

LGBT History Project of the LGBT Center of Central PA

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Documents Online

Title: *Pride Conference 1979 Final Plan*

Date: 1979

Location: LGBT-001 Joseph W. Burns Collection

Contact:

LGBT History Project
Archives & Special Collections
Waidner-Spahr Library
Dickinson College
P.O. Box 1773
Carlisle, PA 17013

717-245-1399

archives@dickinson.edu

GENERAL SECURITY & EMERGENCY INFORMATION

SECURITY COORDINATOR: John Zinsmeister

RESPONSIBILITIES: to act as liason with the Holiday Inn on all security matters and staff problems; directly handle security problems and give instructions to facilitators in case of a problem.

REPORTS TO: Senior Coordinators

1. The Holiday Inn has agreed to keep Anti-Lesbian/Gay people out of the lobby & building itself. IF someone is passing out tracts or other pseudo-divine messages, Facilitators should first ask them to leave. If they won't cooperate, turn the matter over to the Security Coordinator. All Conference Officials & Facilitators should keep conference participants away from these hecklers - we are not debating our cause with outsiders during this weekend.
2. DEMONSTRATORS: There may be Anti-Lesbian/Gay picketers in the parking lot area of the Holiday Inn, or nearby. If so, they are legally allowed to protest outside the building, but they are not allowed to block entrances or harrass our people. In case of such a problem, the first tactic to use is a polite request that they move back or stop the harrassment. If they do not comply, the matter is to be immediately referred to the Security Coordinator. ONLY the Security Coordinator has the authority to summon the local police. They have been notified and will be available if necessary.
3. BADGES: Only those with PRIDE '79 badges will be allowed in the conference area. Holiday Inn staff may be asked to wear special badges (white with a red 'X'). Others on their staff will be in uniform. Any conference participant who has a problem with a staff person is to report that to the Security Coordinantor, who will handle the matter. Facilitators, Coordinators & conference participants are not to contact the management.
4. IN CASE OF A PROBLEM: Facilitators and other Conference Officials are to keep conference participants AWAY from the problem area. Facilitators should not go rushing to the scene unless their assistance is requested by the Security Coordinator. We do not want shouting matches or other confrontations to escalate. At all times, REMEMBER TO REMAIN CALM, and allow the proper official to contain and solve the problem.
5. ANNOUNCEMENTS of the security procedures, should there be any demonstrators, will be made by the Entertainment & Guests Coordinator at the Reception, Keynote Addresses, or other 'all-conference' ebvent.
6. MEDIACL EMERGENCIES: We have several mediacl persons available. In case of a problem, contact the Registration Coordinator or the Security Coordinator, who will know how to locate them.
7. The Security Coordinator may use any Facilitator or Conference Official to assist in case of problems.

EXHIBITS & BOOTHS

COORDINATOR: Steve Leshner

RESPONSIBILITIES: Oversee the arrangement of the exhibit area (see map); assist exhibitors in locating their tables; assist exhibitors with any problems they might have during the conference; arrange with Holiday Inn for locking and unlocking of exhibit room; act as liason with hotel for exhibitors who want to use their safe for depositing money overnight.

REPORTS TO: Exhibits Coordinator reports directly to Senior Coordinators

ARRANGEMENT OF FACILITIES: 22 tables and 30 chairs will be set up in room -H- as per map; 8 tables and 12 chairs set up in West window room as per map. After setting up tables, a sign is to go on each indicating who's table it is.

EQUIPMENT NEEDED: Tables & chairs as noted above; signs for each table; information sheets for exhibit assistants & for exhibitors; equipment for video tape of "Word is Out"

ASSISTANTS NEEDED: 2 in room -H- and 1 in West window room, to aid exhibitors on Friday night, 1 at all ther times. (Booths are to be set up and staffed by the individual exhibitor, Exhibits Coordinator & facilitators are not responsible for any of these functions.)

Other information inthis Section:

2. exhibitor information sheet
3. list of exhibitors
4. map of exhibition area - shows table arrangement & assignments
5. booth registration form

REGISTRATION

COORDINATOR: Richard Meritzer

RESPONSIBILITIES: oversight of registration; arrangements for housing at Holiday Inn & off-site; arrangements for transportation to and from Pittsburgh for those using off-site housing; arrangements for pick up of people from train & bus station on Friday night; oversee all registrars - their placement, scheduling and conduct. Registration Coordinator will also be responsible for handling all money.

REPORTS TO: Registration Coordinator reports directly to Senior Coordinators.

ARRANGEMENT OF FACILITIES: In the East Window room (location -c- on the map), there will be 6 tables in an 'L' shape - four facing meeting rooms and two facing Exhibit area. First 3 tables for registration, 4th table for off-site housing & transportation; other two tables for special registration: Workshop leaders, Media representatives, Guests, Facilitators. Two additional tables to be set up by the windows for supplies and cash box; 14 chairs.

EQUIPMENT NEEDED: registration cards, sign-in list; blank cards for new registrants; pencils & paper; signs for each table; badges; programs; cash box (arrangement with H.I. to use their safe overnight); information sheets for registrars.

ASSISTANTS NEEDED: The weekend is divided into seven time periods, registrars needed as follows:
Friday evening - 8, to handle general registration and housing
Saturday Morning - 8, same as above
Saturday Afternoon - 4, same as above
Saturday Evening - 2, to sell tickets to Sat. Evening events (registration closes at 6PM)
Sunday Morning - 1, to sign people in (there is no charge for registration after 6PM Sat.)
Sunday Afternoon - 1, same as above

In addition, there will be 2-4 people working the Special registration desks on Friday & Saturday, they will be assigned by the Facilitators Coordinator, but be responsible to the Registration Coordinator.

Other information in this section:

2. general registration information
3. registration procedure & badge coding system
4. registrar instruction sheets
5. schedule of registrars

ENTERTAINERS & GUESTS

COORDINATOR: George Bodamer

Thank you for joining us at PRIDE '79. If you have any problems or questions, please let the Coordinator know.

Below is the schedule for special conference events. We will attempt to adhere to this schedule as much as possible, but delays may be unavoidable. The conference program book has more information on your event.

