



CALENDAR OF

EVENINGS

COMMUNITY SERVICES DEPARTMENT



CITY of CALABASAS



DEFINITIONS

Special Event

An event that does not reoccur on a consistent basis (Monsters, Movie and Mayhem, Paint Night, Movie in the Park, etc.)

Annual Special Event

An annual reoccurring event (Pumpkin Festival, SunSets Concert Series, 4th of July, etc.)

Special Events Team

1 Full-Time & 1 Part-time Staff



JUANA CERNA

*RECREATION
COORDINATOR*

Coordinates all city-wide special events, ribbon-cuttings, grand openings, special events, and annual events



VIVIAN EPITACIO

*RECREATION
SPECIALIST*

Assists in coordination of all city-wide events on a part-time basis

ANNUAL CITY- WIDE SPECIAL EVENTS

- BUNNY TRAIL EGG HUNT - APRIL
- 4TH OF JULY SPECTACULAR – JULY
Lakeside Fun Run
Splash Party
Fireworks & Festival
- SUMMER CONCERT SERIES (4) – JULY -
AUGUST
- DIVE IN MOVIE SERIES (3) – JULY -
AUGUST
- PUMPKIN FESTIVAL - OCTOBER
- HOLIDAY EVENT - DECEMBER



Over 23,500 people
attend special events
annually.





2023 SPECIAL EVENTS

Budget Allocation	(non-personnel only)
4th of July	\$85,000.00
Egg Hunt	\$6,000.00
Teen Events	\$7,500.00
Holiday Gala Event	\$10,000.00
Pumpkin Festival	\$125,000.00
Summer Concerts	\$45,000.00
Special Events/Opening/Ribbon Cuttings	\$45,000.00
Senior Center Events	\$20,000.00
CTSC Events	\$10,000.00
TOTAL	\$353,500.00

29 SPECIAL EVENTS

The Community Services Department hosted various special events in the 2023 year. These events included, but not limited to, the 4th of July, Summer Concerts, Dive in Movies, Caribbean Bash, A Morning with Blippi, the Wild Walnut Park Ground Breaking Ceremony, and the Calabasas Community Center Roof Project Kick off. In addition the team assisted outside agencies to host events at City facilities; such as, the Chamber Wine Festival, the TopSeed Tennis Tournament, and the Malibu Foundation Microforest Planting.



2023 SPECIAL EVENTS

	Date	Special Event	Planning Timeframe	Attendance	Budget (does not include personnel)
1	2/4/2023	We Dig Dinosaurs	3 Months	150	\$ 2,500.00
2	2/15/2023	Mocktails & Kisses	3 Months	150	\$ 2,500.00
3	3/16/2023	Lucky Leprechaun's Treasure Hunt	3 Months	100	\$ 1,000.00
4	3/17/2023	Shamrock Rock	3 Months	150	\$ 2,500.00
5	3/17 to 3/26/2023	Men's Pro Tennis Tournament - Top Seed			
6	4/1/2023	Bunny Trail Egg Hunt	4 Months	1,000	\$ 6,500.00
7	5/2/2023	Taco De Tuesday	3 Months	120	\$ 4,000.00
8	5/9/2023	Roof Construction Kick Off - Community Center	2 Months	50	\$ 2,500.00
9	5/12/2023	Calabasas Wine Tasting-Chamber of Commerce			
10	5/13/2023	Cookies & Canvas	5 Months	100	\$ 3,000.00
11	6/11/2023	Annual Summer Concert 1	6 Months	2,000	\$ 12,500.00
12	6/22/2023	Annual CSC Anniversary Celebration	5 Months	300	\$ 3,000.00
13	6/23/2023	Annual Dive in Movie Night 1	3 Months	300	\$ 2,500.00
14	7/4/2023	Annual Lake Side Fun Run	4 Months	500	\$ 4,500.00
15	7/4/2023	Annual 4th of July Splash Party	3 Months	500	\$ 4,500.00
16	7/4/2023	Annual 4th of July Fireworks	7 Months	3,500	\$ 88,000.00
17	7/14/2023	Annual Dive in Movie Night 2	3 Months	350	\$ 2,500.00
18	7/16/2023	Annual Summer Concert 2	6 Months	1,500	\$ 12,500.00
19	7/22/2023	A Morning With Blippi	7 Months	150	\$ 2,500.00
20	7/22/2023	An Afternoon With Blippi	7 Months	150	\$ 2,500.00
21	8/4/2023	Annual Back to School Movie Night	3 Months	300	\$ 3,500.00
22	8/6/2023	Annual Summer Concert 3	6 months	1,500	\$ 12,500.00
23	8/19/2023	Movie In the Park	6 Months	750	\$ 3,000.00
24	8/25/2023	End of Summer Caribbean Bash	3 Months	200	\$ 5,000.00
25	8/27/2023	Annual Summer Concert 4	6 Months	1,500	\$ 12,500.00
26	9/28/2023	Annual Film Festival - Civic Center			
27	9/30/2023	Annual Film Festival - CTSC			
28	10/7/2023	Monsters, Mayhem and a Movie	3 Months	300	\$ 3,000.00
29	10/21/2023	Annual Pumpkin Festival	10 Months	6,500	\$ 135,000.00
30	11/5/2023	Microforest Planting - Malibu Foundation			
31	11/13/2023	Wild Walnut Ground Breaking	2 Months	50	\$ 2,500.00
32	11/18/2023	Annual Holiday Fest	3 Months	300	\$ 5,000.00
33	12/8/2023	Annual Dignitaries Holiday Party	3 Months	120	\$ 11,000.00
34	12/11/2023	Holiday Cheer	3 Months	200	\$ 3,000.00
35	12/12/2023	Menorah Lighting			
		All Special Events		23,790	\$ 353,500.00

