



ALL TOGETHER NOW!
ENSEMBLE MAINTENANT!

REVISED - 2022/08/02

2022 Parade Information Package

For more information

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Authority of Capital Pride

Capital Pride reserves the right to refuse entry into the parade for groups, registered or unregistered, for any reason. Reasons may include but are not limited to: floats or groups whose mission, entries, themes, or any other element of their entry are deemed inappropriate, disrespectful, discriminatory, have violent themes, advocate violence or hate against any group; disobeying parade rules, disrespecting or disobeying Parade organizers; or posing a threat to public safety.

The Parade Permit is in Capital Pride's name, and we are here to ensure a safe and orderly parade. The authority vested in Capital Pride extends to Parade check-in and set-up staff, volunteers, barricade staff, and all other parade staff.

Registration

All parade participants are required to pre-register with Capital Pride. The deadline to register for the 2022 parade is Friday, August 5, 2022. Registration is available online at capitalpride.ca/2022-capital-pride-parade/.

All changes to your registration, including adding vehicles or sound systems, must be made by the registration deadline.

Payment

Outstanding payments must be received by Capital Pride by 5:00 PM on Monday, August 15. Payment can be made online via credit card or can be made by cheque mailed or dropped off to the Capital Pride Office: 403 Bank Street, Studio 2 (located inside Staples). If you require a copy of your invoice, please contact registration@capitalpride.ca.

Group Leaders

Each group must designate one person to act as Group Leader. This person is responsible for their group's entry and MUST be present with their group during the entire event, from staging before the parade to tearing down after the parade. The Leader must check in with the Check-In Tent, read and sign off on parade rules, and receive a parade license. The Leader is then responsible for ensuring their vehicle(s), drivers, marchers, and other participants comply with Capital Pride's parade rules, as laid out in this information package.

- This Leader acts as the official liaison for all matters.
- Group Leaders must be 18 years of age or older.

Staging & Onsite Check-In

Capital Pride is responsible for preparing the parade lineup. Due to the significant number of registrants, we do not accept requests for specific placement in the parade. Instead, Capital Pride works to ensure the parade is lively and animated throughout by balancing vehicles, groups on foot, and groups with music. Requests will be considered for community groups that wish to be close to partner organizations.

Staging Time

- Each group is assigned a call time for Group Leaders and vehicles to arrive. **Call times will be sent via email to the primary contact named upon registration the week of August 15.** The call times are:
 - Call Time A for vehicles: 9:00am
 - Call Time B for vehicles: 10:00am
 - Call Time C for vehicles: 11:00am
 - Call Time for Marching Group Leaders: 11:00am
 - Marching contingents and marchers joining vehicles or floats can be encouraged to arrive between 11:30am and 12:30pm
- With over 175 floats and groups to coordinate and place in order, it is critical that you arrive at your designated call time. You may be denied entry to the parade and forfeit your registration fee if you are late.
- Please do not show up more than 10 minutes before your call time.

All groups will receive a parade license at the Check-In Tent. This license must be in possession of the group leader at all times during the parade. Failure to show the parade license on request will result in immediate expulsion from the parade.

Groups that have both a vehicle and marching contingent will be staged together this year. Space for the vehicle and marching contingent will be allocated based on the information provided during registration. If you anticipate a larger marching contingent than you indicated during registration, please update our registration team by emailing registration@capitalpride.ca.

Check-In

Large Vehicle Registrants

- Your group's Team Leader and Vehicle Driver will check in at your assigned spot at your assigned call time. The Check-In for large vehicles will be located on Somerset Street, between Lyon Street and Kent Street You must bring the following:
 - Driver's license (Vehicle Driver only)
 - Fire extinguisher
 - Copies of materials that you plan on distributing

- If you have both a large vehicle and a small vehicle and/or marching contingent, you only need to check in once at the large vehicle location.

Small Vehicle Registrants

- Your group's Team Leader and Vehicle Driver will check in at the Small Vehicle Tent at your assigned call time. The Check-In Tent is located on Kent Street just north of Gladstone Street.
- What you need to bring:
 - Driver's license (Vehicle Driver only)
 - Copies of materials that you plan on distributing
- If you have both a small vehicle and marching contingent you only need to check in once at the small vehicle registration tent.

Marching Groups

- Your group's Team Leader will check in at the Marching Group Tent on Kent Street just north of Gladstone Street and you will be assigned a staging area along Kent Street.

The Parade

Parade Time

- The parade starts at 1pm:
 - The first group enters the parade at 1pm
 - The first group finishes the parade by approximately 2:30pm
 - The last group enters the parade at approximately 2:30pm
 - The last group finishes the parade at approximately 4pm.

Entering the parade

- All vehicles and marching groups enter the parade at the intersection of Kent Street and Somerset Street. The entrance intersection will be managed by Parade Coordinators wearing yellow t-shirts. Large vehicles, small vehicles, and marching groups will all be merged into the parade in a predetermined order.
- When your group is at the front of the line, wait for one of the Parade Coordinators to call you into the parade. They will be equipped with megaphones and Parade Marshals will be on hand to assist your entry.
- For safety, you **MUST** follow all instructions from the Parade Coordinators and their Marshals. Failure to do so will result in expulsion from the parade.

