



## Event Security Staffing Protocol

Updated: 4.2.25

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

**\*All Security positions require a Denver Security Guard License.**

Below are the **Mandatory (M)** and **Recommended (R)** staffing requirements for all events at the Colorado Convention Center

| Required | Location/Event Space  | #      | Security Requirement  | Time Frame/Conditions   |
|----------|---|--------|---|---|
| <b>M</b> | Public Access Doors - A & F Atriums, Lobbies B & D  | Varies | Covered by CCC Guest Services   | All open hours  |
| <b>M</b> | Public Access Doors - Lobby C   | 1      | Lower lobby bi-fold doors & landing (roaming)   | EXH C exhibitor move-in/out & show hours  |
| <b>M</b> | Elevators DD & EE to access Parking Garage  | 1      | Covered by CCC Guest Services   | All open hours  |
| <b>M</b> | Elevators X & Y to access Upper Lobby F   | 1      | Covered by CCC Guest Services   | All open hours  |
| <b>R</b> | Welton Drive  | Varies | Traffic control on driveway   | During exhibitor staging; Move-In and Move-Out  |
| <b>R</b> | Traffic Control/Shuttle Bus Control   | Varies | CCC Security or Off-Duty Denver Police Officer(s) as required by CCC Security Manager   | During Move-In and Move-Out and/or during Shuttle Hours if B-Lobby is used, representative from transportation company <i>required</i>                  |
| <b>M</b> | Champa Street Docks   | Varies | Off-Duty Denver Police Officer(s)   | IF traffic lane is impeded by vehicles  |
| <b>M</b> | Lower Lobbies, Upper Lobbies, Green Room, Mezz Offices, Prefunction Space, Registration Areas | 1      | Per Location  | From Move-In through Move-out when articles of value are present. <i>*If space is being used as exhibits or to host exhibits, security is required*</i> |
| <b>R</b> | Meeting Rooms   | 1      | Per Room or set of rooms (ie: 100s)   | When articles of value are present and room(s) is not restricted  |
| <b>R</b> | Ballrooms - Depends on room usage (LL)  | 1      | Per Room  | Overnight when valuable items are present or when room is not occupied  |
| <b>M</b> |   | 1      | Per Room  | During Show Hours   |
| <b>R</b> | Exhibit Halls ( <b>D and F Halls require two positions if both entrances are used</b> )       | 1      | Per Dock Door   | During Move-In and Move-Out   |
| <b>M</b> |   | 1      | Per Hall Entrance   | During Move-In and Move-Out   |
| <b>M</b> |   | 2      | Per Hall Entrance   | During Show Hours   |
| <b>M</b> |   | 1      | Per Exhibit Hall (Roaming)  | Overnight from Move-In through Move-Out   |
| <b>M</b> | Theatre - Required for all events   | 1      | Lower Dock Roll Door  | During Move-In and Move-Out   |
| <b>M</b> |   | 1      | Roamer  | Overnight if items of value remain in the theatre   |
| <b>M</b> |   | 1      | Street Level Elevator/Lobby   | During Show Hours   |
| <b>M</b> |   | 1      | Lower Elevator/Backstage Access   | During Show Hours   |
| <b>M</b> |   | 2      | Stage Doors/Down Aisles   | During Show Hours   |
| <b>M</b> | Theatre - Additional requirements for events with public attendance                           | 1      | Elevators DD & EE access to parking garage; covered by CCC Guest Services   | All open hours as determined with Event Manager   |
|          |   | 1      | West Shuttle Drop Off; covered by CCC Guest Services  | All open hours as determined with Event Manager   |
| <b>M</b> | 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 | Consult with Theatre Manager for event-specific requirements and recommendations.   |
| <b>M</b> | Bluebird Ballroom - Required for all events   | 2      | BBBR Designated Main Entry  | When BBBR is actively in use  |
| <b>M</b> |   | 1      | Roamer (pre-function)   | When both sides of pre-function are in use and/or during use of the terrace   |
| <b>M</b> |   | 1      | FF/GG Freight Elevator (UL)   | During Move-In and Move-Out   |
| <b>M</b> |   | 1      | Parking 3/Terrace Freight Door  | During Move-In and Move-Out   |
| <b>M</b> |   | 1      | Elevator U BBBR Level   | During Move-In and Move-Out and/or during expected use of the elevator  |
| <b>M</b> | Bluebird Ballroom - if applicable   | 1      | Elevators DD & EE access to parking garage; covered by CCC Guest Services   | All open hours  |

**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.
  - Any room with more than (10) keys issued is not secure and consideration for security staffing should be given.
- Please contact CCC Security (303-228-8030) and request to speak with the Security Manager or contact your assigned CCC Event Manager for additional information.