COMMUNITY EVENT CREATION GUIDE

HOST AN EVENT DURING THE HALIFAX PRIDE FESTIVAL!

In 2017, the Halifax Pride Guide and online calendar listed over 100 exciting and diverse events. These events were planned by the community for the community, and now it's your chance to do the same in celebration of your 2SLGBTQ+ identity.

We want the Halifax Pride Festival to include fresh ideas and perspectives, with opportunities for celebration, education, and advocacy – from live performance, panel discussions, wine tastings, art exhibitions, dance parties, meetups, and more.

STEPS TO ORGANIZING AN EVENT

- Chat with friends and organizations to come up with new ideas or opportunities to collaborate.
- Discuss your ideas with Halifax Pride to get lots of input.
- Identify your goals for the event.
- Develop an event plan and a budget.
- Find a venue and book your date and time.
- Identify the venue's accessibility features and build accessibility into the event.
- Submit event details via the Halifax Pride's online Submission Form.
- Continue to plan and promote the event (create a Facebook event, Tweet up a storm, etc.).

EVENT PLANNER'S CHECKLIST!

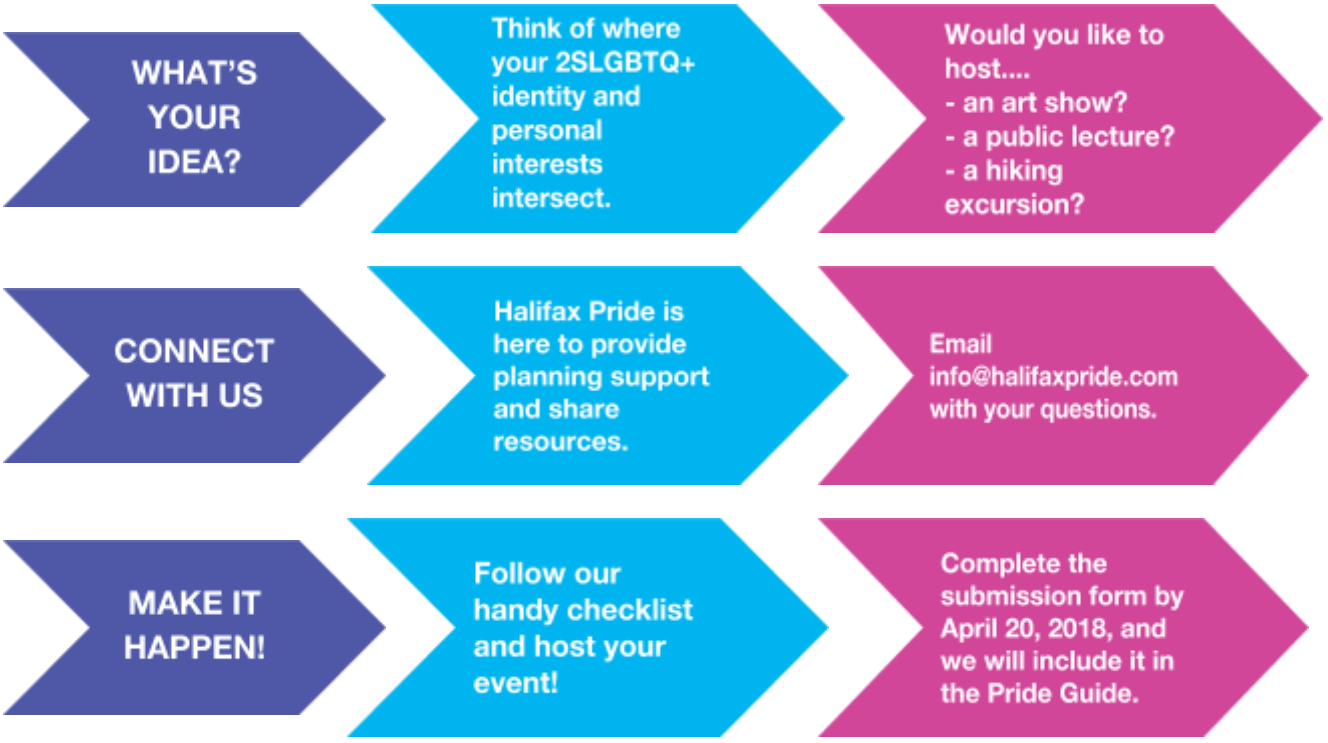
To get your event listed in the official Halifax Pride Guide, your event must meet a few criteria:

- All events must be organized by and/or for the 2SLGBTQ+ community and reflect Halifax Pride's values and commitment to diversity, inclusion, and accessibility.
- All events must work to provide a safer space, free from prejudice or discrimination, including but not limited to homophobia, biphobia, transphobia, racism, sexism, and ableism.
- 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 ensuring the accuracy of the information provided to Halifax Pride.

Note:

- Halifax Pride reserves the right to deny listing if organizers are unable to satisfy criteria.
- Halifax Pride may edit submitted content for length.
- Contact Halifax Pride on steps to creating a safer space for your event.

Halifax Pride wants to showcase and reflect our 2SLGBTQ+ community and culture!



GET IN THE PRIDE GUIDE

Once you've finalized all your event details, fill out the Submission Form online **by April 27th, 2018**.

Details required:

- ❏ Event name
- ❏ Venue name and physical address
- ❏ Date and start/ finish time of event
- ❏ Cost of access
- ❏ A short and long description of your event
- ❏ Contact information
- ❏ Accessibility details
- ❏ Social media usernames and hashtags (organizer, event, and venue)

If you wish, you may also include:

- ❏ Your logo
- ❏ A high-quality photo
- ❏ Links to your website or social media accounts

GET IN TOUCH

Reach out to **Adam Reid at adam@halifaxpride.com** with questions and to discuss your ideas.