

Community Parade Coordinator

Accountable To: Offsite Activities Director

Budget:

The coordinator is to seek out sponsors for the following expenses:

1. Convertible VIP cars.
2. Port-a-lets for parade staging area & end of parade rally.
3. End of Parade Rally Stage.
4. End of Parade Rally PA System.
5. Local Police Support.
6. Road Closure Barriers.
7. Any Handout Print Material.
8. Medical Aid Station & Staff.
9. Communication plans to invite the community.
10. End of parade rally feature speaker.

Meetings Required:

1. Meetings with City officials to line up parade route, determine parade numbers, safety plans for the public and parade participants...etc.
2. Post-parade debrief meeting that will offer a written review to International camporee director.

Staffing Needed:

1. Local Police numbers and job descriptions.
2. End of parade main stage staff numbers and job descriptions.
3. Pathfinder parade staff numbers and job descriptions.
4. Medical staff numbers and job description.
5. Post-parade trash pick-up staff and job description.
6. VIP parade car staff and job descriptions.

Staff Organization Chart:

The Parade Coordinator is to build this organizational chart.

Make sure the organizational chart gets posted on the camporee web site and handed out to all parade staff and supporters 9 months before the parade.

Parade Schedule Must Include:

1. Who sets up and takes down what and when.
2. Before the parade how will the buses be loaded and unloaded.
3. At the end of the parade how will the pathfinders be loaded.

Insurance:

The parade coordinator is to confirm in writing with the Offsite Activities Director and City Officials that all necessary insurance is in place 9 months before the parade.

Bus Shuttles:

1. Drivers are to be provided printed maps for pathfinder pick up and drop off 10 days or more before the parade.
2. A transport plan needs to be put in place to shuttle parade instruments, banners, flags, floats...etc. A person must be appointed to the staff organizational chart to load and distribute these objects and then load again at the end of the parade or rally.
3. Where will the busses park before, during and after the parade must be planned for and placed on the bus driver's written instruction map.

Contingency Plans:

1. Written plans for rain, high winds, hail...etc must be planned for.
2. If the parade is to be canceled a written protocol must be established 9 months before the parade date and communicated to all key parade leaders.

Communication:

1. The parade route, spectator parking and viewing options are to be placed in the local newspaper and other community communication outlets weeks or months before the parade.
2. Two way radios are to be acquired and used by key parade staff or some type of better leadership communication system must be established.
3. The parade staff Organizational chart must include key leadership cell phone numbers and email addresses. This plan will allow all key parade staff to connect with each other before, during and after the parade.