

Medford Pride 2024

SATURDAY, JUNE 22ND



Scope of Work Medford Pride Planner

Support Planning Committee with Event Planning & Logistics

Activity 1:
Material
Development
and
Implementation

Feb - April

Sponsorships: Support planning committee in soliciting sponsorships for Medford Pride. Track sponsors and status of payments, recognition, etc. in sponsor tracking spreadsheet.

Vendor Applications: Review drafts of Medford Pride Vendor applications, create copies and propose any revisions to the Pride Planning Committee Co-Chairs and staff. Work with staff to launch vendor applications. Support committee goal of diverse vendor participation through proactive outreach and excellent customer service to prospective vendors.

Medford Pride frequently asked questions: Review FAQ and propose any revisions to the Pride Planning Committee. Finalize and share updated Medford Pride FAQ.

Activity 2:
Logistics
Mar - May

Social Media. Work with staff and volunteers to create and share 1-3 posts weekly to support Medford Pride and related content. Respond to comments and direct messages. Manage event linktr.ee.

Documentation - Ensure organized and timely documentation of activities, decisions, and process notes are uploaded to SO Health-E drive for transparency and to support future pride planning efforts.

Ensure all supplies are ordered — Review supplies list and inventory left over supplies, brainstorm with committee any additional needed items. Work with staff to order/purchase all needed supplies and ensure they will arrive in time.

Establish all equipment reservations - Review requirements of City of Medford Contract and 2022 equipment rental spreadsheet. Make reservations for all needed equipment and record details in Pride 2023 spreadsheet. Work with staff to ensure payment is made in a timely manner and all receipts/invoices are sent to staff.

Establish all contracts for services - Review Pride planning spreadsheet and ensure all contracts for DJ, security, and any other services are established at least 60 days ahead of event. Work with staff for legal contract signatures and to make payment arrangements.

Create roles and timelines document - Track and communicate the who, where, what, and when for pick up, set up, return of rented, purchased, and contracted supplies and services. Ensure any deposits on rented items are returned to SO Health-E in a timely manner.

State Lineup and Management Plan - Work with committee to draft stage lineup, ensure stage management roles are filled. Ensure all performance materials are reviewed and approved by the content committee ahead of time. Ensure DJ and equipment are planned for. Secure American Sign Language and Spanish language interpreters are secured and have advance materials/run of day ahead of time.

Volunteer Management - Work with committee to establish volunteer roles and number of volunteers needed for set up, day of the event, and clean up. Recruit, follow up with, and confirm all volunteers ahead of event. Ensure a volunteer supervision/support role is in place for all tasks.

Map and Logistics Packet Sent Out - Ensure final layout map, FAQ, security plan, and logistics sent out to all vendors, performers and booths ahead of the event.

Communications Plan - A plan for staff/volunteer/committee

Activity 3:
Set up, Day of
event, Take
Down

June

communication is put in place ahead of time. Communication flows smoothly during the event.

Security Plan and Team - A plan for security, and an on-site team supporting/implementing the security plan are in place ahead of event. Community members and vendors know what the security plan is ahead of time.

Set Up - A team and a plan is in place for event set up, including chalking booth spaces the night before the event and booth/stage/perimeter fence set up the morning of the event.

Day of Pride - A staff/committee/volunteer plan is in place to ensure adequate staffing throughout the day, including breaks and backup folks in case of illness. No one person has to be “on” all day.

Clean Up - A team and a plan is in place to ensure clean up that meets our obligations to the City of Medford is in place.

Rental return - A plan and a checklist is in place to ensure all equipment returned in original condition and on time. All deposits returned to SO Health-E.

Evaluation

A thank you letter to be drafted to community attendees, sponsors, and vendors, including a survey for feedback. To be sent no later than 2 weeks after the event.

A committee debrief to be scheduled at the next regular meeting after Medford Pride.

Event success to be based on feedback from attendees, vendors, and debrief discussion with committee members.

Additional indicators are smooth logistics, budget raised through sponsorships, event planned within budget, attendance meets or exceeds 2022, and minimal disruption by counter-protesters.

**Outcome
Goals**

LGBTQIA2S+ community members, their families, and allies in Southern Oregon enjoy a safe, fun Pride celebration in their own community. Queer joy is centered, diverse LGBTQ+ people and communities are celebrated, local queer youth see themselves reflected in their own community. People leave feeling seen, connected, and joyful.

Local community-based organizations, service providers and small businesses show up and demonstrate support for LGBTQ+ people and health equity for all.

Attendees get connected to support, resources, and community. LGBTQ+ and BIPOC owned businesses and organizations are supported.