



Circle City IN Pride 2010 Committees

Parade –H.R. Jung (Chair)

- ◆ Receives Parade applications
- ◆ Sells parade floats to businesses and organizations
- ◆ Sends acknowledgement of application to organization
- ◆ Submits application fees to Treasurer
- ◆ Establishes order of parade entries
- ◆ Arranges for security for the parade
- ◆ Checks in Parade applicants the morning of the event
- ◆ During parade – works with organizations to line up parade, works with security to start parade on time

Vendors – (Chair)

- ◆ Receives Vendor applications
- ◆ Sends acknowledgement of application to organization
- ◆ Notifies vendors who are selling items of city regulations and permits required
- ◆ Works with Operations Chair to make sure that sufficient tables and chairs are ordered for the Festival
- ◆ Submits fees to Treasurer
- ◆ Prepares list of all food vendors for Health Commission
- ◆ Prepares master vendor list with organization contact, address, phone number, etc.
- ◆ Checks in vendors at the Festival and notifies vendors of their assigned location

Logistics – Steve Turner (Chair)

- ◆ Orders tables and chairs for Festival
- ◆ Transports tents, banners, etc. from storage area to Festival
- ◆ Distributes tents, tables and chairs to vendors
- ◆ Assists vendors with tent construction
- ◆ Puts tents together for vendors who have paid fee
- ◆ Takes tents down at end of Festival
- ◆ Transports tents from Festival back to storage area
- ◆ Monitors trash cans – changing trash bags, as needed
- ◆ Monitors park area and keeps trash picked up
- ◆ Cleans park at end of Festival

Educational Seminar – (Chair)

- ◆ Arranges for educational seminar(s) to be held in conjunction with IN Pride Celebration
- ◆ Arranges for location of seminar(s)
- ◆ Arranges for speakers
- ◆ Works with sponsorship committee
- ◆ Works with Indy Rainbow Chamber of Commerce to arrange reception

Entertainment – (Chairs)

- ◆ Recommends entertainment for main stage with final approval by Indy Pride Board
- ◆ Establishes stage line-up
- ◆ Arranges hotel accommodations for headliner
- ◆ Arranges transportation for headliner(s) (air and limo)
- ◆ Makes sure that all performers have signed liability waivers
- ◆ Arranges for staging (lights/sound) for event

Alcohol/Beverage Tent – Michael O'Neal & Chad Walker (Co-Chairs)

- ◆ Arranges for the sale of alcohol at the Pride Festival
- ◆ Arranges for special bar (catering) license/permit
- ◆ Sets up alcohol sales areas in cooperation with Operations Committee
- ◆ Monitors alcohol sales
- ◆ Staff alcohol sales areas(s)

Picnic – (Chair)

- ◆ Arranges for picnic facilities
- ◆ Orders food, ice, paper products for picnic (or arranges for donations)
- ◆ Arranges for grill
- ◆ Provides signage/map to picnic location
- ◆ Cleans picnic area after event

Publicity – (Chair)

- ◆ Writes and sends out press releases after approval by Indy Pride Board
- ◆ Designs and print posters/ads/palm cards
- ◆ Distributes posters/palm cards
- ◆ Designs and print all signage for Parade & Festival

Pride Guide – (Chair)

- ◆ Arranges for the printing and publication of the Pride Guide
- ◆ Solicits advertisers for Pride Guide
- ◆ Collects funds for ads and submits them to Treasurer
- ◆ Designs Pride Guide

Security/Safety – Bob Smith (Chair)

- ◆ Arranges for security officers for Pride Parade & Festival
- ◆ Works with Indiana War Memorial Police & Indianapolis Police Department during parade & festival
- ◆ Arranges for emergency medical services on site at Festival

Volunteers – (Co-Chairs)

- ◆ Solicits individuals to volunteer to work at Pride Parade & Festival
- ◆ Arranges schedule for volunteers to work at entry points to collect donations
- ◆ Arranges schedule for volunteers to set up and clean up at the Festival

Retail Sales – (Chair)

- ❖ T-shirts, CDs, trinkets