



Event Security Staffing Protocol

Revised: July 6, 2015-JW

CONVENTIONS, TRADE SHOWS, PUBLIC SHOWS, MEETINGS AND THEATRE EVENTS

***Security positions require a Denver City and County Merchant Guard License.**

Below are the **required ("X")** and **recommended ("R")** staffing requirements for all events at the Colorado Convention Center

Required	Recommended	Location/Event Space	#	Security Requirement	Time Frame/Conditions
*X		Public Access Doors	Varies	Covered by CCC Guest Services Department	All open hours
*X		Elevators V & W to Access Parking Garage	1	Covered by CCC Guest Services Department	All open hours
*X		Elevators X & Y to Access Upper Lobby F	1	Covered by CCC Guest Services Department	All open hours
	R	Welton Drive	Varies	Traffic control on driveway	During exhibitor staging; Move-In and Move-Out
	*R	Traffic Control/Shuttle Bus Control	Varies	CCC Security or Off Duty Denver Police Officer(s) as required by CCC Sec. Manager	During Move-In and Move-Out and/or during Shuttle Hours if B Lobby is used
	R	Champa Street Docks	Varies	Off Duty Denver Police officer(s)	If traffic lane is impeded by vehicles
	*R	Lower Lobbies, Upper Lobbies, Dressing Rooms, Mezz Offices, Prefunction Space, Cyber Café, Registration Areas	1	Per Location	From Move-in through Move-out when articles of value are present.
	R	Meeting Rooms	1	Per Room or set of Rooms (ie: 100s)	When articles of value are present and room(s) is not restricted
*X=Exhibits	*R=Mtg. Usage	Ballrooms - Depends on room usage	1	Per Room	Overnight when articles of value are present or when room is not occupied
			1	Per Room	During Show Hours
	*R	Exhibit Halls (D and F Halls require two positions if both entrances are used.)	1	Per Dock Door	During Move-In & Move-Out
*X	1		Per Hall Entrance	During Move-In & Move-Out	
*X	2		Per Hall Entrance	During Show Hours	
*X	1		Per Exhibit Hall (Roaming)	Overnight from Move-In through Move-Out	
X			Theatre - Required for all events	1	Lower Dock Roll Door
X		1		Roamer	Overnight if items of value remain in the theatre
X		1		Street Level Elevator/Lobby	During Show Hours
X		1		Lower Level Elevator/Backstage Access Control	During Show Hours
X		2		Stage Doors/Down Aisles	During Show Hours
X		Theatre - Additional requirements for events with public attendance	1	Elevators V& W access to parking garage; covered by CCC Guest Services Department	All open hours as determined with Event Manager
X		Theatre - Additional requirements for ticketed events	Varies	Loading dock, overnight, backstage, crowd management, ushers and ticket takers required for most ticketed events depending on the nature of the event activity and attendance. Denver Police Officers may also be required depending on event activity and attendance.	Consult with Theatre Manager for event-specific requirements and recommendations.

Recommended: A security supervisor should be scheduled if 3 or more guards are scheduled during daytime hours. If fewer than 3 guards are scheduled, a break person should be scheduled to relieve anyone working over 4 hours.

- The Event Security Contractor is required to provide an e-mail copy of the security staffing schedule to the CCC Security Manager and CCC Event Manager at least 2 weeks (14 days) prior to the first contracted move-in day for review and approval. **CCC Management reserves the right to modify protocol, as deemed necessary.**
- Dock access positions may be covered by a dock master supplied by the General Service Contractor.
- Dock master is expected to enforce CCC parking policies and only allow properly credentialed vehicles on docks.
- Additional costs may be assessed if CCC Security is necessary for traffic control.
- CCC Management reserves the right to require Security coverage at any escalator(s), if deemed necessary.

Please contact the CCC Security Manager (303 228 8030) or your assigned CCC Event Manager for additional information.