FRIDAY NIGHT RECEPTION: PINK DEBBIE

7:30 - 8:30PM	stage, microphones (4), and piano will be set up. There will be time, from 8PM to test the sound equipment before the reception begins. Only those involved with setting up & the performers will be allowed in the room before 8:30.
8:30-9:30	Reception begins; coffee served; time to get to know people
9:30-9:55	PINK DEBBIE - first set, 25 minutes
10:00-11:00	'Open mike'; all are welcome to perform for us, if they wish.
11:00-11:25	PINK DEBBIE - second set, 25 minutes
11:30 - ?	'Open mike', if there are others who want to perform.

MC for reception will be:

KEYNOTE ADDRESSES: DIXIE WHITE & TONY SILVESTRE

8:45 AM	We will try to begin as close as possible to this time, since we must conclude by 9:30AM. Please be in room 'G' at 8:45. Your remarks need last no longer than 10 minutes; an agenda for the session is in the program.
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SATURDAY NIGHT ENTERTAINMENT: JONI GEISER, HANK BARON, PAT BOND

The banquet is scheduled to end between 8 and 8:30PM. There will be a 30 minute break so that the tables can be removed and the chairs set-up for the performances. If you wish to check the sound system, you may do so during the break.

9PM	JONI GEISER - 20 minute set; chair and microphones at center stage
9:20PM	HANK BARON - 20 minute set; chair and microphones at center stage
9:40PM	10 Minute Intermission
9:50PM	PAT BOND - "conversations with Pat Bond", 1 hr.; chair and small table at stage right, water pitcher and glasses on table.

MC for Entertainment: George Bodamer

If there are any special needs that we have not covered in the above details, please let the Coordinator know.

PRESS INTERVIEWS

The PRIDE '79 committee has adopted certain rules regarding press coverage of the conference. We want to assure all conference participants that they will have complete anonymity if they attend. We will not be allowing indiscriminate photography anywhere on the conference site. (People who are not out on the job may not appreciate winding up on the 6 o'clock news.) However, the press may want to interview some of you, and the Media Liaisons will gladly set this up for you. We have set aside a clear space, in the Holiday Inn lobby, for special picture taking sessions. Please channel all your media contacts through the Media Coordinator - Rodger Beatty. If you do not wish to talk with the press, or only want to deal with Lesbian/Gay media, let Rodger know when you arrive.

AUDIO TAPE RECORDING: To protect the integrity of performers' material, we will not allow tape recordings to be made unless you specifically agree to it ahead of time. If you are allowing recording, the people doing the taping must make arrangements with the Entertainment Coordinator, so that their equipment does not interfere with your performance or the audience's enjoyment.

PENNSYLVANIA
LESBIAN/GAY
SUPPORT NETWORK

CONTRACT
for Performance at PRIDE '79

DATE OF PERFORMANCE: ~~Saturday~~ ^{Friday 19} October 20, 1979; at approximately 8:30PM

PLACE OF PERFORMANCE: Pittsburgh Airport Holiday Inn, Pittsburgh, Pa.

By signing this contract the Pennsylvania Lesbian/Gay Support Network agrees to the following:

1. Pay \$50.00 (fifty dollars), upon appearance to Pink Debbie
2. Cover all PRIDE '79 conference fees: registration (all workshop and meeting admissions); Saturday evening banquet; Saturday evening entertainment and disco dance.

By signing this contract Pink Debbie agrees to the following:

1. Appear and perform at PRIDE '79, on the date and at the time shown above, for approximately 20 minutes.

If either the Pennsylvania Lesbian/Gay Support Network or the above named performer would find it unfortunately necessary to cancel the performance, they would have to do so at least 60 (sixty) days prior to the performance date.

George Bidaver
for Penna. Lesbian/Gay Support Network

performer

*
PINK
DEBBIE
*

{
Paige Churchman
Steve Canale
Blunt Yampolsky

ENTERTAINMENT & GUESTS

COORDINATOR: George Bodamer

RESPONSIBILITIES: to meet and greet entertainers and guests; provide them with necessary information; aide them with any problems they might have; mc Saturday banquet & entertainment.

REPORTS TO: The Entertainment & Guests Coordinator is a Senior Coordinator and a member of the committee.

ARRANGEMENT OF FACILITIES: rooms will be set up by facilitators as per instructions in Section IV.

EQUIPMENT NEEDED: information sheets for entertainers and guests; money orders to pay entertainers; \$50 in petty cash for Pat Bond's meals. (Money orders in these amounts: \$50 for Joni Geiser, Hank Baron & Paige Churchman (Pink Debbie), and \$350 for Pat Bond.)

ASSISTANTS NEEDED: Facilitators will be available for Entertainment & Guests Coordinator if needed.

Other information in this section:

2. information sheets for entertainers & guests (Keynoters)
3. schedule for Friday Night Reception
4. agenda for Saturday Evening Banquet
5. schedule for Saturday Night entertainment
6. contracts with entertainers

ENTERTAINERS & GUESTS

COORDINATOR: George Bodamer

Thank you for joining us at PRIDE '79. If you have any problems or questions, please let the Coordinator know.

Below is the schedule for special conference events. We will attempt to adhere to this schedule as much as possible, but delays may be unavoidable. The conference program book has more information on your event.

FRIDAY NIGHT RECEPTION: PINK DEBBIE

7:30 - 8:30PM stage, microphones (4), and piano will be set up. There will be time, from 8PM to test the sound equipment before the reception begins. Only those involved with setting up & the performers will be allowed in the room before 8:30.

8:30-9:30 Reception begins; coffee served; time to get to know people

9:30-9:55 PINK DEBBIE - first set, 25 minutes

10:00-11:00 'Open mike'; all are welcome to perform for us, if they wish.

11:00-11:25 PINK DEBBIE - second set, 25 minutes

11:30 - ? 'Open mike', if there are others who want to perform.

MC for reception will be: *Jeanne Montgomery*

KEYNOTE ADDRESSES: DIXIE WHITE & TONY SILVESTRE

8:45 AM We will try to begin as close as possible to this time, since we must conclude by 9:30AM. Please be in room 'G' at 8:45. Your remarks need last no longer than 10 minutes; an agenda for the session is in the program.

SATURDAY NIGHT ENTERTAINMENT: JONI GEISER, HANK BARON, PAT BOND

The banquet is scheduled to end between 8 and 8:30PM. There will be a 30 minute break so that the tables can be removed and the chairs set-up for the performances. If you wish to check the sound system, you may do so during the break.