The parade route - REVISED

- The parade begins at the intersection of Kent Street and Somerset Street. Our Parade Coordinators will be in the middle of the intersection calling in groups who are staging on both Kent Street and MacLaren Street.
- The parade heads north on Kent Street.
- The parade turns right onto Laurier Street and heads east towards Elgin Street.
- The parade turns right onto Elgin Street and heads south towards Gladstone Street
- The parade turns right onto Gladstone Avenue and heads towards Bank Street.
- The parade ends at the intersection of Gladstone Avenue and Bank Street.

The Parade will be broadcast live on Rogers TV and streamed online on Youtube and RogersTV.com. Groups who perform as part of their parade participation should be prepared to perform continuously as they pass through this area. We encourage all groups to be extra energetic to show our pride!

Exiting the parade REVISED

- The Parade will end at Gladstone Avenue and Bank Street. At this point, groups with marching contingents and vehicles will be divided:
 - Marchers: Head northbound on Bank Street into the Street Festival (Bank Street and James Street)
 - Vehicles: Proceed westbound on Gladstone Avenue towards Kent Street. In order to prevent backup onto the parade route, vehicles **MUST** use this exit.

- Vehicles that require unloading can return to the staging area on Kent Street (between Gladstone Avenue and Somerset Street). Marchers may meet vehicles along Kent Street to assist with unloading.
- Vehicles that do not require unloading may exit the parade area at Gladstone Avenue and Kent Street.

Float Requirements

Large Vehicle Safety Walkers

- Each Large Vehicle entry must have 4 Safety Walkers – one for each corner of the vehicle.
- Safety Walkers must be present by 12 pm for inspection.
- Safety Walkers must remain with the float for the duration of the parade.
- Safety Walkers are expected to walk near enough to their designated corner of the vehicle at all times to ensure spectators are kept away from the vehicle and out of the vehicle blind spots. Safety Walkers are reminded to keep their own safety in mind and to keep adequate distance between themselves and the vehicle they are walking with.
- It is the Safety Walkers' responsibility to ensure that all the blind spots are free of people, including themselves.
 - The Safety Walkers at the front of the vehicle must walk far enough forward and to the side so that the driver can see them at all times.
 - The Safety Walkers at the back of the vehicle must be able to maintain eye contact with the driver using the side mirrors to ensure the driver can see them.
- Safety Walkers are not permitted to distribute material, must not ride on floats, must not wear costumes that limit their vision or movement, or be otherwise distracted from their ability to maintain a safe environment. If your group is distributing materials, you will need additional marchers for this task.

Sound Systems & Generators

Registration for using a sound system

- All groups wanting to use any type of recorded music, sound system, or live music must indicate their use of sound in advance on their registration form. All except those playing live music must pay an additional Recorded Music Fee. The fee is remitted on your behalf to SOCAN.

Noise Bylaws

- Due to City of Ottawa sound bylaws, **sound must not exceed 65 dB**, regardless of the time of day. This includes sound from sound systems, generators, vehicles, and other intentional or unintentional sound sources. Please avoid honking horns, playing loud music, or using noise-making devices in the staging area.

Sound Testing during Staging

- When setting up and testing your sound system please be considerate of neighbours and other parade groups by limiting both the length and volume of the sound test.

- Music can be played once you begin to enter the parade at Bank Street and Gladstone Avenue.
- Music should be turned off as you exit the parade at Laurier Street and O'Connor St/

Generators

- Generators are often used to power sound and lights on floats. Generators must be mounted outside of vehicle cabs or passenger compartments in such a manner that exhaust from the generator is moving away from the float and float riders.

Additional Rules and Regulations

Use of Capital Pride Brand

- No group may use or display the logo, trade name, or other marks of Capital Pride without previous written authorization from Capital Pride.

Soliciting for Donations

- Groups may not solicit or accept donations along the parade route for fundraising or any other purpose.

Selling along Parade Route

- No group may offer anything for sale, accept money for goods, peddle, or otherwise sell anything during setup, during the parade, and during take-down.

Distribution, littering, and environmental protection

The following rules have been established regarding the distribution of materials. Capital Pride reserves the right to deny any group the privilege of distributing materials during the parade. A sample of materials intended for distribution must be presented at the Check-In Tent. Materials that are discriminatory, advocate violence or are otherwise deemed inappropriate by Capital Pride and any representative thereof will not be permitted.

To reduce waste, any material that is distributed along the parade should be handed directly to individuals. Please avoid throwing leaflets, giveaways or other products at the crowds.

Please see the following chart (page 11) for more detailed information.

