



## GULF COAST EQUALITY COUNCIL FESTIVAL COMMITTEE

### **Basic Function:**

The Festival Committee was created to oversee Gulf Coast Equality Council's main event of the year, Gulf Coast Equality Festival, which happens each October.

### **Committee Description:**

The Festival Committee is responsible for the overall organization and implementation of Gulf Coast Equality Festival.

### **Primary Duties and Responsibilities:**

- Oversee the festival pre set-up, overall set-up, and take-down.
- Set the date, location, time, and yearly theme for the festival.
- Create and maintain a budget for the festival.
- Create a layout map of the grounds of each location at the event.
- Create a schedule timeline for the festival day.
- Manage all vendor registration, payments, advertising, contact, check in, and booth locations.
- Create, layout, and print the event program for the festival.
- Advertise and manage the sale, promotion, and payments of all ads placed in the event program.
- Scheduled, hire, and make contracts for all headliners, bands, entertainers, speakers, grand marshals, and masters of ceremonies for the festival.

- Create and/or purchase all sponsor or entertainment gifts for the festival.
- Reserve any hotel rooms and book or schedule transportation needed for any out-of-town entertainment or guests.
- Set-up and schedule any dressing rooms or green rooms for entertainment as needed.
- Scheduled and hire kid activities for the event such as clowns, face painters, or bounce houses.
- Scheduled and hire portable bathrooms and handwashing stations.
- Design, create, and order the official T-shirt for the festival.
- Purchase any supplies needed for the festival such as cleaning supplies and safety items.
- Purchase the event insurance for the day of the festival.
- Rent and/or schedule for set-up any items needed to run the festival such as tables, chairs, tents, barricades, sound systems, or stages.
- Hire security guards or a security company for crowd control, safety, parking, and any protesters.
- Have first aid available for the event.
- Create and/or buy any signage, banners, or sign holders needed for the event.
- Create all flyers and posters for the event
- Purchase any merchandise to be sold at the event.
- Create and/or purchase all decorations for the event such as flags, wreaths, and streamers.
- Create and set up any other non-vendor related booths such as for photos, safe spaces, and games.
- Set-up and/or rent any generators, electrical supplies, or water needed for the festival.
- Nominate, vote, and decide the winner of The Gulf Coast Equality Fest Equality Award and The Gulf Coast Equality Fest Volunteer of the Year award.
- Create and/or purchase all awards given out at the festival.

- Schedule and set-up any other events for the weekends of the festival such as pre-parties, after parties, parades, or brunches.
- Schedule and set-up transportation to move any items needed for festival day located at Gulf Coast Equality Center or in storage.
- Apply for and post any required permits from the city, county, or state government.
- Creates a yearly budget for the festivals operation to present to Board of Gulf Coast Equality Council
- Coordinate with the board treasurer to collect from the vendors and pay all sales taxes as required by the Mississippi Department of Revenue.
- Coordinate with the board treasurer to have any cash money needed for vendor change and/or any checks needed for payments of entertainment or rentals the day of the event.
- Coordinate with the fundraising committee to find, contact, and sign up sponsors for the festival.
- Coordinate with the fundraising committee to get raffle items, giveaway prizes, and to set-up the drawings to be done during the festival.
- Coordinate with the Outreach Committee to schedule and manage all volunteers for festival day.
- Coordinate with the Marketing Committee to create a press release for the media and schedule interviews with area news outlets.
- Coordinate with the Marketing Committee to place ads promoting the festival in newspapers, magazines, businesses, and on social media.

#### **Committee Membership:**

The committee consists of a committee chair along with other members made up of board members and volunteers. The committee chair will create a monthly report to present at each board meeting on the committee's activities.