



Prince Rupert Special Events Society
PO Box 306 Prince Rupert, BC V8J 3P9
424 - 3rd Ave., W., lower level
250.624.9118 Fax: 250.624.9218
prspecialevents@citywest.ca
www.prspecialevents.com
Facebook.com/prspecialevent

Seafest – 41st Annual
June 7 - 9, 2019
“Happy Pirates of the Pacific”

Dear Seafest Event Organizers,

The volunteer Directors of the Prince Rupert Special Events Society wish to thank you for your time, effort and dedication in your planning and organizing of your Seafest event. The events are a valued part of the fun-filled weekend at our communities' annual festival. If you are planning an “info booth”, it must be an interactive activity so that festival participants are engaged in a positive and rewarding venture. We do not permit booths that are only for information purposes or for selling tickets.

Other communities have an event fee that is charged to sponsors or organizers however we have kept Seafest on an honour system. But we do need some funds to keep the community festival going! We request that 10% of your event profits be allocated to Seafest, and these funds will be put towards the Seafest advertising and operating costs. And if your event does not generate revenue, we also welcome all donations to Seafest!

Please confirm your event with us before May 19th so that your event information can be in the Seafest schedule of events. Contact us earlier, and we can include your event in the newspapers and radio ads. Please use the Seafest logo on your own posters and advertising, and we will supply you with the font and the 2019 logo when you request them.

Volunteer Directors of the non-profit Special Events Society spend countless hours coordinating and organizing Seafest as well as the annual Children's Festival, Canada Day and Winterfest community festival events, and also assist with numerous other civic events. We fundraise dollars throughout the year for operating funds, to purchase craft materials, tents, games, prizes, trophies, entertainment and more, to put back into the community festivals.

In addition to the coordinating of the entire Seafest weekend, the Directors also organize and run the Parade, Seafest Info Booths, the Seniors Tea, Musical Entertainment for both Saturday and Sunday, Sailpast and Flypast, Blessing of the Fleet, organize the vendors, pick up the garbage..... Phew, so we are excited to have your energy to organize your event for both participants and spectators!

The Saturday downtown events are encouraged to be set up prior to 9 a.m. as the downtown streets are closed starting at 8 a.m. for the parade, and you will have difficulty accessing the downtown core after that time. Saturday take-down is after 4:30 p.m. – Please do NOT start taking down your station any earlier than this time as it creates a safety concern with pedestrians on the streets.

The Sunday events are welcome to set up after 8 a.m. at the Waterfront with events starting at noon, and take down is after 4:30 p.m.

Sincerely,
Seafest Volunteer Organizing Committee