9PM JONI GEISER - 20 minute set; chair and microphones at center stage

9:20PM HANK BARON - 20 minute set; chair and microphones at center stage

9:40PM 10 Minute Intermission

9:50PM PAT BOND - "conversations with Pat Bond", 1 hr.; chair and small table at stage right, water pitcher and glasses on table.

MC for Entertainment: George Bodamer

If there are any special needs that we have not covered in the above details, please let the Coordinator know.

PRESS INTERVIEWS

The PRIDE '79 committee has adopted certain rules regarding press coverage of the conference. We want to assure all conference participants that they will have complete anonymity if they attend. We will not be allowing indiscriminate photography anywhere on the conference site. (People who are not out on the job may not appreciate winding up on the 6 o'clock news.) However, the press may want to interview some of you, and the Media Liaisons will gladly set this up for you. We have set aside a clear space, in the Holiday Inn lobby, for special picture taking sessions. Please channel all your media contacts through the Media Coordinator - Rodger Beatty. If you do not wish to talk with the press, or only want to deal with Lesbian/Gay media, let Rodger know when you arrive.

AUDIO TAPE RECORDING: To protect the integrity of performers' material, we will not allow tape recordings to be made unless you specifically agree to it ahead of time. If you are allowing recording, the people doing the taping must make arrangements with the Entertainment Coordinator, so that their equipment does not interfere with your performance or the audience's enjoyment.

FRIDAY NIGHT RECEPTION

MC INFORMATION SHEET

MC: Joanne P. Montgomery

Reception will be in ROOMS E, F, G. Coffee will be set up by the Holiday Inn. The room will have been arranged beforehand. Between 7:30 and 8:30PM, the sound system will be set up and the performers will have time to check it out. MC does not have to worry about these things.

8:30PM RECEPTION STARTS. Doors will open at this time. Only performers, MC, and those who have specific functions for the reception will be allowed in before 8:30.

9:00PM Welcome people to PRIDE '79. Let them know that there are refreshments. Remind them that if they have any problems or questions, they should check with the Facilitators - they are wearing GREEN BADGES. Announce the times of performance for PINK DEBBIE - 9:30PM & 11:00PM. In between those sets there will be an OPEN MIKE. If people would like to perform (sing, dance, read poetry, etc.) they should see the MC, and the MC will schedule them.

ANNOUNCEMENTS: There will be a meeting of all Workshop Leaders in room A, at 10:30PM. (There may be other announcements. Read the ones from the Conference Officials first, then take any others there may be. Feel free to make other announcements at appropriate times during the evening.

9:30PM PINK DEBBIE. First set. Introduce them using the information in the program. When their set is concluded, thank them and announce that they will be performing again at 11PM.

10:00PM (Approximate time) OPEN MIKE. Leave a few minutes between PINK DEBBIE and the first open mike performer. If no one wants to perform, that's their problem. Don't feel obligated to cajole or threaten. The open mike time is really for them if they want to use it.

11:00PM PINK DEBBIE. Second set. If there have been performers during the OPEN MIKE session, please make sure they are finished before 11PM. Introduce PINK DEBBIE again (there will probably be many people at this set who had not arrived for the first set). When the set is over, thank PINK DEBBIE and the people who attended their performance, and tell everyone that we'll see them tomorrow at 8:45AM, for the Keynote Addresses, which be in the same room.

If the MC, or the entertainers, have any questions or problems, please see the Entertainment Coordinator - George Bodamer

FRIDAY NIGHT RECEPTION

ROOMS: -E, F, G-

TIME: 8:30 - Midnight

- 7:30 - 8:30 Set up of microphones & rehearsal time for performers (Pink Debbie); room will not be open
- 8:30 - 9:30 Coffee/refreshments available; several facilitators to act as greeters
- 9:30 - 10:30 PINK DEBBIE - Original Gay/Feminist songs in an Off-Broadway Cabaret act. Some of their songs include: "Don't Call Me Sir", "Dress For Success", "Mr. Right". They are a very visual, theatrical and funny act. One anonymous reviewer has said, "One can sing, one can hardly sing, and one can't sing at all; and together they're terrific."
- 10:30 - OPEN MIKE: anyone who wants to may perform; mc for this session will be Susie Manwaring.

ANNUAL PRIDE BANQUET

- 6:30 Doors open; four facilitators - two each at doors to rooms E & F - to check badges and take tickets.
- 6:45 Readings by a Woman & a Man of appropriate works. (no one will be seated during readings)
- 7:00 Mealtime
- 8:00 Introductions (time as of when dessert is being finished; those introduced will not be speaking)
- a. special guests in the audience: Rural Caucus Chairs; Past Network Officers; representatives of groups from neighboring states; note of HOW 3rd anniversary
 - b. introduction of people at head table. (Pat Bond, Keynoters, PRIDE '79 committee)
 - c. introduction of VIPs invited to speak; or reading of greetings telegrams.
- 8:10 Announcements (if any)
- 8:15 Presentation of Community Service Awards
- a. Organizations: reading of citation; presentation of certificate; response from recipient
 - b. Individual: reading of citation; presentation of certificate; response from recipient

SATURDAY EVENING ENTERTAINMENT

(For set up of stage, see Section IV)

- 8:30 JONI GEISER - an accomplished singer/misucian whose style, enhanced by a distinctly artful blend of voice, lyric and tenor guitar, has successfully established her with many audiences. Her performances are marked by a wealth of original materila, much of which gives insight into the person of the artist, which has its origins in roots that were established in childhood and that has been nurtured by a multitude of female artists, family & friends.
- 8:50 HANK BARON - a singer-songwriter who has performed for Gay audiences over the last four years in such cities as Atlanta, Washington DC, Baltimore, New York, Buffalo, Boston, Philadelphia and now Pittsburgh. His repetoire includes original music, tunes by other Gay performers and standards of the 30s and 40s.
- 9:10 INTERMISSION (re set the stage for Pat Bond)
- 9:25 PAT BOND - "Conversations With Pat Bond" is entertainnet in the finest sense of the word. Those who enjoyed her humor and charisma in the film "Word is Out" will even further appreciate her, unedited, as a woman of great wit, intellect and charm. "Conversations is a humorous and sometimes poignant commentary on her owh life, similar to but much broader that that in themovie. As the actress herself says, "My show isn't your typical laugh-a-minute routine. It includes reminiscences of high school and old movies, poetry I've written, observations on lonliness, being Gay in the 40s and 50s, my experiences as a WAC, and anecdotes about life in the San Francisco Gay bars."

