



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604

BAHSES MEMORANDUM

July 6, 1992

TO: Lee Y. Woo

FR: Clarmundo S. Sullivan

RE: 1992 San Francisco Lesbian/Gay Freedom Day Celebration

Please find my detail Activity Plan , BAHSES Event Report , BAHSES questionnaires, and BAHSES Activity Sheet for the 1992 San Francisco Lesbian/Gay Freedom Day Celebration

521040



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER



1992 S.F. Lesbian/Gay Freedom Day Celebration Plan

In order to have sufficient staffing of the BAHSES booth at the S.F. Lesbian/Gay Freedom Day Celebration, Board members, BAHSES staff, and non-paid staff should be given at least a 30-day advance notice of participation. This gives all of the above time to make room in their schedules and plan for the event.

Notification can be done by way of calling all of the above or sending them a letter by mail. Either way it gives staff, non-paid staff, and Board members an opportunity to indicate whether or not they can participate. At this time, the recruiter should let staff know that the day of the event will be considered a regular business day and that if they work, they can take off the time they worked the following week. (Executive Director should send Interoffice Memorandum stating this).

It should be left to the Executive Director's discretion whether or not non-paid staff should be utilized. Because the booth is a HIV information booth, BAHSES is responsible for providing accurate and current information about HIV/AIDS information, services, and referrals. Some non-paid staff may not be qualified at the time of the Freedom Day event to answer questions. Nevertheless, they can perform other necessary tasks such as helping to staff the "Cock Ring Toss", relieving other staff, or assisting with the restocking of materials, collecting monies, collecting and soliciting passersby to complete questionnaires, etc. It is critical that at least two staff members be present if any non-paid staff are working the booth; non-paid staff will need to be supervised and can refer people to staff members.

Once all of the Board members, paid and non-paid staff have been secured, the next step is to start scheduling. Because the event is usually from 9:00am to 6pm, there will need to be staffing to cover the entire time frame of the event. The schedule should look like the following:

8:00am - 9:00am	Pick Up and Set Up
9:00am - 1:00pm	First Shift
1:00pm - 5:00pm	Second Shift
5:00pm - 6:00pm	Close Down and Pick Up

Because 8 hours might be too much to ask of anyone to work on a weekend, I thought it might be a good idea to ask staff to "man" the booth in 4-hour shifts. This gives the staff an opportunity not only to participate in the Lesbian and Gay Freedom Day events but also allows them to do other personal things.

For Pick up and Set-up, there will need to be a minimum of two people. They should meet at the office at 7:30am to start loading the car with the items for the booth that should already be ready to go. The driver should have the Parking Permit to let him/her in the gate entrance.

For the First Shift, there needs to be a minimum of 4 people staffing the booth for the following activities:

Soliciting Passersby to Complete Surveys

Administrator of Surveys

"Cock Ring Toss" Solicitors

Someone to Collect Rings and Money for Games and Sales

Someone to Answer Questions About BAHSES Services and HIV/AIDS Related Information

It has been my experience that in order to sell the "Cock Ring Toss Game" and the T-Shirts, someone should do sales pitches to draw passersby's attention. No one will want to stop by a boring booth. There should be sales pitches, balloons, posters, uniforms, and music. It was only until a staff member actively used sales pitches that passersby became interested. Some suggested sales pitches are:

"Play the hottest game in San Francisco. Cock Ring Toss, 5 rings for \$1. Everyone is a winner. Help fight the spread of HIV in our communities." or "Are you tired of playing with your husband's cock? Come play with all ten of ours. Cock ring toss, 5 rings for \$1." or "Would you like to play with our cocks? Cock ring toss, 5 rings of \$1."

The Second Shift is much like the first; there should be at least four people staffing the booth.

