

## KW Santa Parade Volunteer Information in greater detail

There is limited parking at Suddaby School (access off Lancaster), as well as limited parking on side streets such as along Chapel Street.

The parade is on rain or shine - we definitely prefer shine!

Friday November 16th, between 730 PM - 930 PM

We will have 3 main stages

- 1) Sign in - let us know you're here! At this time, any volunteer hour forms and under-18 permission forms ought to be handed in. Here is where you will pick up 2 labels with your name on it. If you are a group, please let us know before if you have not already - it helps us keep organized and minimize lineups!
- 2) Parade line-up boards - where in the parade you are walking. The parade is divided into sections - red (first), then white, orange, blue, and green. They help all of us be sure sponsor signs have carriers (elves), and other costumes are spread out evenly. Your first label goes on one of these boards, with sign carrier spots needing to be filled before any character costumes taken.
- 3) Costumes - make sure it fits! Parade line-up boards determine what kind of costume you'll be looking for. Once you have one, your second label goes on the costume tag. Through the gym, we will have seating arranged by section. Please bring your costume to the section you've chosen

Saturday November 17th, arriving between 8am-9am

There are a couple of items we need to do for us to be prepared for the parade's start (10:30am)

- 1) Sign in - again to let us know you're here!
- 2) Head to the section signed up for on Friday eve, change into costume. If there are any adjustments to be made in the Parade line-up, we'll make them at this time
- 3) We will have a makeup station setup, using theatre-grade water-based face-paint. It looks great in the Parade when elves have rosy cheeks, etc. It's a fun bonus, to be sure!

As some may know from previous years, the staging of the parade can take some time. Parade marshals will come for a section at a time, and we need to be sure we're ready!

The Parade itself (10:30am til approximately noon)

- 1) Please be aware of where you are in the parade!
- 2) To assist our volunteer marshals and the Parade Committee, we have several cardinal rules for both safety and best visibility.
  - i) Keep 50 feet (width of Suddaby Gym) from the entry in front
  - ii) Characters only go along the sides of the street - this keeps little ones at the sides, and so not in the path of the parade's moving vehicles
  - iii) Smile! You are definitely on camera!
  - iv) Sponsor Signs need to be held level and up the middle of the road, as even as possible

Other Notes:

Please check weather forecasts so you are prepared, at least presume be cold

We have shuttles arranged to bus you from the parade's end back to Suddaby, where costumes will be collected, and a pizza lunch provided. We anticipate being finished between 1pm-130pm at the latest (we need to vacate the school by 2pm)