



**LIONS CLUB OF KITCHENER  
2019 ANNUAL KW SANTA CLAUS PARADE  
SATURDAY, NOVEMBER 16, 2019 – 10:30 A.M.**



## **Volunteers – What You Need to Know**

***To volunteer to be in the parade you must be able to attend both the Friday night and the Saturday parade day.***

**Friday November 15<sup>th</sup> 2019, between 730 pm - 930 pm**

There are 3 things you will need to do on Friday evening.

### **1. Sign in**

- Let us know you're here! *At this time, any volunteer hour forms and under-18 permission forms should be handed in.* Please let us know if you are a group to help keep organized and minimize line ups.

### **2. You will find out your parade section**

- We use parade line up boards to organize where you are walking in the parade. The parade is divided into colour coded sections red (first), then white, orange, blue, and green. They help us be sure sponsor signs have carriers (elves), and other costumes are spread out evenly.
- The parade boards determine what kind of costume you will be wearing.

### **3. Costumes**

- Once you get to the costume area find the costume listed on the parade line up board.
- Try on your costume to make sure it fits!
- Once you have the correct costume that fits you, your a label goes on the costume tag.
- The seating in the gym will be arranged by parade section, please take your costume to the section you are in.

**Saturday November 16<sup>th</sup> 2019, between 8:00am - 9:00am**

To get ready for the parade to start at 10:30 there are several things you need to do.

### **1. Sign in –**

- We need to know that you are here.

### **2. Go to your parade section**

- Find the section you signed up for on Friday night.
- Change into your costume
- If we need to make adjustments to the parade line up, we will make them at this time.



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### **3. Get your makeup done**

- We will have a makeup station set up, with theatre grade water-based face paint
- The elves and other characters look great in the parade and photos when they have rosy cheeks and other fun makeup!

### **4. Once ready wait with your parade section**

- The staging of the parade can take some time. The parade marshals line up the parade section by section, they will come and get you please stay with your section.

## **The Parade (10:30 am until approximately 12:00)**

There are a few things you need to do to help make the parade amazing! We have a few rules for both safety and best visibility.

- Please be aware of where you are in the parade!
- Keep 50 feet (width of Suddaby Gym) from the entry in front
- Characters only go along the sides of the street - this keeps little ones at the sides, and not in the path of the parade's moving vehicles
- **Smile! You are definitely on camera!**
- Sponsor Signs, if you are carrying one – please hold it 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 it will 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)

### **Parking:**

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

### **What happens if it rains?**

The parade is on rain or shine - we definitely prefer shine! Please check weather forecasts so you are prepared, presume it will be cold.