**Kingston Pride Festival 2021 – Event Application Form**Contingency Planning Guidance

Thank-you for your interest in planning an event association with the 2021 Kingston Pride Festival. Due to the changing nature of public health and provincial government restrictions caused by the COVID-19 pandemic, Kingston Pride Inc. will require all event organizers to have contingency plans in place prior to scheduling events for the 2021 festival. This requirement has been enacted to ensure the 2021 Kingston Pride festival is as safe and successful as possible within current restrictions.

To assist with contingency planning, the events committee has outlined four possible scenarios through which events are likely to proceed for the 2021 festival:

1. **No Restrictions:** *All restrictions related to COVID-19 have been lifted.*
   * This should be your ideal event as documented below in your Event application form.
2. **Minor Restrictions:** *Maximum 100 people outdoors, 50 people indoors, or as venue capacity permits. Masking and physical distancing enforced per local regulations.*
   * All events should be planned with minor restrictions in mind, as this is the expected (per KFLA Public Health) state of the pandemic for September.
3. **Major Restrictions:** *Maximum 50 people outdoors, 25 people indoors, or as venue capacity permits. Masking and physical distancing enforced per local regulations.*
   * Similar to minor restriction contingency plan, but with more limitations.
4. **Virtual (i.e. lockdown):** *If required, can your event be made virtual?*

For each of these scenarios, please complete the information below concerning your event. You do not need to repeat information if there are no changes based on the restrictions, however please ensure that all criteria are considered.

If you have any questions or require assistance in drafting your event application and/or contingency plan, please email [admin@kingstonpride.ca](mailto:admin@kingstonpride.ca). Once completed, please submit your event application form to the above email, or through the submission form on the [Kingstonpride.ca](kingstonpride.ca) website.

1. **No Restrictions – Standard Event Application Form**

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| **Event Overview** | | | | | | | |
| Event Title: | | | | | | | |
| Event Date: | | | | Event Time: | | |
| Event Location: | | | | | | | |
| Event Description: | | | | | | | |
| **Event Coordinator Information** | | | | | | | |
| Coordinator Name: | | | | Mailing Address: | | |
| Telephone Number: | | | |
| E-mail Address: | | | |
| Preferred Method of Contact: | | | |
| **Event Scope** | | | | | | | |
| Target Audience: | *Who is the target audience for your event?* | | | | | |
| Messaging: | *How is this event related to pride or the 2SLGBTQIA\* community? How does this event support the mission/goals of Kingston Pride?* | | | | | |
| Objectives: | *What is the purpose of the event? What are the desired outcomes of the event?* | | | | | |
| Additional Considerations  (e.g., accessibility, inclusivity, safety): | *Are there any special considerations/requirements based on venue, event type, COVID-19, etc.* | | | | | |
| Milestones, Benchmarks, and Measures of Success: | *What would you consider success in terms of attendance, income, awareness, or visibility? Please be as specific as possible.* | | | | | |
| **Resourcing** | | | | | | | |
| Volunteers Required: | | | | | | |
| Volunteer Role: | | | Description of Duties: | | | |
| Volunteer Role: | | | Description of Duties: | | | |
| Volunteer Role: *Add more lines as needed.* | | | Description of Duties: | | | |
| Total Budget Required: | | | | | | | |
| Line item description: | | | | | | Cost: |
| Line item description: | | | | | | Cost: |
| Line item description: | | | | | | Cost: |
| Line item description: *Add more lines as needed* | | | | | | Cost: |
| **Risk Management** | | | | | | | |
| Identified Risks | | | | Risk Mitigation Strategy | | | |
| *Potential risk* | | | | *If this risk arises, what procedure will be followed to reduce or remove its impact?* | | | |
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| **Task Checklist and Delegation** | | | | | | | |
| Date Completed | | Task | | | Party Responsible | |
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| *Add more lines as required* | |  | | |  | |
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| **Additional Comments** | | | | | | | |
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1. **Minor Restrictions**

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| **Event Overview** | | | | | | | |
| Event Title: | | | | | | | |
| Event Date: | | | | Event Time: | | |
| Event Location: | | | | | | | |
| Event Description: | | | | | | | |
| **Event Coordinator Information** | | | | | | | |
| Coordinator Name: | | | | Mailing Address: | | |
| Telephone Number: | | | |
| E-mail Address: | | | |
| Preferred Method of Contact: | | | |
| **Event Scope** | | | | | | | |
| Target Audience: | *Who is the target audience for your event?* | | | | | |
| Messaging: | *How is this event related to pride or the 2SLGBTQIA\* community? How does this event support the mission/goals of Kingston Pride?* | | | | | |
| Objectives: | *What is the purpose of the event? What are the desired outcomes of the event?* | | | | | |
| Additional Considerations  (e.g., accessibility, inclusivity, safety): | *Are there any special considerations/requirements based on venue, event type, COVID-19, etc.* | | | | | |
| Milestones, Benchmarks, and Measures of Success: | *What would you consider success in terms of attendance, income, awareness, or visibility? Please be as specific as possible.* | | | | | |
| **Resourcing** | | | | | | | |
| Volunteers Required: | | | | | | |
| Volunteer Role: | | | Description of Duties: | | | |
| Volunteer Role: | | | Description of Duties: | | | |
| Volunteer Role: *Add more lines as needed.* | | | Description of Duties: | | | |
| Total Budget Required: | | | | | | | |
| Line item description: | | | | | | Cost: |
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| Line item description: | | | | | | Cost: |
| Line item description: *Add more lines as needed* | | | | | | Cost: |
| **Risk Management** | | | | | | | |
| Identified Risks | | | | Risk Mitigation Strategy | | | |
| *Potential risk* | | | | *If this risk arises, what procedure will be followed to reduce or remove its impact?* | | | |
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| **Task Checklist and Delegation** | | | | | | | |
| Date Completed | | Task | | | Party Responsible | |
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| **Additional Comments** | | | | | | | |
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1. **Major Restrictions**

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| Messaging: | *How is this event related to pride or the 2SLGBTQIA\* community? How does this event support the mission/goals of Kingston Pride?* | | | | | |
| Objectives: | *What is the purpose of the event? What are the desired outcomes of the event?* | | | | | |
| Additional Considerations  (e.g., accessibility, inclusivity, safety): | *Are there any special considerations/requirements based on venue, event type, COVID-19, etc.* | | | | | |
| Milestones, Benchmarks, and Measures of Success: | *What would you consider success in terms of attendance, income, awareness, or visibility? Please be as specific as possible.* | | | | | |
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| **Additional Comments** | | | | | | | |
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1. **Virtual**

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| **Additional Comments** | | | | | | | |
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Post-Event Follow-up:

***To be completed after the event***

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| **Analysis of Outcome** | | | |
| Summary of how the Event went: | *Please consider all points addressed in the application above, including audience, messaging, objectives, additional considerations, and volunteering.* | | |
| Number of Individuals in attendance: |  | | |
| Total Cost of Event: |  | Total Revenue of Event: |  |
| Barriers Encountered: | *Did you experience any barriers or difficulties which limited the success of your event, or made the event more difficult to run/organize?* | | |
| How were the barriers overcome/addressed? | *If applicable, what measures were put in place to overcome the barriers listed above?* | | |
| Other helpful information if this Event is held again: |  | | |