

For Susan

To: "Trotz, Susan"
From: Hastie, Elizabeth
Subject: logistics FYI
Date: 6/11/97 Time: 3:51PM

Sue,
this is just FYI. Feel free to comment.
Can you volunteer to distribute info sheets at beginning and coordinate others to help you. Can you do this and still pass that list around? Or is that too much?
-Beth

Hi pointdykes,

I think the meeting went very well last night. Things are coming together. Jing and Sarah, how did the interview go?
Some logistical things and notes from last night:

I got nametags for us, marshalls and legal observers. The 4 marshall coordinators (Lexi, Sarah, Caroline and Leigh?) can coordinate them for marshalls while reviewing last night's training at the beginning of the march. We have 10 marshalls so far. Hopefully they will recruit and train another 10-15.

Marshall roles: to keep the peace, facilitate and keep march moving, make quick decisions around safety issues, be aware of traffic, walk on the outside of marchers and know marshalls in front and behind and communicate with them. Don'ts: don't leaflet, don't carry signs or banners, don't run, yell, or control, don't touch people if agitated or escalate situation. Marshalls will be gathering at 11:30 am on day.

In terms of distribution stuff at the beginning of the march:

T-Shirts: Sage will be responsible for bringing the t-shirts to the march and for selling them. She will recruit 2 other responsible friends to help. They will be set up on a tarp near the step of the church or by the fountain. She has inventoried all the t-shirts and has them neatly sorted by size (we have 122 left-- most are L and XL). Ellen has the proceeds from sales up to now. Sarah will bring her car with a shopping cart and Sage will push the remaining t-shirts in that through the march to the end at City Hall Plaza where more may be sold.

Stickers: Beth has the remaining 650 fab stickers designed by Ellen. 400 were distributed at Pride!. Beth will get the remaining fab stickers designed by Morgan and have them xeroxed onto crack and peel. She will also have more of Ellen's most popular ones made up. We'll have 2000 stickers-- at least 30 different ones!!! In terms of distribution, Beth is willing to have them displayed on the ground neatly near the T-shirt sellers.

Chant sheets: Ellen, Sarah and Beth will be conferring on the content of these today: Route/intro in English and Spanish (translation by Elba)/ chants/ stats/ ending plan/ politics. Sue Trotz will be willing to

distribute these at the beginning. Maybe we should ask her to recruit 1-2 other women to help her with this task.

\$\$ bucket: Sue gave Sarah last year's money bucket for donations. Who will deal with this??

Clean up after kick-off? : We need volunteers to stay for a few minutes and deal with stuff. T-shirts not a problem this year as Sage will have in cart. What will need to be cleaned up are sticker trash (backs), and left over signs and markers. Any ideas? Who had that other shopping cart? Maybe that should be brought for leftover signs etc.

Kick-off: 12:30 pm

Other stuff:

Role of police: blocking off entire streets for us whole way through. Sergeant Maureen Parlin should be pointcop.

Pointdyke police liaisons: Sarah and Jing (will talk to cops at beginning and go over the plan for the day)

Pointdyke facilitator: Beth (will facilitate pointdyke decision-making on day)

All pointdykes: Ellen, Morgan, Beth , Jing and Sarah (start march, keep moving, deal w/ crisis and end march)

Pointdyke runner: Jing

Lead Legal observer: Chris Murray

Her role is to observe. She will follow people to jail if arrested and follow thru with any resulting trials.

We should all introduce ourselves at beginning and wear nametags.

We should all carry extra \$25 for arrest processing in case necessary. If this is hardship, tell Beth and she will bring extra.

We should be on the lookout for women needing wheelchair pushers and find volunteers.

Those that know CPR etc. please mark that on your nametag. We should find a nurse(s) so we know present if there is a medical emergency.

CARS: Sage, Sarah and Caroline will be driving to Copley on day of march. We will need to coordinate sign and banner transport.

Armbands: Jing will buy and bring. 3 colors: marshalls, pointdykes and legal observers.

THURSDAY MEETING: Sarah and Morgan, facilitators

pointdykes will meet at 6:30 p.m. We will go over above and anything else we need to. What time should we be at Copley on day at latest? 10:30am? 11am?

7-8pm Sign-making. Jing will bring posterboard and dowels. Beth and Jing will bring markers. Sarah will bring stencils.

Beth will bring large posters to paste onto posterboard. These will be designed on computer from stats/ health care info and statements culled by Sarah, Jing and Beth.

8-9pm: more meeting stuff.

SARAH and JING: please email me with stats etc. today. I was told the posterboard is 22" x 28".

Sarah, feel free to edit/ reproduce this info for distribution at Thursday meeting/ maybe back of agenda. It might be helpful to others.

Anyone, feel free to forward this to others on the list. I geared it towards pointdykes.

Sincerely yours,

Beth

P.S. Wheatpasting teams : Jing and Caroline : Somerville and Cambridge

Sarah and Morgan, JP/Orange Line

Remember to white-out phone #s on posters and then xerox for wheatpasting. If wheatpasting seems too much, I think taping posters up is OK alternative .. just important it happens. Please be realistic about what you've taken on. Tell other pointdykes if you can't do it or you can't do another task and maybe we can find others with time to do it.

P.P.S.

Morgan will be buying materials for a banner and making a banner.

We will have an ASL interpreter but we need someone to get and bring a crate for her to stand on (in case we can't use stairs.) Any ideas?

Spanish translator: Elba

Sarah got a megaphone from Sue.

Van may not work out. No van. No driver. And no logistical plan for van as part of march. Any comments?

Beth has some chalk. Who is buying more?

Morgan, have you gotten in touch with Lexi? Need help with checking numbers/ faxing press advisories?

Post-march Press Release: who wants to write-up/ willing to fax : Beth can help. I know it's hard to even think that far ahead yet.

Media contacts: Beth and Sarah have been. How do we balance this and being pointdykes. All women on

committee are pointdykes or marshalls.

I'm trying to think of all the loose ends now, while there's still time to do them or to make a conscious decision not to.

Anything else?

-Beth

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