

Planning Checklist for Pride Organizers:

Budgeting & Sponsorship:

- ☐ Plan your expenses, consider sponsorships.
- ☐ Find partners that match your festival's values.

Legal

- ☐ Get the necessary permits.
- ☐ Verify adequate insurance coverage, including liability.

Implement Safety and Security Protocols:

- ☐ Develop and share safety protocols and emergency plans with the public.
- ☐ Establish medical areas and hate protester zones
- ☐ Set up blockades or barriers in high-risk areas.
- ☐ Consider authorizing security checks for weapons.
- ☐ Consider collaboration with local law enforcement, if appropriate.
- ☐ Explore opportunities for additional support from local government.

Plan for Hate Incidents:

- ☐ Monitor social media and news for hate-fueled protest indications.
- ☐ Provide clear guidelines for contacting emergency services.
- ☐ Plan strategies to manage disruptions caused by anti-2SLGBTQI protesters.
- ☐ Designate safe-space locations for hate incident assistance.

Staffing and Volunteer Management:

- ☐ Recruit and assign roles.

Foster Safer Community Events / Accessibility and Accommodation:

- ☐ Ensure everyone can access the festival and arrange accommodation options if needed.

- ☐ Provide 2SLGBTQI inclusion and safety training for staff, volunteers, and third party contractors.
- ☐ Establish safety plans and compile supportive resources for attendees.

Media

- ☐ Develop a strategy for engaging with media outlets before, during, and after the event.
- ☐ Develop a plan for addressing any negative publicity or unforeseen issues that may arise during the event, including how to respond to media inquiries and manage reputational damage.
- ☐ Designate a point of contact for media inquiries and ensure they are briefed on key event details and talking points.
- ☐ Prepare press releases to announce important updates, performers, or partnerships.
- ☐ Plan out your social media content leading up to the event, during the event, and for post-event coverage.
- ☐ Consider arranging for professional photographers and videographers to capture the highlights of the festival.
- ☐ Create a unique event hashtag and encourage attendees to use it when posting on social media, facilitating community engagement and user-generated content.

Vendor Coordination:

- ☐ Arrange vendors and logistics.

Waste Management:

- ☐ Plan how you'll handle waste during and after the festival.
- ☐ Post-Festival Cleanup

On-the-Day Logistics:

- ☐ Prepare a detailed plan for setup.
- ☐ Prepare a detailed plan for traffic.
- ☐ Prepare a detailed plan for emergencies.

Evaluation and Feedback:

- ☐ Gather feedback to improve future events.