CERTAIN BARRICADES ARE CLOSED WHEN YOUR SHIFT ENDS. DO NOT OPEN BARRICADES. OUR TEAM WILL DO THAT.
BREAK-DOWN BLOCK CAPTAIN DUTIES

YOUR PRIMARY JOB is to help hustle the “on street activity partners” into leaving.

FIRST Notify all activity providers it is time to break down. They must break everything down before bringing their car back onto the street. Please help monitor this so that the street isn’t log-jammed with cars.

ALSO Ask the public to move back onto the sidewalk.

ONCE MOST OF THE PUBLIC IS OFF THE STREET Help open and close the barricade on your block to allow Activity Provider cars to move back in and pick up their items. Make sure to remind them that they will re-enter the street the SAME WAY that they arrived in the morning....not contra-flow.

AFTER STREET IS CLEAR:
Move PCV Open Streets banner signs to the NORTHEAST corner of the intersection on your block. Take them apart (remove base from top) and lay them on the ground. Move sandbags back to sidewalk on that corner.

Stack orange cones at the NORTHEAST of the intersection of your block, removing the no parking signs before stacking.

If there are tables and chairs, water stations or other events supplies on your block, please help stack and organize those for pick up.

5:30PM - We hope to have everything done!

PLEASE CHECK TO MAKE CERTAIN BARRICADES ARE CLOSED WHEN YOUR SHIFT ENDS. DO NOT OPEN BARRICADES. OUR TEAM WILL DO THAT.
Partners will enter Magnolia from Rosedale heading south.
BLOCKS BY NUMBER
West to East

• BLOCK 1 - 8th Avenue to Hurley Ave
• BLOCK 2 - Hurley Ave to 7th Avenue
• BLOCK 3 - 7th Ave to Fairmount Ave
• BLOCK 4 - Fairmount Ave to 6th Avenue
• BLOCK 5 - 6th Ave to S. Lake St
• BLOCK 6 - S. Lake St to 5th Ave
• BLOCK 7 - 5th Ave to Henderson St
• BLOCK 8 - Henderson St to S. Adams St
• BLOCK 9 - S. Adams St to Washington Ave
• BLOCK 10 - Washington Ave to College Ave
• BLOCK 11 - College Ave to Alston Ave
• BLOCK 12 - Alston Avenue to Lipscomb St
• BLOCK 13 - Lipscomb St to Travis Ave (alley between Brewed and Hot Damn, Tamales)
• BLOCK 14 - Travis Ave to Hemphill St
OPEN STREETS CONFIGURATION: Understanding the “ZONES”

ACTIVITY ZONE: Where we will set up booths, activities and games

STROLL ZONE: Stays clear for pedestrians. No tents/activities in the turn lane.

ROLL ZONE: Stays clear during the event for bikes, skateboards & roller skates

New construction buildings for Salsa Limon, Panther City Vinyl & Tribe Alive
(Blue labels represent buildings)
Skate Park
John Shea Block Captain
Block 2: Hurley to 7th Avenue
Skate Park & Restaurant Pop Ups
Ballet Folklórico IN THE COLLEGE AVE INTERSECTION set back from street

Fort Brewery & Pizza

SiNaCa Studios

Gypsy Scoops 10' x 30'

Top Golf 10' x 20'

Barricade Monitor

SpawGlass

The Law Office of Jason Amon, PC

One Tiny A. 10' x 10'

North

South

225' block length

W Magnolia Ave

Block 10: Washington to College Avenue Block Diagram

Water

Block Captain X

ROLL

STROLL

ACTIVITY

OSN 10' x 10'

CFW MM 10' x 20'

Sugar Momma 10' x 10'

Houk 10' x 10'

One Tiny A. 10' x 10'

TCU 10' x 20'

Arcadia 10' x 10'

SpawGlass

The Law Office of
Jason Amon, PC

Bee Charm 10' x 10'

Calyan 10' x 10'

Taylor Salsa 10' x 10'

OSN 10' x 10'

Taste 10' x 10'

CFW MM 10' x 20'

Houk 10' x 10'

One Tiny A. 10' x 10'

TCU 10' x 20'

Arcadia 10' x 10'

SpawGlass
Block 12: Alston Avenue to Lipscomb Street
Block Diagram

South

Red Team
Bombshell
Boiled Owl
Yucatan Taco

North

Water
Tables & Chairs

Bike Friendly Fort Worth
(180’ length, 25’ width recessed, 15’ width at ends)

Last Supper
10’x30’

Bike Bettes
10’x20’

Bike DFW
10’x20’

Mellow
10’x20’

X

Barricade Monitor

ROLL

STROLL

Block Captain X
Block 13: Lipscomb Street to Travis Avenue

Block Diagram

South

FW Birth 10'x30'
HotWorx 10'x20'
Heart + Harmony 10'x20'
Tucker 10'x10'
Stratus G & B 10'x20'
EVAL 10'x10'
Art Room 10'x20'
With Love 10'x10'
Eau de Popcorn 10'x10'
Let It Shine 10'x10'
JuJu Knits 10'x30'

North

Barricade Monitor

Center for Cancer & Blood Disorders

245', slightly wider activity depth than typical blocks
Travis Hemphill

ROLL (extra width for slowing and turnaround)

STROLL

225’, slightly wider activity depth than typical blocks

Block 14: Travis Avenue to Hemphill Street Block Diagram

Panther City Salon

Shinjuku Station

Off The Record

Barricade Monitor

Paris Coffee Shop

South

North

Samaritan House
Cassata
Mag Ave.
Salon

Off the Record

Organic A.