2024 SPECIAL EVENTS

Budget	
4th of July	\$88,400.00
Egg Hunt	\$6,240.00
Teen Events	\$7,800.00
Holiday Gala Event	\$10,000.00
Pumpkin Festival	\$135,000.00
Summer Concerts	\$46,800.00
Special Events/Openings/Ribbon Cuttings	\$45,000.00
Senior Center Events	\$20,000.00
CCC Events	\$31,200.00
CTSC Events	\$15,000.00
	\$405,440.00

35 EVENTS PLANNED

The Community Services team will coordinate 35 special events that include multiple ribbon-cutting ceremonies and grand openings, Concerts in the Park, Pumpkin Festival, Egg Hunt, Holiday Cheer and more.



2024 SPECIAL EVENTS

	Date	Special Event	Planning Timeframe	Attendance	Budget (does not include personnel)
1	2/13/2024	Valentine Paint Night	5 Months	100	\$ 2,500.00
2	2/14/2024	Sweet Affair	3 Months	150	\$ 3,000.00
3	3/14/2024	Soft Grand Reopening – Calabasas Community Center	3 Months	130	\$ 12,000.00
4	3/16/2024	<i>Microforest Planting - Malibu Foundation</i>			
5	3/16/2024	Public Grand Reopening-Community Center	3 Months	2,000	\$ 4,000.00
6	3/17 to 3/24/2023	<i>Men's Pro Tennis Tournament - Top Seed</i>			
7	3/23/2024	Bunny Trail Egg Hunt	3 Months		\$ 6,250.00
8	4/12/2024	Sock Hop	3 Months		\$ 6,000.00
9	TBD	CTSC Pool Area Renovation Ribbon Cutting	3 Months		\$ 2,000.00
10	TBD	Sport Court Ribbon Cutting	3 Months		\$ 2,000.00
11	4/19/2024	Neon Skate Night	3 Months		\$ 2,500.00
12		<i>Calabasas Wine Tasting-Chamber of Commerce</i>			
13		<i>Emergency Preparedness Fair - Assemblymember Irwin</i>			
14	6/2/2024	Annual Summer Concert 1	6 months		\$ 12,500.00
15	6/21/2024	Annual Dive in Movie Night	3 Months		\$ 2,500.00
16	6/26/2024	Annual June Anniversary Celebration	5 Months		\$ 3,000.00
17	7/4/2024	Annual 4th of July Fireworks	7 months		\$ 88,400.00
18	7/4/2024	Annual Lake Side Fun Run	4 Months		\$ 4,500.00
19	7/4/2024	Annual 4th of July Splash Party	3 Months		\$ 4,500.00
20	7/19/2024	Dive in Movie Night	3 Months		\$ 2,500.00
21	7/21/2024	Annual Summer Concert 2	6 Months		\$ 12,500.00
22	TBD	Brandon's Village Playground Ribbon Cutting	3 Months		\$ 3,500.00
23	8/2/2024	Back to School Movie Night	3 Months		\$ 2,500.00
24	TBD	August Ice Cream Social	3 Months		\$ 3,000.00
25	TBD	Creekside Playground Ribbon Cutting			\$ 2,000.00
26	8/11/2024	Annual Summer Concert 3	6 months		\$ 12,500.00
27	8/25/2024	Annual Summer Concert 4	6 Months		\$ 12,500.00
28	TBD	Highlands Park Playground Ribbon Cutting	3 Months		\$ 2,000.00
29	TBD	Wild Walnut Park Grand Opening	3 Months		\$ 5,000.00
30	9/20/2024	Murder Mystery Dinner	4 Months		\$ 5,000.00
31		<i>Annual Film Festival - Civic Center</i>			
32	TBD	DeAnza Park Playground Ribbon Cutting	3 Months		\$ 2,000.00
33	9/29/2024	<i>5K Run - Something Yellow</i>			
34		<i>Annual Film Festival - CTSC</i>			
35	10/20/2024	Annual Pumpkin Festival	10 Months		\$ 135,000.00
36	TBD	Holiday Cheer	3 Months		\$ 3,000.00
37	TBD	Annual Holiday Event	4 Months		\$ 5,000.00
38	TBD	Holiday Party	3 Months		\$ 10,000.00
39	TBD	CCC Special Event	3 Months		\$ 5,000.00
40	TBD	CCC Special Event	3 Months		\$ 6,000.00
41	TBD	CCC Annual Event	6 Months		\$ 20,000.00
		All Special Events		2,480	\$ 404,650.00

NEW EVENT IDEAS

01.

4TH OF JULY PICNIC & BBQ - \$45K

02.

FOOD TRUCK FRIDAYS - \$20K

03.

MOVIES IN THE PARK - \$20K

04.

5K FUN RUN - \$75K

05.

COMMUNITY ART EVENT - \$30K

06.

MUSIC FESTIVAL \$100K



Thank you



CITY of CALABASAS