THE PRIDE '79 COORDINATING COMMITTEE

Mailing Address:
c/o PL/GSN
P. O. Box 4031
Allentown, Pa. 18105

Dear

This letter is to confirm that you have agreed to be a workshop leader for the Lesbian/Gay Pennsylvania Conference, Pride '79, taking place October 19th, 20 & 21 at the Airport Holiday Inn, Pittsburgh, Pa.

The workshop(s) you will be leading is/are

on Sat. _____ Sun. _____ during series _____ between _____
& _____. Your co-leader(s) is/are _____

Registration for the conference starts Friday, Oct. 19th at 6:00 P. M. When you register, you will be directed to contact Betty Nebel (staff person in charge of workshops) and given a handout on where and when your workshop will be along with general advise on workshops. A meeting for workshop leaders will be held on the evening of the 19th.

ENCLOSED you will find a form to fill out and return via the SASE by September 22. The Conference Committee needs to know the name you would like to have used in the program (a pseudonym is fine) along with the credentials and affiliations you wish to have listed. ALSO, VERY IMPORTANT, we need 2 or 3 sentences describing your workshop for the program notes.

Thank you.

Sincerely yours,

The Conference Planning Committee

From: the Conference Planning Committee

To: Workshop leaders

PLEASE TYPE OR PRINT IN THE SPACE BELOW (1) Your name as you wish it to appear in the conference program, (2) the Pa. city in which you reside, (3) background info and/or organizational affiliations you wish to have listed.

PLEASE USE THE SPACE BELOW to list the title of the workshop you will be conducting and a brief description of the workshop for the program.

WORKSHOPS

COORDINATOR: Betty N.

RESPONSIBILITIES: meet and greet each workshop leader as they arrive; provide workshop leaders with information sheets; assist them with any problems they might have; notify those workshop leaders who are to report at Summary Session.

REPORTS TO: Workshop Coordinator is a Senior Coordinator and a member of the committee.

ARRANGEMENT OF FACILITIES: workshop rooms will be set by by the facilitators as per instructions in Section IV on manual.

EQUIPMENT NEEDED: information sheets to be handed out to workshop leaders (see next page)

ASSISTANTS NEEDED: facilitators will be available, if needed.

Other information in this Section:

2. Workshop Leader information sheet
3. List of Workshops
4. Schedule of Workshops & Room Assignments
5. Media Rules
6. Correspondence with Workshop Leaders

WORKSHOP LEADERS INFORMATION SHEET

WORKSHOP COORDINATOR: Betty N.

Name of Workshop _____

Leader _____

Leader _____

Room _____ Time _____

Your workshop will be repeated in room _____ at _____

Each leader(s) is in charge of their workshop. The program has indicated the discussion to take place. You can control the discussion and the direction it takes. If anyone is uncooperative, you may ask them to leave, or ask for the assistance of a facilitator (they will be wearing light green badges & will be located in the halls outside the workshop rooms during all three sessions).

Workshops are scheduled to fill one hour periods. (There are some exceptions and if your workshop is one, that has been noted at the top of this sheet.) Please try to start on time, and, if possible, conclude 5 - 10 minutes before the end of the hour so as not to delay the start of the next workshop using the same room.

MEDIA RESTRICTIONS: In order to assure complete anonymity for all conference participants, media representatives (they will have to wear red badges) will not be allowed to take any photographs anywhere on the conference site. This rule applies to individuals as well. (Press people who want TV or still photo sessions with entertainers or special guests must arrange that with the conference Media Coordinator). Also audio tape recordings of workshop sessions may be made ONLY if those attending your workshop unanimously agree to allow it. Press representatives may NOT use anyone's name without prior consent. These rules will be given to all press persons upon registration, and they will not be allowed to cover the conference unless they agree to abide by them.

ROOM SET-UP: You may arrange the room anyway you wish, but please put the tables and chairs back into the classroom type arrangement when finished. Also, ask participants not to leave trash, food containers or ask trays lying around - there are trash cans for that.

SMOKING: It is up to the individual workshop leaders if they wish to allow smoking during their workshop. If you do not want smoking, please post a sign on the door to that effect. Otherwise, you might want to divide the room into smoking and non-smoking sections.

IF YOUR WORKSHOP IS BEING REPEATED: The first session may draw too many people for the room to hold, suggest that they attend the next session. If any workshop becomes overcrowded, you have the right to ask people to leave so that the situation is comfortable for you.

SPECIAL WORKSHOPS: The workshops on Saturday afternoon, and at a few other times, are restricted to either Women or Men. These designations are listed in the program and on the signs outside each room. The conference organizing committee will allow NO EXCEPTIONS to these restrictions.

REPORTS TO SUMMARY SESSION: Some workshops will be asked to give reports to the Summary Session on Sunday Afternoon. The Workshop Coordinator will notify you if that is the case, but any workshop, or individual is welcome to do the same if they wish.

There will be a meeting of all Workshop Leaders Friday Night, at 10:30PM in room A. If you have any questions or problems, Betty will assist you.

Thank you for your participation in PRIDE '79, and we hope you can join us for PRIDE '80.

SET UP OF ROOMS

EVENT	EQUIPMENT	LOCATION
Registration	8 tables, 10 chairs; set tables in 'L' shape, four facing meeting & 2 facing the Exhibit area; two tables by windows	-c- (East window room)
Literature Tables	6-8 tables placed flush with windows	-g- (South Gallery)
Exhibits	22 tables, 30 chairs - as per map 8 tables, 12 chairs - as per map	-H- -I- (West window room)
Reception	8-10 tables, 24 chairs set up in coffeehouse type arrangement along east wall. 100-150 chairs in semi-circle, with center aisle, facing stage. Stage set up at -a- with piano & 4 mikes	-E,F,G-
Workshop Series I	1 table & 2 chairs at -e-, rest of chairs in semi-circle facing table.	-A, B, C, D-
Keynote	1 table & 3 chairs at -a-, mike on table 150-200 chairs facing table, with center aisle	-E, F, G-
Workshop Series I	following Keynote, set up these rooms the same for other workshops above	-E, F, G-
Pa. Council Meeting	set up room same as for workshop, but add microphone to table, and 3 extra chairs	-G-
Workshop Series II	set up same as morning workshops	-A, B, C, D, E, F, G-
Banquet	Holiday Inn will indicate arrangement for dining tables. Head table (4 tables & 15 chairs) to be set up at -b-, with mike at lecturn	-A, B, C, D, E, F, G-
Entertainment	250-350 chairs arranged in semi-circle facing stage at -a-; leave center aisle between chairs. Stage to have two mikes, two chairs, small table with pitcher and water glasses on it.	-C, D, E, F, G-
Disco Dance	Leave tables & chairs from banquet in rooms A & B. remove half of the chairs from the entertainment, place rest around sides of room set up sound system & dj at -a-	-A, B, C, D, E, F, G-
Workshop Series III	Set up same as for Series I & II (this arrangement will be used for the worship services)	-A, B, C, D, E, F, G-
Summary Session	Set up same as for Keynote session	-E, F, G-