Everlast.

Cutting Room

BBVA

Broadway Baptist

10’x50’

10’x30’

10’x20’

10’x10’

10’x50’

10’x10’

10’x10’

10’x20’

10’x10’

10’x10’
ARRIVAL & PARKING MAPS

(orientation is same direction of previous block diagrams, South at top)
No tents
Turn lane
SET UP BLOCK 3

BLOCK 3 ARRIVAL MAP:
7th Ave. to Fairmount

BLOCK 3 PARKING

Hurley Ave
Fairmount Ave
7th Ave
W Magnolia Ave
Magnolia Ave

Set up BLOCK 3

The Bearded Lady
Chill hangout for pub fare & craft beer

ENTER FROM ROSEDALE

Morphy St.

Avoca Coffee - Magnolia
Ellerbe Fine Foods
Southern-accented American fare

Nonna Tata
Compact BYOB
Italian eatery

Legacy Pharmacy

Jim's Lock & Safe
Block 3 Car Traffic

The Bearded Lady
Chill hangout for pub fare & craft beer

7th Ave. to Fairmount

Avoca Coffee - Magnolia
Ellerbe Fine Foods
Southern-accented American fare

Nonna Tata
Compact BYOB
Italian eatery

Legacy Pharmacy

Jim's Lock & Safe
Block 3 Car Traffic

The Bearded Lady
Chill hangout for pub fare & craft beer

ENTER FROM ROSEDALE

South

North
BLOCK 5 PARKING MAP: 6TH Avenue to S. Lake St.

Set up Block 5
BLOCK 8 PARKING MAP: Henderson St. to Adams St.

World Languages Institute

Schaefer Ad

FW Pediatric

BLOCK 8 SET UP

BLOCK 8 PARKING

BLOCK 8 PARKING
BLOCK 12 PARKING MAP: Alston Ave to Lipscomb

- Alston Ave
- Lipscomb Street
- W. Rosedale Street
- W. Magnolia Avenue
- W. Magnolia Avenue
- W. Rosedale Street
- W. Magnolia Avenue
- W. Rosedale Street

Locations:
- Dialysis Assoc.
- Mamma Mia Italian Grill & Pizza
- Paris Coffee Shop
- Shinjuku Station
- BREWED Cane Rosso
- Yucatan Taco Stand
- Wells Fargo Bank
- BLOCK 12 PARKING
- BLOCK 12 SET UP

Directions:
- South
- North

Notes:
- No tents Turn lane
- No tents Turn lane
Block 13: Lipscomb Street to Travis

Block 14: Travis to Hemphill Street

BLOCK 13 & 14 PARKING MAP

BLOCK 13 Flow of traffic for set up and tear down

BLOCK 14 Flow of traffic for set up and tear down

South

North
## TOILETS

<table>
<thead>
<tr>
<th>EXACT LOCATION</th>
<th>ADDRESS OF LOCATION</th>
<th>REGULAR TOILET</th>
<th>ACCESSIBLE</th>
<th>HAND SANITIZER STATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>northwest corner of Magnolia and Hurley Ave.</td>
<td>1561 W. Magnolia Avenue</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>southeast corner of Magnolia and Fairmount Ave.</td>
<td>1455 W. Magnolia Avenue</td>
<td>2</td>
<td>1</td>
<td>1</td>
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<tr>
<td>northeast corner of Magnolia and S. Lake Street</td>
<td>1264 W. Magnolia Avenue</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>northeast corner of Magnolia and Henderson, about a half block north</td>
<td>1204 W. Magnolia Avenue</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>northeast corner of Magnolia and Henderson</td>
<td>1200 W. Magnolia Avenue</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>northeast corner of Magnolia and Washington</td>
<td>1066 W. Magnolia Avenue</td>
<td>2</td>
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<td>1</td>
</tr>
<tr>
<td>northwest corner of Magnolia and Alston</td>
<td>900 W. Magnolia Avenue</td>
<td>2</td>
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</tr>
<tr>
<td>northeast corner of Magnolia and Travis Avenue</td>
<td>800 W. Magnolia Avenue</td>
<td>2</td>
<td>NO ACCESSIBLE</td>
<td>1</td>
</tr>
</tbody>
</table>
TOILET LOCATIONS