



DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

CYMANTHA ATKINSON
ASSISTANT DIRECTOR
OC COMMUNITY RESOURCES

JULIE LYONS
DIRECTOR
ADMINISTRATIVE SERVICES

MONICA SCHMIDT
INTERIM DIRECTOR
OC ANIMAL CARE

JULIA BIDWELL
DIRECTOR
OC HOUSING & COMMUNITY
DEVELOPMENT

RENEE RAMIREZ
DIRECTOR
OC COMMUNITY SERVICES

PAMELA PASSOW
INTERIM DIRECTOR
OC PARKS

JULIE QUILLMAN
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

OC Community Resources

August 24, 2023

To: WIOA and Other Subrecipients of the Orange County Workforce Development Area and Staff

From: Renee Ramirez
Director of Orange County Community Services

Subject: Orange County Workforce Solutions Center Event Signage Procedure

Purpose

The purpose of the OC Workforce Solutions Signage Procedure is to establish consistent procedures for events held at any County facilities. Efforts to keep the OC Workforce Solutions Center well maintained will benefit everyone who works in and visits the OC Workforce Solutions Center. These procedures apply to staff hosting events at the OC Workforce Solutions Centers.

Effective Date

This policy procedure is effective immediately upon issuance.

Procedures

1. Pre-event Planning:
 - a) Staff shall contact and inform the Grants & Program Manager for the OC Workforce Solutions Center of the proposed event date and time at least 15 days in advance.
 - b) The Grants & Programs Manager for the OC Workforce Center will notify the property management of the event and verify sign placement is approved for the event.
2. Signage Placement at Brea Center:
 - a) Location: Signage on an a-frame or pedestal may only go outside the 3rd floor elevator and in the 3rd floor hallways.
 - b) Installation date: Signage may only be installed on the day of the event.
 - c) Signage installation: Ensure signage is clearly visible to the public.
3. Signage Placement at Laguna Niguel Center:



1300 SOUTH GRAND
BLDG. B, FIRST FLOOR
SANTA ANA, CA 92705
PHONE: 714.480.6500
FAX: 714.567-7132

- a) Location: Signage on an a-frame or pedestal may only go outside Suite 100 and Suite 140.
- b) Installation date: Signage may only be installed on the day of the event.
- c) Signage installation: Ensure signage is clearly visible to the public.

4. Signage Removal at Centers:

- a) Signage must be removed on the same day within an hour of the conclusion of the event. After the event concludes, promptly remove all signage from the designated installation areas and ensure the areas are returned to their original state.

Note: If there are any changes or updates regarding the event dates or signage placement, promptly communicate with the Grants & Program Manager for the OC Workforce Solutions Center to coordinate with the property management. Pre-Approval is required.

Action

Bring this procedure to the attention of all staff and relevant parties.

Inquiries

If you have any questions regarding this procedure, please contact your Contract Administrator at 714-480-6500.