The Disability Pride Parade
Work Group Descriptions

Registration

Web Master: Develops and maintains Website

Registrar: Monitors registration web site (Wild Apricot); creates and maintains database of registrants' contact information using Wild Apricot's facilities. Works with web site work group to monitor online.

Confirmation Pack Coordinator: Creates, copies, collates and mails registration confirmation packets two weeks before the parade.

Fundraising/Fiscal Management

Sponsorship Coordinator: Solicits sponsor donations through direct mail pleas, personal contacts, telephone banking, repeat sponsorship. Writes and sends thank you letters upon receipt of checks. Ensures that all hand-written checks are posted properly on parade website (Requires login to Wild Apricot). Adds sponsors' logos and website URL's to website. Refers to web master as needed for technical help.

Fundraiser/Friend-Raiser Event Coordinator Event Coordinator: Plans and executes at least one major fundraising event. Determines type of event, secures venue, arranges for publicity. Works closely with fundraising group.

Budget Manager: Maintains DP3 budget; is treasurer of The Disability Pride Parade Association.

Logistics/Program Production

Logistics Coordinator: Secures permits, tents, stage, sound system, port-a-poties. Works with city officials, Streets & Sanitation and MB Realty (Daley Plaza).

Entertainment Coordinator: Secures speakers and entertainers for the after-parade program in Daley Plaza. Works closely with logistics to determine stage setup requirements of performers. Provides Confirmation Pak Coordinator and Program Book Coordinator descriptions of entertainers and their sequence in appearance.

Grand Marshal Coordinator: Arranges for travel, hotel, etc., for Grand Marshal. Provides biographical information and picture to Webmaster.

Program Book Coordinator: Creates, lays out and for printing of parade program book.

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Work Group Descriptions

Communications/Website Development
Webmaster: Oversees technical development of website.

Writer: Writes and distributes press releases, PSA's website content, etc.

Media Liaison: Develops and maintains broadcast and print media contacts (snail mail, emails, fax numbers)

Spanish Language Coordinator: Translates website, registration materials and other communications into Spanish.

Yahoo Group Moderator: Maintains DP3 listserv.

Outreach
Social Media Liaison: Maintains communications on Facebook, Twitter, etc.

Voice Mail Coordinator: Answers parade voice mail and distributes messages to appropriate person.

Audience Outreach Coordinator: Promotes parade to general public to encourage a larger street audience.

Van Hecke Award Coordinator: Sends out call for entries; leads review committee; procures award.

Meetings
Room Coordinator: Reserves rooms, arranges for teleconference equipment, laptop, projector as needed.

Accessibility Coordinator: Secures ASL interpreters for all meetings and interpreters and personal assistants for Open Mic and on parade day.

Open Mic
Open Mic Coordinator: This is traditionally the night before the parade.   Arranges for venue, invites performers, publicizes event. Works closely with Media, Outreach and Registration. Work commitment is during June and July.

The Disability Pride Parade
Work Group Descriptions

Day of Parade

Daley Manager: Oversees setup.

Plymouth Manager: Overseas check-in and Parade Marshals

Stage Manager: In charge of keeping the onstage performances moving smoothly.

ASL Interpreter/Personal Assistant Coordinator: Signs in and directs all interpreters and personal assistants; arranges for payment.

Volunteer Coordinator: Engages volunteers and assigns them to various day-of-parade positions, e.g., parade marshals, check-in, stage/tent setup etc.