



Event Security Staffing Protocol

Updated: 8.3.26

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

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

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

Required	Location/Event Space	#	Security Requirement	Time Frame/Conditions
M	Public Access Doors - A & F Atriums	Varies	Covered by CCC Guest Services	All open hours
	Public Access Doors - Lobbies B & D	Varies	Staffed by CCC Guest Services at applicable rate	All open hours
M	Public Access Doors - Lobby C	1	Lower lobby bi-fold doors & landing (roaming)	EXH C exhibitor move-in/out & show hours
M	Elevators DD & EE to access Parking Garage	1	Staffed by CCC Guest Services at applicable rate	All open hours, including Bellco Theatre and Bluebird Ballroom
M	Elevators X & Y to access Upper Lobby F	1	Covered by CCC Guest Services	All open hours
M	Welton Drive	Varies	Traffic control on driveway	During exhibitor staging; Move-In and Move-Out
M	Champa Street Docks	Varies	Off-Duty Denver Police Officer(s)	Required during move-in and move-out if traffic lanes are obstructed by vehicles.
M	Registration, Lower Lobbies, Upper Lobbies, Pre-function Spaces	1	Per Location	Required at all times when articles of value and/or exhibits are present.
P	Meeting Rooms	1	Per Room or set of rooms (ie: 100s)	When articles of value are present and room(s) is not restricted
M	Ballrooms - Depends on room usage (LL)	1	Per Room	Overnight when valuable items are present or when room is not occupied
M	Exhibit Halls (D and F Halls require two positions if both entrances are used)	1	Per Dock Door	During Move-In and Move-Out
M		1	Per Hall Entrance	During Move-In and Move-Out
M		2	Per Hall Entrance	During Show Hours
M		1	Per Exhibit Hall (Roaming)	Overnight from Move-In through Move-Out
M	Theatre - Required for all events	1	Lower Dock Roll Door	During Move-In and Move-Out
M		1	Roamer	Overnight if items of value remain in the theatre
M		1	Street Level Elevator/Lobby	During Show Hours
M		1	Lower Elevator/Backstage Access	During Show Hours
M		2	Stage Doors/Down Aisles	During Show Hours
M		1	West Shuttle Drop Off; covered by CCC Guest Services	All open hours
M	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.
M	Bluebird Ballroom - Required for all events	1	Roamer (pre-function)	1 per pre-function side (North or West) when occupied and/or during terrace use
M		1	Elevators FF and GG (UL)	During Move-In and Move-Out
M		1	Elevators FF, GG, and U (TL)	During Move-In and Move-Out and/or during expected use of the elevator
M	High Escalator Traffic (HET)	2; 1 Upper, 1 Lower	All Escalators	Based on attendee flow (e.g., 1,800+ attendees moving in one direction simultaneously).

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.

1. A security staffing schedule, roster, and dot map must be submitted to the CCC Security Manager and Event Manager at least fourteen (14) days prior to the first contracted move-in day for review and approval. CCC Management reserves the right to modify requirements as necessary.
2. Dock access positions may be covered by a dock master provided by the General Service Contractor.
3. The dock master is responsible for enforcing CCC parking policies and restricting dock access to properly credentialed vehicles.
4. Traffic control along Welton Drive during move-in and move-out shall be provided by CCC Security or off-duty Denver Police Officers, as directed by the CCC Security Manager.
5. If shuttle drop-offs are utilized, a transportation company representative must be present for traffic control.
6. Additional charges may apply if CCC Security is required for traffic control services.
7. Security coverage at escalator(s) may be required at any time at the discretion of CCC Management.
8. Rooms with more than ten (10) issued keys are not considered secure; evaluate security staffing accordingly.

For additional information, please contact CCC Security at (303) 228-8030 and ask to speak with the Security Manager, or contact your assigned CCC Event Manager.