Once everyone has been scheduled to staff the event, one should start assessing what items will be needed for the event. Some items used at the 1992 San Francisco Lesbian/Gay Freedom Day Event were:

BAHSES and SWAT T-Shirts (all sizes and colors)

BAHSES Post Card/Note Cards

Current BAHSES Newsletter

Agency Brochures

100% Pins

Loose Condoms

Sexual Survival Gear (condoms)

BAHSES Banner and Stand-up Signs

SWAT Cards

Both Agency Posters and NTFAP Posters

Half flyers about BAHSES Services

Volunteer Flyers

Dildos (5 black and 5 white)

Rope for Banners

Tape

Hangers for T-Shirts

Push Pins

Writing Pens and Pencils for Surveys

Balloons

Name Tags for Staff

Table for "Cock Ring Toss"

BAHSES Surveys

Two Clipboards for Surveys

Weights for the Wind

Trash Cans

Folders for Surveys

Forms for Volunteers, BWMT, Mailings, etc.

Boxes for supplies

Kleenex

Create an Inventory Sheet of Items (this will help to assess what was popular and what was distributed at the event)

NOTE: Make sure that the items that is used for the event doesn't negatively impact the success of other education and outreach efforts.

After reviewing this list, the Event Coordinator needs time to copy all the required materials, collect other items, and possibly special order some of them. He/She will need assistance for Administrative Assistants, other staff, or volunteers. The Executive Director should create a letter which asks for full participation from other staff if necessary.

If in the event that BAHSES is sharing the booth, there needs to be time to meet with the other party to plan the utilization of the booth. Try to avoid overstaffing for each organization or having an unbalance of literature and items.

Assessment of 1992 Lesbian/Gay Freedom Day

BAHSES's HIV/AIDS information and game booth at the 1992 Lesbian/Gay Freedom Day was a very successful. Although the designated Events Coordinator had only a week's time to coordinate the event, it was successful.

The first thing that had to be done is to notify and recruit Board members, Staff, and Non-Paid Staff. Because Staff members were somewhat foretold of the event they were cooperative. Not only did they want to participate in the event, they also assisted in the collection of information and materials for the event. I wrote a letter (see attached) letting them know the hours of the event, what shifts were available for staffing, and what activities were going to be happening at the event in our booth. Because the Board has voiced complaints about BAHSES not informing them of events in a timely fashion, Board participation was nonexistent. Either they were not available, had other previously scheduled plans, or weren't given enough time to change their schedules. Due to the participation of BAHSES staff, non-paid staff weren't needed. There were great concerns voiced by Education and Support Department staff that the non-paid staff that were available weren't qualified to address questions about BAHSES services or HIV/AIDS.

The second thing that had to be done was to start accessing what was needed for the event. Shurland provided a partial list of needed items but other items were needed. The inventory list had to be revised because more items were needed and items are available now that weren't previously available. After this list was created, items had to be collected and information needed to be copied. The Education and Support Departments provided me with masters to their upcoming event flyers and were copied. 200 of each master were made. The breakdown of both copiers (BAHSES and NTFAP) was not anticipated but nevertheless the copying was completed.

The third thing that had to be done was to create an inventory sheet of items being distributed and sold at the event. I created two inventory sheets: one that listed all of the items that were to be present at the BAHSES booth and another inventory sheet for the BAHSES/SWAT T-shirts. This proved to be helpful in the end because I could assess the success of the event and what was popular and not popular.

Lastly, transportation of the items had to be arranged. Although transportation for the pick up of our items at the close of

the event was secured, the drop off of the items for set up wasn't secured. Fortunately, one of the staff members had transportation to do the drop off.

Picking up the items from the office and their transport to the event went smoothly. For the first shift, all staff members showed up on time and were helpful in administering surveys and answering questions around HIV/AIDS and BAHSES services. Although this shift was helpful, I would recommend in the future that all staff motivate the crowd to come to the booth by way of solicitation or sales pitches. Because the "Cock Ring Toss" and the BAHSES/SWAT T-shirts weren't "pushed" verbally in the first shift, no sales were generated. The second shift was much more successful. Some staff from the first shift decided to stay longer to assist in the success of the booth. What really made the difference in the promotion of the "Cock Ring Toss" fundraiser was one staff member going outside the booth and acknowledging its existing by sales pitches. Although there were some passersby that were uncomfortable by the game and solicitation, the majority of the participants were excited about it. The sales pitch made the difference. In the first shift, without the sales pitches no revenue was secured. In the second shift with the sales pitches, BAHSES secured approximately \$150! It made a difference. BWMT staff later assisted in this venture because they were amazed at how popular the game was. Each participant of the game left with either a 100% pin, a Sexual Survival Gear condom, a SWAT card with a condom attached, a condom key chain, or one of two BAHSES agency posters. No one left a loser. The sales pitches also brought attention to the booth so that if they chose not to play the game, they completed surveys and accessed HIV/AIDS literature. I believe our booth was the most successful and profitable.

