

Version: 2012/05/18

Pride Parade Participation

Task Organization

What	Actions	Timelines and Dependencies	Who	How much	Status	Notes
Parade Application Form	Fill out parade application form Tim to collect information from various group members and validate with Mark Singh.	Due date?	Tim	About \$1,500	5/23: Tim about to send form. Deadline is June 1. NEED INSURANCE – Tim checking address and name with Pride.	
Spending authorizations	\$3,500 approved by Mary P. As per Vasie, payments to come out of a comms cost centre		Nancy to check with Vasie.	-	5/23: send all invoices to Nancy.	
Senior level approval	Secure approval for our plans from Judy P, Mary P and possibly Gary and Bruce.	May 31	Tim and Antoine	-		
Slogan	GO PROUD! <i>Or</i> PROUDLY GO!	MAY 21	All	-	5/23 GO PROUD decided on.	Completed.
Theme	James to further develop the theme	Report back May 23 and May 30 prior to sending everything for	James	TBD	5/16 – preliminary proposal provided by	

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	with other members	approval			James 5/23: James looking into boas. 5/23: optional uniforms or t-shirts	
Cruiser	Secure cruiser and driver		Steve		5/23: cruiser is no problem. Driver could be Steve.	
Bus	Determine if DD bus is possible Contact organizers regarding route Secure bus and driver	Confirmation by June 8	Anthony Tim to obtain exact route from organizers	Bus: bus ops cost centre Driver: seeking a volunteer	5/23: Consider attaching flags to the vehicles.	
Electric Vehicle	Reserve EV Identify driver(s)	Completed	Antoine	-	5/23: EV reserved One driver identified, more through volunteer recruitment	
Vehicle decals	Provide dimensions of EV Provide dimensions of		Antoine	TBD, likely to be absorbed by department cost	Nancy to validate concept with Jody Ferguson. Steve to take	

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	cruiser Provide dimensions of bus Identify responsibilities between design and fabrication		Steve Anthony Steve and Nancy to discuss	centres	to John Forestieri Look at tasteful way to recognize it's Canada Day.	
Food and drink	Secure water and food for participants and place on bus Propose options to group Identify food allergies/intolerances from participants Determine if we are allowed to feed staff	Plan in place June 8 Food and drink on bus on parade day	James, Ashley and Stacey	TBD by lead person	5/23: James, Ashley and Stacey designated; to be coordinated with participant recruitment (numbers, dietary restrictions, etc)	
Supersoakers and water tanks	Secure water tanks Fill water tanks and place on bus Tell participants to secure own		Anthony		5/23: Anthony will check. Other ideas?	

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	supersoakers		Stacey, Ashley, James			
Internal Communications	Develop internal comms plan Advertise participation in parade Need to identify time requirements Put together messaging to encourage CSAs and Station Attendants to be proud that day and wear any pins or items for PRIDE.	Socialinx every week starting May 28	Nancy and Stacey	-	5/13: Sarah will be writing the Socialinx ad when she returns on Monday 28th - Needs to know contact: James and Ashley. - Needs to know length of time.	
T-shirts	Design t-shirts Order 60 t-shirts; potential breakdown of sizes (10 S, 20 M, 20 L, 10 XL) Distribute to participants in advance	Obtain quotes: start now Order placed: June 1 Design submitted to and approved by the group: May 25 Receive t-shirts: June 22	James, Nancy and Stacey		Talked to Mark's Work Wearhouse. Would be willing to work with us. Or might provide at cost. \$4 per t-shirt TBD depending on design. 10 business days needed to produce. Since Signage Services is designing the proposed overall	

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					graphic for this event which will be used on the vehicle signage, and is also to be used on the front of the t-shirts for consistency, Signage Services is to provide the properly sized and formatted file for the t-shirts rather than Jodi. Put all Mx logos on back of t-shirts.	
GO Bear	Secure GO Bear Secure approval to use GO Bear	June 8	Nancy and Stacey	TBD	5/23: OK, booked the costume and person. Can't get drenched. Can wear beads and an umbrella. No leather items. Cost = \$500. Go Bear needs an escort. Need to find a volunteer.	
Participant recruitment and management	Develop a strategy to recruit participants Decide policy on "family and friends" to ensure consistency	May 23 – first draft May 30 - finalized	Stacey Kenny Ashley Ward James Anderson, with assistance from Steve		5/23: James to work with Sarah to place ad in Socialinx. The GO bus could pick	

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	with Mx values and reputation Recruit Coordinate with comms Coordinate info to participants Provide contact info and directions the day of the parade		for uniformed staff + other group members		up people on the way	

Team Members

Antoine Belaieff
Tim Jackson

Steve Harvey
Anthony Pezzetti
Nancy Pogue
Stacey Kenny

Jessica Kosmack
James Anderson
Ashley Ward

Co-Chair
Co-Chair
Co-Artistic Advisor
Transit Safety
Bus Operations
Communications
Communications Volunteer Co-
Coordinator
Media Relations
Artistic Advisor
Volunteer Coordinator

Meetings

May 16: Anthony, Antoine, James, Nancy, Steve, Tim