FACILITATORS

COORDINATOR: Joe Burns

RESPONSIBILITIES: oversee the activities of all facilitators, their conduct and placement, during the conference; provide facilitators to other activity coordinators if needed; oversee room set-up.

REPORTS TO: Facilitators Coordinator is a Senior Coordinator and a member of the committee.

ARRANGEMENT OF FACILITIES: Rooms will be arranged as per instructions on page 4 of this section.

EQUIPMENT NEEDED: Information/instruction sheets for each facilitator, using pages 2,3,4

ASSISTANTS NEEDED: The weekend is divided into seven sections, facilitators needed for each time period are as follows:

Friday afternoon: 6 – to set up registration, exhibit area, rooms, etc.

Friday evening: 4 – to give directions, greet people as they arrive, run errands

Saturday morning: 4 – to give directions; assist workshop leaders if needed; run errands, etc.

Sat. afternoon: 4 – as above

Sat. evening: 4 – to check badges & take tickets at the door of banquet & dance

Sunday morning: 2 – same as Sat. morning & afternoon

Sunday afternoon: 2 – same as above

Other information in this section:

2. facilitators instruction sheet
3. map of conference area
4. set-up of individual rooms
5. schedule of facilitator's work times
6. correspondence with volunteers

FACILITATORS INFORMATION SHEET

FACILITATORS COORDINATOR: Joe Burns

If you have any questions or a problem arises, see the Facilitators coordinator. He will be wearing a blue badge, as will the other coordinators. Facilitators will have light green badges. Each aspect of the conference has its own coordinator. If there is a problem regarding a specific activity, people should be directed to the proper coordinator.

Registration/Housing Coordinator: Richard Meritzer
Exhibits/Booths Coordinator: Steve Leshner
Workshops Coordinator: Betty N.
Entertainment & Guests Coordinator: George Bodamer
Media Coordinator: Rodger Beatty
Security Coordinator & Liason with Holiday Inn: John Zinsmeister

UPON ARRIVAL, facilitators are to check in with Joe Burns, to receive their assignments and schedule. Duties may include the following:

1. Welcoming people as they arrive.
2. Giving directions (see attached map of conference site)
3. Setting up rooms for various activities (see attached instructions)
4. Running errands, at the request of the Facilitators Coordinator only.
5. Assisting workshop leaders. (There may be a rare occasion when someone is not being cooperative in a workshop discussion, and workshop leaders may request your assistance in asking that person to leave the room. If the problem is more complicated, contact the Workshop Coordinator.

PERTINENT INFORMATION

- A. PHOTOGRAPHY: in order to insure complete anonymity for all conference participants, NO cameras are allowed at the conference. The Media Coordinator will arrange picture taking sessions of entertainers or special guests with media representatives in the lobby of the hotel. Others trying to take pictures should be referred to the Media Coordinator.
- B. LITERATURE TABLES: the free literature tables are available to anyone who wants to put out material of interest to our community. Tables will be in the South Gallery (see map). NOT allowed will be any anti-Lesbian/Gay literature, or any signs, displays or sales - which are to be done only in the Exhibit area. Decisions on the appropriateness of literature will be made by Joe Burns.
- C. ATTENDANCE AT EVENTS: there is a badge coding system for all events. ONLY those with the correct badge identification may be admitted to an event as follows:
 - Workshops: all badges EXCEPT white badges with red or blue stripe
 - Saturday Evening Banquet: all badges EXCEPT white badges with green or blue stripe
 - Saturday Entertainment & Dance: all badges EXCEPT white badges with green or red stripe(Admission to the banquet and/or entertainment/dance will also be allowed by ticket purchased at the registration table)
- D. EMERGENCY: for any medical or security problem, keep conference participants a safe distance away from the problem area, and summon assistance from the Security Coordinator. If anyone is having difficulty with Holiday Inn staff people, direct them to the Security Coordinator. The Holiday Inn has agreed to keep people passing out homophobic literature or demonstrating against us, away from the hotel. Violators are to be dealt with ONLY by the Security Coordinator.

There will be a meeting of all Facilitators, Friday night at 10:30PM in room 'B'.

TV

PROCEDURES FOR SATURDAY NIGHT – BANQUET & ENTERTAINMENT

BANQUET

1. Facilitators are to be stationed at the entrances to rooms E & F.
2. Doors are to be opened at 6:30PM
3. ADMITTANCE: All those with Blue, Yellow, Green and plain White badges are to be admitted. Those with white or Red badges which have a red stripe, and those with Banquet tickets are also to be admitted. DO NOT ADMITT anyone without a badge or ticket, OR anyone whose badge has a GREEN or BLUE STRIPE.
4. Anyone who does not have proper admission credentials (badge or ticket) may purchase a ticket at the registration table.
5. Doors will be closed, at a signal from the head table, at approximately 6:45PM for the opening of the Banquet; doors will be reopened following the readings.
6. Facilitators are to remain at the doors until 7:15PM (or earlier if Facilitators Coordinator indicates). After 7:15, facilitators will be seated at tables near the doors to check identification of late arrivals.
7. SMOKING will be allowed only at tables to the right of the entrance. NO SMOKING section will be designated by signs on tables to the left of the entrances.

ENTERTAINMENT & DISCO DANCE

At the conclusion of the Banquet, there will be approximately 30 minutes when the area is reset, tables removed, etc., for the entertainment. During this time only Facilitators and Conference Officials will be allowed in the room.

