

COMMUNITY EVENT CREATION GUIDE

HOST AN EVENT DURING THE HALIFAX PRIDE FESTIVAL!

We look forward to the 2021 Halifax Pride Festival including in person and online events full of fresh ideas and perspectives, with opportunities for education, celebration, and advocacy. From live streamed performances, panel discussions, community gatherings, art exhibitions, active living events, and more, we know 2021 holds so much potential.

STEPS TO ORGANIZING AN EVENT

- Talk with friends and organizations to come up with new ideas or opportunities to collaborate.
- Identify your goals for the event.
- Develop an event plan and a budget.
- Ensure the event adheres to COVID-19 public health guidelines and social distancing restrictions.
- Build accessibility into the event.
- Review the Halifax Pride Event Submission document to ensure you have accounted for all relevant details.
- Submit event details via Halifax Pride's Online Submission Form.
- Continue to plan and promote the event (create a Facebook event, Tweet up a storm, etc.).

EVENT PLANNER CHECKLIST!

To get your event listed in Halifax Pride's Online Festival Schedule and Pride Guide, your event must meet a few criteria:

- All events must be organized by and/or for the 2SLGBTQ+ community and reflect Halifax Pride's commitment to diversity and accessibility.
- All events must be hosted or streamed from within Nova Scotia.
- All events must strictly adhere to the current COVID-19 public health guidelines set out by the Nova Scotia Provincial Government.
- All events must work to provide a safer space, free from prejudice or discrimination. Contact Halifax Pride on steps to creating a safer space for your event.
- Organizers commit to dealing appropriately with any prejudice expressed by staff, volunteers, performers, and/or members of the public at your event.
- Organizers commit to putting public health and safety at the forefront of their event planning.
- Organizers commit to ensuring the accuracy of the information provided to Halifax Pride.

**ONCE YOU'VE FINALIZED ALL YOUR EVENT DETAILS,
COMPLETE THE SUBMISSION FORM AND
PREPARE TO HOST A FABULOUS EVENT.**