Overall, BAHSES collected approximately \$150 in our "Cock Ring Toss" fundraiser, collected 40 BAHSES surveys, distributed 150 SWAT cards and condoms, distributed 250 100% Safer Sex Pin (with explanation of its significance), distributed 100 agency posters, distributed 30 condom keychains, and made 183 contacts.

Recommendations for next year. I strongly recommend that the Coordinator of next year's Lesbian/Gay Freedom Day Event fulfill his/her responsibility to the end, start notifying and scheduling staff a month in advance, place recruitment aids in the BAHSES and BWMT Newsletters, make sure staff is prepared to assist with copying, make sure supplies for event doesn't exhaust supply, and that staff actively solicit passersby to come to the booth for information or the fundraising event, and to secure transportation to and from the event.

BAHSES BWMT/MACT ACTIVITIES REPORT

ACTIVITIES:

DATE OF EVENT: 6-28-92

☐ WORKSHOPS (Type, Target Audience)

☐ TRAINING (What Kind: HHH, Facilitators, Survey, Other)

☐ SPEAKING ENGAGEMENT (For What Group)

☐ PANEL DISCUSSION (Sponsored by Who)

☒ INFORMATIONAL BOOTH (Event)

☐ PLANNING MEETING (For What Activity)

☐ PARTNERSHIP BUILDING (With What Groups)

☐ CHAPTER MEETING (With What Committee or Group)

☐ SUPPORT GROUP MEETING (Number)

☐ BAR ZAP (Name of Bar)

☒ SPECIAL EVENTS (What and Where) 1992 S.F. Lesbian/Gay Freedom Day Celebration

SUMMARY:

Co-staffed a booth with BWMT at the 1992 S.F. Lesbian/Gay Freedom Day Celebration. Conducted our "Cock Ring Toss" fundraiser, administrated

Continue on the back:

POPULATION SERVED:

	Gay Men	Men	Lesbian	Women	TS/TV	Unknown	Total
Asian/Pacific Islanders	7			1			8
African American	10		11				21
Native American	5						5
Latino	7		2	1			10
European American	89	3	32	13			137
Other		1	1				2
Total	118	4	46	15			183

STAFF:

Coordinator: Shurland Aird/C. Sullivan Reviewer: Clarmundo Sullivan

Facilitators: C. Sullivan, T. Hajjar, M. Brunetti, G. Arechavala,
A. Lovitt, Madame X

EVENT: 1992 S.F. Freedom Day LOCATION: Civic Center

SUBMITTED BY: Clarmundo S. Sullivan DATE: July 6, 1992

EVALUATION\COMMENT SHEET

SPEAKER(S)/FACILITATOR

PERFORMANCE

EVALUATION

NAME:

NAME:

NAME:

COMMENTS:

BAHSES Surveys, and answered questions about BAHSES services and HIV/AIDS. Distributed 100% pins, SWAT cards with condoms, Sexual Survival Gear condoms, BAHSES posters, BAHSES services flyers, and other related information. Our booth was the most successful booth.



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BAHSES MEMORANDUM

June 22, 1992

TO: BAHSES Staff

FR: Clarmundo Sullivan *Clarmundo Sullivan*

RE: BAHSES BOOTH AT 1992 SAN FRANCISCO LESBIAN/GAY FREEDOM DAY CELEBRATION

One June 28, 1992 BAHSES will co-sponsor an information booth for the San Francisco Gay Pride Day with BWWMT. BAHSES staff scheduling of the booth will be in four-hour shifts starting at 10:00am and ending at 6pm. Please review the following staff scheduling provided to me by Shurland:

Thomas Hajjar, Gus Arechavala, and Arni Lovitt	9am - 1:00pm
Michael Brunetti and Michael Sullivan	10am - 2pm
Michael Sullivan and 3 others (T.B.A.)	2pm - 6pm
Mohamed Rajab	6pm

Staff are asked to share the responsibility of the following assignments:

Staff "Cock Ring Toss" Game

Solicit People to the Booth

Administer BAHSES Surveys

Answer Questions regarding HIV/AIDS and BAHSES Services

If the above staff schedule is not the shift you signed up for let me know as soon as possible so that rescheduling can be done. It is my understanding that for your participation on June 28 you will have on work day off the following work week. All other staff (paid or non-paid) not pre-approved for participation will not be needed. Please let Arni know what day you are taking off. Thank you for your commitment to BAHSES and our communities.

321015, 512090, 521130, 515070



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

Welcome to the 1992 San Francisco Lesbian/Gay Freedom Day Celebration.

We're excited about having you as a booth participant in this year's event and look forward to working together to make the event a total success. This letter contains some important information you will need for the day: (1) Operating Procedures, (2) Booth Information and (3) General Suggestions and Safety Tips.

Operating Procedures

Enclosed you will find one vehicle pass which contains your booth number and location and has a map of the Celebration area on the back. This pass is good for one vehicle only and is color coded. The color of your pass specifies the route you should follow while entering and exiting the Civic Center area. By following this route you will avoid delays in setting up and will not cause delays for others. The colors and their corresponding route are listed under Booth Information.

You should enter at the designated entrance, travel directly to your location, **park parallel with and against the curb (if booths are centered on street) or between the booths (if booths are separated)**, unload, and exit through the route assigned. By veering from your route you will encounter conflicting traffic and may cause delays. Please unload as quickly as possible and exit immediately. Vehicles can not be parked by the booth while setting up, only while unloading. Parking, after unloading, is only available outside the Civic Center area and is the responsibility of the vendor. No vehicles will be allowed to enter for set up after 9:00am; **no exceptions**. All vehicles must be out of the Civic Center area by 9:30am.

The event will conclude at 6:00pm; with food service ending at 5:45pm. You should have your booth dismantled and ready for loading by 6:30pm. Your designated route for loading in the evening is the same as that of the morning. Again, travel the designated route, park parallel, load, and exit quickly. Notify a committee official (identified by yellow t-shirts) 15 minutes prior to leaving for booth check-out. An official **must** inspect your booth and approve its condition before you leave or your deposit will not be returned. A list of cleanliness criteria will be distributed that day.

If applicable, bring a copy of your resale license to be displayed visibly at your booth. Verification of resale licensing is the responsibility of the vendor and may be requested by the Board of Equalization. **NO MONEY EXCHANGES MAY OCCUR ON CIVIC CENTER PLAZA.** If your non-profit organization has been assigned to the plaza and plans to collect money, please notify a committee official for relocation. If any booths are set up on the plaza and proceed to exchange goods for money they will be asked to leave the Celebration immediately.

Booth Information

Your booth number is 105. The location of this booth is McAllister between Polk and Larkin. Your color is orange. The route for orange is: Enter at McAllister and Van Ness Avenue, follow McAllister to booth, park and unload. Uturn at McAllister and Larkin to exit McAllister and Van Ness Avenue.

Suggestions and Safety Tips

- Please follow designated routes.
- Please be considerate of others and exercise patience.
- Please move quickly but safely.
- Bring assistance in protecting against theft. Watch money closely.
- Please bring all necessary equipment to set up your booth (tape, string, markers, signage, etc.). No materials will be provided by the Booth Committee.
- Plan for possibility of strong winds.
- Food vendors must be equipped with fire extinguisher.
- **NO MONEY EXCHANGE ALLOWED ON PLAZA.**
- Bring adequate personnel.
- Keep booth clean throughout day. Bring plastic bags, brooms, etc. Dumpsters provided and accessible. **Check-out required.**
- Feel free to ask for assistance from booth committee (yellow t-shirts).

By following the operating procedures and safety tips this day is assured to be fun for all. If there are any suggestions or questions you have prior to the Celebration please give us a call, (415) 861-3733. Otherwise, we look forward to celebrating with you on June 28.