1. Facilitators will be stationed at the entrances to rooms E & F
2. Doors will open at approximately 9PM (or as soon as the room is ready)
3. ADMITTANCE: All those with Blue, Yellow, Green and plain White badges are to be admitted. Those with White or Red badges which have a Blue stripe are to be admitted. DO NOT ADMITT anyone without a badge or ticket, OR anyone whose badge has a GREEN or RED stripe.
4. Doors will be closed when the first performance starts, and will remain closed during each performance.
5. Facilitators are to be at the doors until after Pat Bond has begun her performance, to check identification of late arrivals. No Facilitators will be needed at the doors during the dance.

EXHIBITORS INFORMATION SHEET

EXHIBITOR _____

Room Assignment _____ Table Number _____

The Coordinator for Exhibits and booths is STEVE LESHNER. If you have any questions or problems, he will assist you.

EXHIBIT AREA is located in rooms 'H' and 'I', opposite the registration tables.

BOOTH SET-UP may be done beginning at 6:30PM on Friday – continuing until midnight; and on Saturday morning beginning at 8 AM. Each exhibitor is responsible for setting-up and staffing their own tables and displays. Your table will be marked upon arrival.

EXHIBIT AREA HOURS when the area will be open to conference participants:

Friday, October 19th	8:30 to 11 PM
Saturday, October 20th	9 AM to 6 PM
Sunday, October 21st	9 AM to 3 PM

For the safekeeping of your material, the exhibit rooms will be locked Friday and Saturday nights.

SALES & MONEY: The Holiday Inn has assured the conference committee that NO PEDDLERS LICENSES are needed for commercial exhibitors. However, you are responsible for the usual collection of applicable Pennsylvania sales taxes.

Donations may be asked for by organizations at their display tables only. No solicitations for contributions may be made outside the exhibit area.

You may ask the Holiday Inn to keep monies in their safe overnight.

ANTI-LESBIAN OR GAY MATERIAL may not be displayed or sold in the exhibit area, or anywhere else at the conference.

TIME	# NEEDED	NAMES
SATURDAY AFTERNOON		
1 - 3PM		
3 - 6PM		
SATURDAY NIGHT		
6 - 8:30PM		
8:30 - 11PM		

WORK SCHEDULE Medea

TIME	# NEEDED	NAMES
FRIDAY Pre-conference 3 - 6PM		
FRIDAY NIGHT 6 - 9PM		
9 - 12midnight		
SATURDAY 8 - 10:30AM		
10:30 - 1PM		

TIME	# NEEDED	NAMES
SUNDAY MORNING 8 - 10 AM		
10 - 1PM		
SUNDAY AFTERNOON 1 - 4PM		
4 - 6PM (Clean-up)		

MEDIA

COORDINATOR: Rodger Beatty

RESPONSIBILITIES: to register all media representatives as they arrive; make sure they are aware of and agree to the media rules we have adopted; assist media in interviewing entertainers and guests; oversee the other media liasons

REPORTS TO: Media Coordinato reports directly to Senior Coordinators.

ARRANGEMENT OF FACILITIES: Media liasons will be available in the North Gallery area, adjacent to the registration tables, at all times during the conference.

EQUIPMENT NEEDED: Media rules; other information sheets; clear space in lobby of hotel for picture-taking sessions.

ASSISTANTS NEEDED: there will be four Media Liasons, two to be available Friday night and Saturday morning; one at all other times.

Other information in this section:

2. Media Liason information sheet
3. schedule of Media Liasons
4. Media Rules
5. Press releases

MEDIA LIASON INFORMATION SHEET

COORDINATOR: RODGER BEATTY

Media liasons are to be stationed in the North Gallery, beside the registration tables. As media representatives arrive, they will be directed to a special registration table, where they will receive a copy of the media rules. After they have agreed to abide by these rules, they will get their press badges (RED), a copy of the conference program and other appropriate literature.

MEDIA LIASONS HAVE THE FOLLOWING RESPONSIBILITIES:

1. Answering questions from the press about the conference and the Pa. Lesbian/Gay Support Network. The program and Network brochure should provide you with the information necessary in answering most questions. If there are any areas you feel unqualified to respond to, the Media Coordinator or one of the Senior conference Coordinators; Joe, Betty, George; should be able to help. It is IMPORTANT to remember that PRIDE '79 is sponsored solely by the Network, and all funds for the conference come from registration fees. Endorsement, but no funding, has come from several other groups and individuals - and they are listed in the program. The non-Lesbian/Gay media will be interested in a few facts - the who, what, where and why - about the conference. Your common sense is the best guide in fielding other questions, but you are within your rights not to answer anything about yours or anyone else's personal life.
2. Arranging interviews with conference guests (i.e. keynoters & entertainers). These guests have been requested to have the Media Liasons set-up all interviews for them. You should remain with the interviewee during the interview in order to clarify Network or conference issues and questions, should they arise.
3. Enforcement of the rules. Please read the attached media rules. They must be observed at all times! Most of the Lesbian/Gay press will understand the need for these rules, but the straight press may not. If they are unable to accept these restrictions, they will not be given press badges.
ANYONE VIOLATING THE MEDIA RULES MAY BE ASKED TO LEAVE THE CONFERENCE.

SPECIAL PHOTOGRAPHY

A space will be set aside in the lobby of the Holiday Inn - away from the conference - where media people will be able to film for television or take pictures for newspapers. Other requests, such as filming during the performances - with a promise not to include the faces of anyone in the audience - will be turned down.

If you have to leave your area, please notify the Media Coordinator or the person at the Special (Media) Registration desk as to where you will be.

LOCAL TELEVISION COVERAGE is likely to be done on Friday night or Saturday morning between 10AM and 3PM - to meet their deadlines for film processing. Media Liasons will be needed most during those times.

EXHIBITORS REGISTRATION

A. These EXHIBITORS have registered and their fee included two (2) full conference registrations. When they register, they are to get the white badges already made out for them. They DO NOT get any extra badges for other people who might want to help at their table. After registering at this table, send them to the Exhibit area (Room H) to see the Exhibitions Coordinator.

1. Giovanni's Room
2. Wildsisters, Inc.

B. These EXHIBITORS have registered and their fee included admission to WORKSHOPS ONLY, (\$5). If they want to attend either the banquet or the entertainment & dance, follow the instructions on the registration procedure for this table. When they register they get the white badge made out for them – make proper color marking before giving it to them – but, they DO NOT get any extra badges for other people who might want to help at their table. After they are registered, send them to the Exhibit area.

