

Defining Needs Questionnaire for Stakeholders

Summary of your top 5 fairgrounds needs consolidated

12/2018



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1. Parking- a) Event b) RV					
a) Number of participants/volunteers for current event:					
b) Number of attendees, spectators, tickets for event currently (not participants/volunteers):					
c) Typical type of vehicle (and towing unit if applicable) participants/volunteers:					
d) Typical type of vehicle (and towing unit if applicable) event attendees:					
e) If you have historical use for attendees, spectators or tickets for your event please provide as much information as is available.					
f) Please provide organizations goals for future event participation at the Fairgrounds. (Example: 40 tickets sold for Pirate’s Day Carnival in 2019, 500 tickets in 2025 and 1250 by 2030, etc...)					
g) Estimate of users (participants, volunteers or attendees/spectators) for RV spaces, either as number or as percentage:					
h) How long is the event (days, hours, etc.)?					
i) How long does it take to prepare the Fairgrounds for the event (days, hours)?					
j) How many people are required to prepare the Fairgrounds for the event and describe the activities?					
k) How many people are required to cleanup/takedown the Fairgrounds post event?					
l) Would your organization support fee based overflow parking for areas adjacent to but outside the Fairgrounds facility such as St. Mary’s field, the driving range, Mayor’s Landing, etc., if needed for your event?					
m) Would your organization support fee-based transit to the Fairgrounds facility from locations with additional parking?					
n) Please check the box for any of the buildings/areas your event uses at the Fairgrounds on the list below or on the map on page 1:					
• Exhibit Building	<input type="checkbox"/>	• Horse Barn Lean To	<input type="checkbox"/>	• Grandstands	<input type="checkbox"/>
• Sale Barn	<input type="checkbox"/>	• Horse Barn West	<input type="checkbox"/>	• Bleachers	<input type="checkbox"/>
• Poultry Rabbit Barn	<input type="checkbox"/>	• Steer Barn #1	<input type="checkbox"/>	• Concessions	<input type="checkbox"/>
• Sheep Barn North	<input type="checkbox"/>	• Steer Barn #2	<input type="checkbox"/>	• Showers	<input type="checkbox"/>
• Sheep Barn South (small)	<input type="checkbox"/>	• Arena	<input type="checkbox"/>	• Restrooms	<input type="checkbox"/>
• Hog Barn	<input type="checkbox"/>	• Arena Stock Pens	<input type="checkbox"/>	• Ticket Building	<input type="checkbox"/>
2. Exhibit Hall / Arena a) Event Center; b) Larger arena seating capacity c) Golf Course Participation					
a) Exhibit Hall / Event Center. Please rank the following improvements (1- low priority to 10-High Priority) for your organization:					

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Item	Priority	Comment
• Exterior		
• Interior Decor		
• Kitchen		
• HVAC		
• Restroom		
• Technology Upgrades		
• Floorplan update		
• Accessibility		
• Solar Power		
• Other:		

Additional Comments or Suggestions for the Exhibit Hall:

b) Arena / Larger Arena, seating capacity. Please rank the following improvements (1- low priority to 10-High Priority) for your organization:

Item	Priority	Comment
• Arena Floor		
• Crowes Nest		
• Chutes		
• Pens		
• Grandstands		
• Bleachers		
• Public Address System		
• Lighting		
• Concessions/Services/ Restrooms		
• Other:		

Additional Comments or Suggestions for the Arena:

c) Golf Course Participation: If a shared use partnership is developed between the Fairgrounds and the Livingston Golf Course, describe potential opportunities, advantages or disadvantages your organization may foresee.

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3. Livestock Stalls: a) Event, b) Exhibitor

a) Event Use of Livestock Stalls. Please rank the following areas for improvements (1 –low priority to 10-high priority) for your organization.

Item	Priority	Comment
• Arena Stock Pens		
• Hog Barn		
• Horse Barn		
• Outdoor Show Grass		
• Outdoor Stalling-Lean To		
• Outdoor Stalls		
• Poultry/Rabbit Barn		
• Sheep Barn		
• Seer Barn 1		
• Steer Barn 2		

i. Estimated number of stalls utilized currently for your event (for each building used)?

ii. Provide organizations goals for future use of stalls (for each building used):

iii. Additional Comments or Suggestions for the Event use of Livestock Stalls:

b) Exhibitor use of Livestock Stalls. Please rank the following areas for improvements (1- low priority to 10-High Priority) for your organization:

Item	Priority	Comment
• Arena Stock Pens		
• Hog Barn		
• Horse Barn		
• Outdoor Show Grass		
• Outdoor Stalling-Lean To		
• Outdoor Stalls		
• Poultry/Rabbit Barn		
• Sheep Barn		
• Seer Barn 1		
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i.	Estimated number of stalls utilized currently for your event (for each building used)?	
ii.	Provide organizations goals for future use of stalls (for each building used):	
iii.	Additional Comments or Suggestions for the Exhibitor use of Livestock Stalls:	
4. Open Space, a) Grounds Enhancements, Trails, etc., b) City Space, c) Golf Course Participation		
a)	What distance is your organization based from the Fairgrounds?	
b)	How far do the organizations staff/volunteers travel on average to get to the Fairgrounds? If more than 2 miles, from what general direction?	
c)	How far do event participants, on average, travel to get to the Fairgrounds? If more than 2 miles, from what general direction?	
d)	Are members of your organization students any of the schools in Park County? Please list affiliated schools.	
e)	Does your organization have any school affiliation? If so which school(s)?	
f)	Do members of your organization participate in activities on one of the school campuses?	
g)	Does your organization utilize the Civic Center, ball fields or band shell? Has your organization ever considered holding an event at the Fairgrounds/Civic Center/band shell but decided on a different venue? What were the factors in that decision?	

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h) Has your organization ever held an event at the Fairgrounds (etc.), but decided on a different venue for future events? What were the factors in that decision?		
5. Equipment Budget a) Grounds Support b) Furniture & Fixtures for User Services c) Tech Equipment		
a) Grounds Support		
i. Describe grounds support your organization receives from the Fairgrounds other than routine operations and maintenance.		
ii. Describe grounds support your organization may provide for the Fairgrounds, include pre, during and post event items.		
iii. Describe grounds support needs that the Fairgrounds and your organization are not currently meeting.		
iv. Describe additional grounds support items or improvements that your organization feels is important for the future		
b) Furniture & Fixtures for User Services		
i. Write down the number of the following items your organization uses that are provided by the Fairgrounds:		
Tables:	Chairs:	Extra Refuse:
ii. List additional general furniture or fixtures your organization provides for use at the Fairgrounds		
iii. Describe general furniture or fixtures needs that the Fairgrounds and your organization are not currently meeting.		

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iv. Describe additional general furniture or fixture needs that your organization feels is important for the future.
c) Tech Equipment
i. Would your organization benefit from Screens/Monitor/Projectors for events in Exhibit building? If so, please describe how these items would be utilized.
ii. Would your organization benefit if there were cameras for event livestream for events at the Fairgrounds? If so, please describe how these items would be utilized.
iii. How important to your organization or event are security cameras on the premises or in the buildings?