Nivedita Glace

Sharon Hernandez

Brian Wood



VALID FOR UNLOADING & LOADING ONLY ON JUNE 28, 1992 FROM 5AM
UNTIL 11AM AND 6PM UNTIL 7:30PM. NO VEHICLES ARE PERMITTED
ON THE PREMISIS BETWEEN 11AM & 6PM. NO VEHICLES OF ANY KIND
ARE PERMITTED BY CITY ORDINANCE ON THE CIVIC CENTER PLAZA.

PERMIT NUMBER

OFFICIAL

BOOTH VENDOR

UNLOAD/LOADING PERMIT

PLEASE REFERENCE MAP ON BACK TO LOCATE YOUR AREA AND BOOTH#

VENDOR NAME

Black and White Men Together

AREA

McAllister btwn Polk & Larkin

BOOTH NUMBER

105

This is a **CONFIDENTIAL** survey. Do **NOT** write your name! Simply check your response to each question asked. Thank you!



1. What is your gender? Male ☒ _____ Female _____ Transgender _____	2. What is your ethnicity? African-American _____ Asian/Pacific Islander _____ European-American _____ Latino/Hispanic ☒ _____ Native-American _____ Other _____
3. Who are your primary sexual partners? Men ☒ _____ Women _____ Men and Women _____ Transgender _____	4. What ethnicity are your primary sex partners? African-American _____ Asian/Pacific Islander _____ European-American _____ Latino/Hispanic ☒ _____ Native-American _____ Other _____
5. Age Range Under 18 ☒ _____ 19-29 _____ 30-39 _____ 40-49 _____ Over 50 _____	6. Do you know if you are HIV positive or negative? Yes _____ No ☒ _____
7. How would you rate your knowledge of HIV? High ☒ _____ Medium _____ Low _____	8. Are you aware of <u>and</u> are you practicing safe sex with your partner(s)? Yes ☒ _____ No ☒ _____
9. Does substance use/abuse influence your sexual behaviors? Yes _____ No ☒ _____ Not Applicable _____	10. I/We practice safe sex: 0% of the time _____ 25% of the time _____ 50% of the time _____ 75% of the time _____ 100% of the time ☒ _____

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5. Age Range Under 18 _____ 19-29 _____ 30-39 ☒ _____ 40-49 _____ Over 50 _____	6. Do you know if you are HIV positive or negative? Yes _____ No ☒ _____
7. How would you rate your knowledge of HIV? High ☒ _____ Medium _____ Low _____	8. Are you aware of <u>and</u> are you practicing safe sex with your partner(s)? Yes ☒ _____ No _____
9. Does substance use/abuse influence your sexual behaviors? Yes _____ No _____ Not Applicable ☒ _____	10. I/We practice safe sex: 0% of the time _____ 25% of the time _____ 50% of the time _____ 75% of the time _____ 100% of the time ☒ _____



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

6/28

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6/28



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4/28



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1. What is your gender? Male _____ Female ☒ _____ Transgender _____	2. What is your ethnicity? African-American _____ Asian/Pacific Islander _____ European-American ☒ _____ Latino/Hispanic _____ Native-American _____ Other _____
3. Who are your primary sexual partners? Men _____ Women ☒ _____ Men and Women _____ Transgender _____	4. What ethnicity are your primary sex partners? African-American _____ Asian/Pacific Islander _____ European-American ☒ _____ Latino/Hispanic _____ Native-American _____ Other _____
5. Age Range Under 18 _____ 19-29 ☒ _____ 30-39 _____ 40-49 _____ Over 50 _____	6. Do you know if you are HIV positive or negative? Yes _____ No ☒ _____
7. How would you rate your knowledge of HIV? High _____ Medium ☒ _____ Low _____	8. Are you aware of <u>and</u> are you practicing safe sex with your partner(s)? <u>yes</u> Yes _____ No _____
9. Does substance use/abuse influence your sexual behaviors? Yes _____ No ☒ _____ Not Applicable _____	10. I/We practice safe sex: 0% of the time ☒ _____ 25% of the time _____ 50% of the time _____ 75% of the time _____ 100% of the time _____

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625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604

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A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

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