1. National Organization for Women
2. Birmingham Booksellers
3. ACLU - Pittsburgh
4. MCC - Pittsburgh
5. Dignity - Pittsburgh
6. Committee on Civil Rights for Homosexuals (Phila. Yearly Meeting –Quakers)

(7. Women's Resources/Free Women's School has paid for a booth, but their registration was late so that their fee does not include admission to any conference event. However, the person who will be staffing their table has paid a full conference fee, and will get their one badge.

C. LAST MINUTE BOOTH REGISTRATIONS

There are 0 tables left which may be reserved – one to an exhibitor only. The fee for these tables is \$10.00, and it does NOT include admission to anything else at the conference. After the new Exhibitor has registered and paid for the booth, give them the one badge to which they are entitled, and send them to the Exhibitions Coordinator in Room H. When all tables are registered, do not assing any more. Send others who still want a booth to see the Entertainment & Guests Coordinator, who will determin if more space is available, and will then notify the registrars if more tables may be reserved.

- 1.
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- 9.
- 10.

deleted

SPECIAL REGISTRATIONS

For: MEDIA REPRESENTATIVES, GUESTS, WORKSHOP LEADERS, FACILITATORS, REGISTRARS

People who have special functions at the conference, and press representatives, will not be getting their badges or programs when they register. They will be directed to this table for that purpose, and, also to get additional instructions.

MEDIA REPRESENTATIVES:

Registration procedure -

1. Give them a copy of the media rules to read. If they agree to them, go to the next step. If they do not, or have any questions about them, direct them to the Media Coordinator - Rodger Beatty or one of the other Media Liasons.
2. Give them a RED badge and a copy of the program.
3. Direct them to the Media Coordinator for further information.

GUESTS:

Registration procedure (you will have a list of those people who are our GUESTS)

1. Present them with a YELLOW badge (the badges will have their names on them)
2. Give each GUEST a copy of the program and the Entertainers & Guests sheet. (These will also have names on them.)
3. Direct them to the Entertainment & Guests Coordinator - George Bodamer

WORKSHOP LEADERS:

Registration procedure (you will have a list of those people who are leading workshops)

1. Give them a badge, which is to be color coded according to what they have paid. See BADGE IDENTIFICATION SYSTEM on the General Information Sheet. (Most of the badges will be plain white.)
2. Give them a copy of the program and the copy of the Workshop Leader Information Sheet which has their name on it.
3. Direct them to the Workshop Coordinator - Betty N.

FACILITATORS & REGISTRARS:

Registration procedure (you will have a list of those who have signed up to help)

1. Give them a GREEN badge. If they have not paid for all events, the badge should be marked according to the BADGE IDENTIFICATION SYSTEM, which is outlined on the General Information Sheet.
2. If the person is working as a FACILITATOR, give them a copy of the program and a copy of the Facilitators information packet. Then direct them to the Facilitators Coordinator - Joe Burns.
3. If the person is working as a REGISTRAR, give them a copy of the program and direct them to the Registration Coordinator - Richard Meritzer.

If there are people who want to help as Facilitators or Registrars, but are not on your list, send them to Joe or Richard before giving them badges. The Coordinators will tell you if the person is to be added to the list.

IF you have any problem with these Special Registrations, see the Coordinator in charge of the appropriate function.

TABLE I

REGISTRATION PROCEDURE for PRE-PAID registrants (those who have sent in the \$15 fee)

1. Welcome the person, and ask them their name
2. Take their card (3x5) from the file. Cards are in alphabetical order, last name first (a) See sample.
3. Check name and address (b). Addresses will not be given out to anyone, and they are not being used for any purpose other than PRIDE '79 registration.
4. Mark the card - put your initials beside the word PAID (c), to show they have arrived.
5. Have the person sign the 'time-in' sheet. (This is in case a badge is lost, then we know that the person requesting a new badge has paid for it.) Also on this sheet, there is a column that people should check indicating if they want the vegetarian meal at the banquet, instead of the turkey.
6. BADGES: All people registering at this table will get a white badge, UNLESS there is a notation at the top of their card. If there is no notation, give them their white badge and a copy of the program.
7. SPECIAL REGISTRATIONS: If there is the notation 'W.L.' (workshop leader), GUEST, OFFICIAL, or 'F/R' (facilitator or registrar), in the upper right hand corner of the card, tell the person that they are to get their badges and programs at the Special Registration table.
8. When all of the above is completed, the conference registrant is to go to the Housing Registration tables to get their room assignment.

IF a card is missing, or there is a special problem in registering anyone, ask the person involved to step to one side, call the Registration Coordinator to handle the problem, and take care of the next person in line.

COORDINATOR: Richard Meritzer

- I. Registration will be the time when most participants will have their first contact with PRIDE '79. It is important that they be made to feel welcome, comfortable and a part of the conference. Registrars should try to be courteous and helpful at all times.
- II. PROBLEMS. The instructions which follow should answer any questions you might have on registration procedures. If any difficulty arises, the Registration Coordinator will assist you.
- III. REGISTRARS MEETING: at 6PM on Friday night, at the registration area.
- IV. STANDARD CONFERENCE REGISTRATION PROCEDURE: Upon arrival, conference participants will be directed to one of three tables, as follows:
 1. Pre-Paid Registrants - those who have sent in the \$15 fee before October 18th.
 2. Partially Pre-Paid Registrants & All Exhibitors - those who have sent in payment for some events, and all those who have registered for a booth.
 3. Un-Paid Registrants - all those who have sent in no money before the conference.
 At these tables, participants will be registered for the conference, any money due will be collected, badges any programs will be handed out (except where noted).
- V. STANDARD HOUSING REGISTRATION PROCEDURE: There will be three tables for housing, as follows:
 1. People occupying single rooms & those people who are sharing a room and know with whom
 2. People sharing rooms, but who have not specified with whom
 3. People staying off-conference, with friends in town
 At these tables, participants will get their room assignments, and then be directed to the Holiday Inn front desk to pay and get keys.
- VI. SPECIAL REGISTRATIONS: Guests (Keynoters, Entertainers, etc.), Workshop Leaders, Facilitators and Registrars will register and pay fees, if necessary, at the conference registration tables (see above), but will then be sent to a special registration table where they will get badges, programs and instruction sheets.
- VII. MEDIA REPRESENTATIVES: Any reporter planning to attend as well as cover the conference, will register as above. Media representatives are not charged the fee for attending workshops (\$5), but will have to pay for any of the special events. Press people will be directed to the special registration table where they will receive their badges, programs and the media rules.
- VIII. NO REFUNDS will be made on any conference fee. Any problem with this is to be handled by the Registration Coordinator.
- IX. BADGE IDENTIFICATION SYSTEM: The badges are color coded according to the fee paid, so that the facilitators will know who to admit to each event. There are also special badges for those with special functions at the conference, as follows:

GENERAL CONFERENCE ADMISSION: White badge
 CONFERENCE OFFICIAL: Blue badge
 FACILITATORS & REGISTRARS: Green badge
 GUESTS: Yellow badge
 MEDIA REPRESENTATIVES: Red badge
 EXHIBITORS: White badge, with word 'Exhibitor' on it

 People wearing the above colored badges, unless the badges have been specially marked, will be able to attend all conference events.