Projectiles and Materials for Distribution

Permitted	Not Permitted
<p>Please respect these rules. They have been designed to reduce unnecessary waste, and in consideration of the environmental impact of plastic, municipal by-laws, and of parade clean-up volunteers and staff.</p>	
<ul style="list-style-type: none"> ✓ Bubbles ✓ Water Guns and Super Soakers (ONLY water, NO dyes, flavors, or additives) ✓ Balloons that are securely attached to floats or people ✓ Materials or merchandise that has been approved by Capital Pride during check in, and that is handed to parade attendees ✓ Shelf-stable, factory sealed food or candy (e.g. lollipops, granola bars, etc.) 	<ul style="list-style-type: none"> ✗ Confetti or glitter that are thrown or distributed (but wear as much of it as you want!) ✗ Feathers that are thrown or distributed (again, wear as many as you want!) ✗ Celebratory release of balloons into the air ✗ Throwing materials or merchandise ✗ Fresh food samples, as they violate food-handling by-laws

Political Campaigns

- Politicians running for office may march and distribute materials in the parade but may not solicit donations along the parade route.

Safety, Security, and Accessibility

Accessibility

- The parade has accessible viewing at Bank Street and Laurier Street.
- Portable washrooms that are wheelchair accessible will be located at Bank and Gladstone and at Bank and Laurier, as well as throughout the street festival.
- Additional information on accessibility will be sent out closer to the event. Questions can be directed to accessibility@ottawacapitalpride.ca

Restrooms

- Portable restrooms will be stationed one block east of the staging area (within the Street Festival).

First-Aid

- Volunteers trained with First Aid and the use of Naloxone will be available throughout the site.
- In addition, two first aid stations will be set up within the Street Festival: at Bank Street & Slater Street and Bank Street & Somerset Street.

Weather

- The Parade is a “rain or shine event.” No refunds are offered on account of weather. In the event that weather poses a safety or security risk, Capital Pride will notify parade participants of any changes via email as soon as possible.

Health

- Please stay hydrated! A water station will be installed at the corner of Bank Street and Somerset Street.
- Even on cloudy days, the sun’s rays can be harmful.
 - Wear lightweight, light-colored, loose-fitting clothing, and a wide-brimmed hat.
 - Use a sunscreen with an SPF of 30 or more and reapply every 2 hours or more.
 - Drink extra fluids. To prevent dehydration, drink plenty of water, fruit juice, or vegetable juice per day. Because heat-related illness also can result from salt depletion, it may be advisable to substitute an electrolyte-rich sports drink for water during periods of extreme heat and humidity. Ask your doctor about the best types of fluid and how much you should be drinking.
 - Avoid fluids containing either caffeine or alcohol, because both substances enhance dehydration.
 - Consider underlying health conditions and check with your doctor before increasing liquid intake if you are concerned.
- Be aware of signs of heat exhaustion:
 - Confusion
 - Dark-colored urine (a sign of dehydration)
 - Dizziness
 - Fainting
 - Fatigue
 - Headache

- Muscle or abdominal cramps
- Nausea, vomiting, or diarrhea
- Pale skin
- Profuse sweating
- Rapid heartbeat
- If you are concerned, please seek medical advice from Capital Pride's on-site medical services.

Safety & Security

- Capital Pride coordinates the presence of private security and first aid, Ottawa Police, and Ottawa Paramedic Services who will all be onsite during the Parade.

Building a float

Ideas for Marching Groups

- This year's Pride theme is **All Together Now!** Consider emphasizing our theme, or your own, and brainstorm ideas to dress up a banner, signage, bikes, scooters, pets and yourselves.
- Decide upon a budget that you will work around for props and costumes. Materials you may want to include: balloons, streamers, candy, water guns, signage, handouts. Please review our Additional Rules and Regulations section for more information on how to safely and responsibly use these items.
- Consider creating a dance or cheer to chant throughout the route.
- Bring water or juice to stay hydrated.
- Assign roles to those giving out handouts, candy, and holding signs or banners.
- Consider footwear for walking.

Marching Bands / Flag Bearers / Dancers

Some things to consider:

- Where will you leave cases and any other equipment (extra flags or cases)?
- Is your uniform or costume suitable for the weather?
- Can you decorate your instruments or equipment with Pride decorations?
- Can you have water marchers stationed behind dancers/performers for breaks?
- Have you prepared a set-list/playlist?
- Are you wearing appropriate footwear for a long distance?

Ideas for small vehicles, large vehicles, and floats

- Decide which type of vehicle you will use as a foundation for your colorful creation. Your choice of vehicle can be anything from an electric golf cart to a flatbed trailer. You may have to rent a larger truck or trailer if needed.
- Brainstorm ideas to dress up your float. Consider a theme that you want to emphasize.
- Decide on a budget that you will have to work around for materials, props and costumes. Balloons, streamers, paper mâché, and banners are all inexpensive and colorful ways to decorate your artwork.
- Plan enough time on the day of the parade to properly arrange your float. You don't want to have to start the parade with an incomplete presentation! You and your crew should consider that decorations that are suitable to move at parade speed may not stand up to the speed required of vehicles in regular traffic. Plan accordingly to decorate vehicles at the staging area.

Where to Buy Supplies

- The Flag Shop offers an assortment of Pride products available both online and at their retail location in the Glebe. Visit them in person at 838 Bank Street in Ottawa, online at <http://pride.flagshop.com/>, or call (613) 789-5456.
- Party City offers a wide selection of Pride decor both online and in-store.
- Other online shopping options that ship to Canada: www.paradefloatsuppliesnow.com