



# COMMUNITY EVENT CREATION GUIDE

## PLAN AN EVENT FOR THE HALIFAX PRIDE FESTIVAL!

In 2016, the Halifax Pride Guide listed over 100 exciting and diverse events over 11 days, featuring everything from public lectures on social issues, to dance parties, and even a queer meditation circle. These events were planned by the community for the community, and now it's your chance to get involved.

We're looking for fresh ideas and perspectives for this year's festival – from live performance, visual art exhibitions, meet ups and guided tours, to public concerts, wine tastings, and everything in between.




Halifax Pride wants to grow a festival that is reflective of the LGBT2Q+ community and culture in Nova Scotia and beyond!



# EVENT PLANNER'S CHECKLIST!

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

## The Ground Rules

-  All events must be organized by and/or for the LGBT2Q+ community and reflect Halifax Pride's values and commitment to diversity, inclusion, and accessibility.
-  All events will provide a safer space free from prejudice or discrimination, including but not limited to homophobia, biphobia, transphobia, racism, sexism, and ableism. Contact a Community Rep for ways to ensure your event is being offered in a safer space.
-  Organizers commit to dealing appropriately with any prejudice expressed by staff, volunteers, performers, and/or members of the public at your event.

**Note: Halifax Pride reserves the right to deny listing in the official guide if organizers are unable to satisfy criteria.**

## STEPS TO ORGANIZING A FUN & FABULOUS EVENT

- Chat with friends and/or community groups to come up with ideas.
- Contact and meet with your Halifax Pride Community Rep(s).
- Confirm event venue, time, and date. Halifax Pride can suggest spaces within the city. **Events outside the downtown core are encouraged!**
- Develop a budget. If you are an LGBT2Q+ community member, organization, or group, Halifax Pride may be able to provide funding for your event. See below for details!
- Clearly communicate your venue's accessibility and offer accommodations to persons with disabilities, if possible.
- Submit your event details via the Halifax Pride's online Event Info Submission Form.
- Continue to plan and promote the event on social media (create a Facebook event, Tweet up a storm, etc.)
- Have fun!

# GET IT IN THE PRIDE GUIDE

Once you've finalized all your event details, fill out the Event Info Submission Form online by **May 15<sup>th</sup>, 2017**.

## Details required:

- Event name
- Venue name and physical address (for accessibility)
- Date and start/ finish time of event
- Cost of access
- A brief 1-2 sentence description of your event
- Contact email or phone
- Social media usernames and hashtags (organizer, event, and venue)
- Accessibility information (contact Karina Furlan with questions)

## If you wish, you may also include:

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

**Note: Not all event materials submitted will make the print edition of the guide.**

# COMMUNITY EVENT FUNDING

The Halifax Pride Society is eager to support those who wish to host LGBT2Q+ community events during the Halifax Pride Festival. The goal of this pilot program is to offer financial assistance to help events that are:

- organized by a registered non-profit society, adhoc group, or individual
- held within the geographical boundaries of the Halifax Regional Municipality
- organized primarily for the benefit of LGBT2Q+ community members
- coincide with the Halifax Pride Festival timeline

In reviewing applications, the selection committee will prioritize events that are free, organized by and/or focusing on QBIPOC and trans communities, and account for mobility and accessibility concerns. For more details and to apply, please visit: <http://halifaxpride.com/community-event-funding-program-guidelines/>

# GET IN TOUCH

Reach out to your friendly, helpful **Halifax Pride Community Reps** to chat about your ideas and find out more information:

**Karina Furlan**  
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**Adam Reid**  
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