EXCEPTIONS: Conference participants who have paid for only selected events (not the Full fee), will have their badge marked as follows:

Workshops & Meetings ONLY: white badge with green stripe
 Workshops & Banquet ONLY: white badge with red stripe
 Workshops & Saturday Entertainment/Dance: white badge with blue stripe

 Those who are coming only to attend the banquet and/or the Saturday entertainment/dance will be admitted by ticket purchased at the door. These tickets will be on sale at the registration tables from 5PM.

PENNSYLVANIA
LESBIAN/GAY
SUPPORT NETWORK

Press Release

Contact: Joe Burns (215) 432 - 6043
Rodger Beatty (717) 657 - 1812
John Zinsmeister (412) 665 - 0710

(PHOTOGRAPHY will be allowed only in limited areas of the conference. Media Liasons will be available to assist the press with this and other matters.)

FOR IMMEDIATE RELEASE

"PRIDE '79", the annual Pennsylvania Lesbian/Gay conference will be held the weekend of October 19, 20, 21, 1979 at the Airport Holiday Inn in Pittsburgh. The conference will feature many workshops, well-known speakers and popular entertainment. Sponsored by the Pennsylvania Lesbian/Gay Support Network, "PRIDE '79" is an extension of our programs of outreach to, and education of, Pennsylvania's nearly one million Lesbians and Gays. The Pennsylvania chapter of The National Organization for Women, the Pennsylvania Council for Sexual Minorities, C.H.O.I.C.E., and other groups and individuals have officially endorsed the conference.

Pat Bond, star of the film "Word Is Out", will be the specially featured performer on Saturday night. Also appearing will be locally well-known entertainers - Pink Debbie, Joni Geiser and Hank Baron. Dixie White, president of Pennsylvania National Organization for Women. and Tony Silvestre, Chairperson of the Pennsylvania Council for Sexual Minorities will keynote "PRIDE '79" on Saturday morning.

The workshops will focus on issues of personal adjustment and community growth. Topics include: Coming Out; Alcoholism; Women's Poetry & Music; Gay Life in Rural Penna.; Gay Men's Health; Grassroots Fundraising; Racism; Self-Defense; and more than 25 others. Two dozen or more Lesbian/Gay organizations and businesses will be represented with displays and booths.

The conference organizers expect four to six hundred participants from Pennsylvania and adjacent states.

People wanting further information on "PRIDE '79" should contact their local Lesbian/Gay switchboard or write to: PRIDE '79, P.O. Box 10741, Pittsburgh, Pa. 15203.

-30-

PENNSYLVANIA
LESBIAN/GAY
SUPPORT NETWORK

Public Affairs Director;

We would like to have the following Public Service Announcement aired on your station between October 10th and October 18th, 1979. This activity is being sponsored by the Pennsylvania Lesbian/Gay Support Network which is a non-profit organization. We are a commonwealth-wide group of Gay men and women active in education of the homosexual and general communities.

We would appreciate receiving confirmation of the broadcast dates for this announcement. If you have additional questions, please contact me at the address below.

Sincerely,

Joe Burns

Joe Burns

PENNSYLVANIA
LESBIAN/GAY
SUPPORT NETWORK

PUBLIC SERVICE ANNOUNCEMENT

(reading time: 30 seconds; no slide)

PRIDE '79, the annual Pennsylvania Lesbian/Gay Conference, will be held the weekend of October 19th, 20th, 21st, 1979, in Pittsburgh, Pa.

The theme of the weekend is "Our Space for Growth". There will be many workshops and the Saturday night entertainment will feature Pat Bond, star of the film "Word Is Out".

For more information, write to PRIDE '79, P.O. Box 10741, Pittsburgh, Pa. 15203; or call your local Gay Switchboard.

PENNSYLVANIA LESBIAN/GAY SUPPORT NETWORK

TO: ALL EDITORS

SUBJECT: PRESS REPRESENTATION AT PRIDE '79

PRIDE '79, the annual Pennsylvania Lesbian/Gay conference, recognizes the needs for anonymity and free exchange of ideas within our community. To protect these basic needs, we have adopted the following rules:

1. Press representatives (including reporters for organizational newsletters) must obtain press credentials, which will be available at the time of registration, for admittance to the conference. Press identification is to be worn at all times.
2. No cameras will be allowed on the conference site. (This rule applies to individuals as well) Arrangements for picture-taking sessions with speakers, workshop leaders or performers may be made with PRIDE '79 media liasons.
3. Interviews with any confernece participant may be conducted only with the consent of those interviewed. Press representatives must make it clear which publication or communication medium will be carrying the interview.
4. Audio tape transcriptions of workshops or meetings may not be made unless the prior consent of the workshop leader is given. If any participant of a workshop, meeting or other conference session objects, audio tape transcriptions will not be allowed.
5. Names and or addresses of any conference participant may not be published without prior consent of those participants.

PRIDE '79 will have media liasons available, at all times, to assist the press in covering the conference. It is the intent of the Pennsylvania Lesbian/Gay Support Network to open PRIDE '79 to as many of our Sisters and Brothers as possible. To insure that they will not be subjected to unwanted harrassment by family or empolyers, we have instituted the above regulations. We hope that someday such rules will not be necessary, but we believe that our friends in the Lesbian/Gay press will understand these present needs.

Questions about PRIDE '79 or about the above rules are welcomed. Please contact the Network at:

P.O. Box 4031

Allentown, Pa. 18105

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