

PCNC Activity Production Proposal

"I Propose": All PCNC participant(s) are invited to propose an activity. The activity might be an event, program, action, direct action, party, celebration, vigil, campaign, etc. PCNC defines three levels of involvement in activities that promote peace and justice. These are "Endorse" "Support", and "Produce".

"Endorse" means that we take no action but we lend our "heartly approval" of the activity, and authorize our name to be published in publicity for the activity.

"Support" means that we participate actively in specific ways. We will announce the activity in a Bulletin or Alert, on www.ncpeace.org, (all information in a Bulletin or Alert goes onto the web site) and our Contact Line message at 530 470-9797. In addition, we might donate money, accept an invitation to table for PCNC, provide workers, provide PeaceKeepers, etc. Hopefully, a request will be specific enough for the Spokesouncil to decide quickly, or perhaps folks might volunteer to be part of the planning activity.

A **"Produce"** request is for an activity that an existing Affinity Group of PCNC will produce, or for which an Affinity Group will form to produce.

Process: Provide the information below to a member of the PCNC Communications Committee who will then initiate Spokesouncil review at the next Spokesouncil meeting. Your presence at the meeting is welcome. Review may be initiated via email, if time does not allow for a meeting. The Spokesouncil will determine if the activity is within our "mission", and, if so, will provide authorization for the activity.

"Production Guide" will aid in ensuring that for any event that PCNC participants produce, all essential logistics are considered and documented, and all necessary communications, internally and externally take place and are correct. Form can guide the action, updated as necessary. Point Person(s) will be responsible for building a step-by-step plan. Not all information will be available in the beginning, but having all information items listed will provide heads up for potential further tasks and considerations.

"Point Person": Each activity supported or produced by PCNC, requires a "Point Person" who will be responsible for completion of the proposal information, submission to Communications Committee or directly to the Spokesouncil, and any ongoing communications with other appropriate Committees.

Production Guide list of items:

1. Submitter and/or Point Person
2. Phones & Email Addresses
3. Date Submitted
4. Name and Description of Activity/Event
5. Contact Person Phone Number for flyers, radio, etc. if not only 470-9797, www.ncpeace.org, and info@ncpeace.org.
6. Purpose or Expected Result
7. Venue including Directions (phone number, if appropriate)
8. Date(s) or Ongoing Schedule and Time(s) and date/time issues
9. Communications required of Communications Committee:

Inreach: PCNC Bulletin or Alert email to database (all messages are placed on www.ncpeace.org), Phone Tree (for urgent communications)

Outreach (PSAs, flyers, posters, posters distributed)

For all communications, ensure all appropriate information is included: What, Who, When, Where, Why, Cost, Contact phone number and/or email address for further information. Point Person may create the outreach materials subject to review by two Communications Committee people.

10. Cost to PCNC (interface with the Accounting Committee for information on spending and bookkeeping procedures).
11. Cost to Attendees
12. Ticket issues. Are tickets required? Pre-event sales? If so, where to buy, including www.ncpeace.org.

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13. Other Cost Issues (interface with the Accounting Committee for information on spending and bookkeeping procedures).
14. Size (number of people)
15. Transportation/parking issues (for presenters, for attendees)
16. Housing Issues
17. PCNC Materials Resources Required (tabling materials, handouts, signs, banners, books), when needed, and who delivers.
18. PCNC People Resources Required and when (host/MC, ticket sellers/takers, PeaceKeepers, cleanup crew, tablers, hospitality, etc.)
19. Location of Required Resources (and who delivers)
20. What participants should bring (potluck, water, snacks...)
21. Security resources required or available other than PCNC PeaceKeepers
22. Equipment required
23. Equipment available at venue
24. Equipment insurance required
25. Other insurance required