



CELEBRATE. ENGAGE. UNITE.

## PARADE MARCHERS CHECKLIST

### WHERE/WHEN:

- **WHERE:** Check in at Maryland Hall for the creative arts. Enter via Carraway Ln. Check in begins at 9:00am. The route runs from Amos Garrett to Calvert St.
- **WHEN:** June 29<sup>th</sup>, 2019. Parade begins at 12:00pm

### CHECKLIST:

- Space is limited, register ASAP!
- Once accepted please pay parade registration fee: \$75.00 for Non-Profit Organization. \$150 for Profit Company
- For On-Line credit card payments visit [www.Annapolispride.org](http://www.Annapolispride.org) and follow the link to the "Pride & festival Resource Page". The payment options are at the bottom.
- Checks can be mailed to: Annapolis Pride at PO Box 4822, Annapolis MD 21403  
(*please include "Registration fee for (your group name) for Parade and/or Vendor Booth in the memo line*)
- Participant waiver signed. Collected day of parade.
- Compose a brief Announcer statement. This should be a few brief sentences for the MC to announce about your group as it moves down the parade route.
- For vehicles, proof of auto insurance.

### THINGS TO KNOW:

1. **Check-in:** You can begin to check in and set up after 9:00 am. At Maryland hall, at Caraway Ln. check-in is with security at the corner of West and Calvert Streets. 2nd and 3rd Blocks of West Street you park on W. Washington Street to check-in with security and unload. The Whitmore Park area check-in is with security along Calvert street.
2. **Security:** If you have a question or concern during the festival. Please contact a security person. They are located at street ends along West Street and roaming in Whitmore Park area.
3. **First Aid:** The Annapolis Pride booth will have a basic first aid kit for band aids and such. For

serious matters 911 should be called.

4. **What to Bring:** The day is expected to be warm so bring water, sunscreen and energy bars for your marchers. Don't forget to bring plenty supplies of your giveaways.
5. **Rain Day:** If the festival is canceled due to severe weather, it will be announced by 7:30am via email and on our website and Facebook pages.
6. **Lost and Found:** will be at the Annapolis Pride Booth. Turn in Items or direct people who lost stuff there.
7. **Insurance.** One day insurance may be required. If you have insurance questions, we have an insurance agent that is local and understands small businesses and start up businesses needs and challenges. He is willing to answer your insurance questions without obligation of charge. Just tell him you were referred by Annapolis Pride. Call or email Eddy Flynn at Moran Insurance 410.384.4886 [eflynn@moraninsurance.com](mailto:eflynn@moraninsurance.com)  
Proof of auto insurance is required. Please email to [info@annapolispride.org](mailto:info@annapolispride.org)
8. **Day of Contact:** Your group leader will be provided with a contact for the day of the event.

## HELP PROMOTE!

We appreciate you helping to promote the festival to your patrons and fellow artists and industry peers via your website, social media, Facebook, twitter, Instagram, email etc. If you are on Facebook please share and comment on our festival posts.

## POSSIBLE UPDATE COMING

As we work with the city there may be minor changes to these requirements. If needed we will alert you in a timely manner.