
KEY OPERATIONS VOLUNTEER

Information & Application



Parade OF LIGHTS

EST. 1975

Presented by



FRIDAY, DECEMBER 1, 2017

PARADE STEP-OFF 8:00PM

SATURDAY, DECEMBER 2, 2017

PARADE STEP-OFF 6:00PM

**A Community Celebration Produced by
Downtown Denver Events, Inc.**



2017 KEY OPERATIONS VOLUNTEER GENERAL INFORMATION

Parade Step-Off

Friday, December 1, 2017

8:00pm (Live telecast on 9NEWS)

Saturday, December 2, 2017

6:00pm

The Parade Route

The Parade route is two miles in length and roughly one hour in duration.

Clothing

Key Operations Volunteers wear dark pants, preferably black, and dress for the weather. The Parade Management encourages all Key Operations Volunteers to bring a hat, gloves, and warm, comfortable shoes (all of which should contain no corporate or commercial logos). The temperature can change drastically so Key Operations Volunteers are encouraged to layer. Each Key Operations Volunteer receives a parade sweatshirt as your uniform that is worn over all other garments (including jackets).

Weather

The Parade will take place regardless of the weather. Volunteers, especially Key Volunteers, are expected to report for their volunteer duty REGARDLESS of the weather conditions. In the case of inclement weather, Key Volunteers may be asked to assist with other onsite tasks to help ensure the parade steps-off in a timely manner.

Snacks

Key Operations Volunteers will be able to snack on cookies, coffee, and hot chocolate while in the staging area of the Parade. However, it is suggested that Key Operations Volunteers eat before each shift or bring snacks to munch on during your down time.

Family & Friends

Any and all persons not participating in or volunteering for the Parade may not enter the staging area. Key Operations Volunteers are encouraged to suggest family and friends watch the Parade along the Parade route. Grandstand ticket information can be found on the Parade website, www.denverparadeoflights.com, for those family members and friends looking for the ultimate Parade experience!

Transportation & Parking

Key Operations Volunteers will be responsible for getting to and from the Parade staging area. Once you are assigned a volunteer position, Parade Management will provide additional information on parking. Carpooling is ideal when possible. Also, all volunteers should allow extra time for parking or drop offs due to street closures and extra traffic.

Management Policies

The Parade Management has the right to make decisions onsite that they see fit for the Parade and the safety of those in the staging area and on the Parade route. This includes changing volunteer assignment at any point in time, both leading up to the Parade and onsite. All Parade Management decisions are final and at the sole discretion of the Parade Management.

In addition, the Parade has a Zero Tolerance Policy on the use of alcohol, drugs (including marijuana), and tobacco products. Any volunteer suspected of violating this policy while on site will be removed from the parade. Decisions regarding volunteers suspected of violating the Zero Tolerance Policy will be made by Parade Management at their sole discretion.

Questions

Have a question regarding the information above or the Parade in general? Feel free to contact Sarah Megna or Dean Menos at the Parade Operations Office at 303-295-6330. Additionally, Sarah Megna may be reached via email at SarahM@EventsbyEMG.com. Dean Menos may be reached via email at Dean@EventsbyEMG.com.

2017 KEY OPERATIONS VOLUNTEER POSITION DESCRIPTIONS

Key Volunteers are the backbone of the entire 9News Parade of Lights production! Please note, the time requirement may vary slightly, but each Key Volunteer should be prepared to spend a minimum of five hours on site each night. The following are the Key Operations Volunteer positions in this year's Parade:

CAPTAINS

Balloon Captain

Age Minimum: 21 years of age

Balloon Captains manage volunteer balloon handlers and act as a liaison with the balloon company on the Parade route. Main responsibilities include managing the safe maneuvering of the balloon along the two-mile Parade route and communicating with Parade Management and the balloon company throughout the Parade route and in the staging area before and after the Parade. Balloon Captains do not need to have previous balloon handling experience, but may be required to attend a training session prior to the Parade. Additional training will be provided onsite by the balloon company.



General Time Commitment for Balloon Captains:

Friday, December 1, 2017: 4:00pm – 10:30pm

Saturday, December 2, 2017: 2:00pm – 8:30pm

Float/Unit Captains

Age Minimum: 21 years of age

Captains manage Floats and Units and the volunteers who accompany the Floats and Units on the Parade route and before and after in the costume room and the staging area. The Float Captain assignment begins in the costume room where the costume volunteers check in. Once the team of costume volunteers is fully assembled, the Float Captain will accompany the group to the staging area to their Float. Once at the Float, the Float Captain will instruct volunteers on the procedures for walking the Parade route and what to do in case of an emergency. Float Captains will coordinate communication with the Float Driver and Parade Management during the Parade. Unit Captains have the same responsibilities but meet the volunteers/parade participants at the unit in the staging area instead of in the costume room.



General Time Commitment for Float Captains:

Friday, December 1, 2017: 4:30pm – 10:00pm

Saturday, December 2, 2017: 2:30pm – 8:00pm

General Time Commitment for Unit Captains:

Friday, December 1, 2017: 6:00pm – 10:00pm

Saturday, December 2, 2017: 4:00pm – 8:00pm

2017 KEY OPERATIONS VOLUNTEER POSITION DESCRIPTIONS

DRIVERS

Drivers tow the Floats along the Parade route and drive sound/light carts.

Any and all drivers in the Parade must:

- Possess a driver's license, valid in the state of Colorado during December 1 – December 2, 2017.
- Submit proof of auto insurance. Although the vehicles in the Parade may be owned, borrowed or leased by Downtown Denver Events, Inc., all drivers will be held accountable for operating any motorized vehicles assigned to them and will be held liable for their actions. A copy of each and every driver's auto insurance must be sent into the Parade Office prior to the Parade.
- Submit the 2017 Parade Vehicle Operator's Release to the Parade Office.

Float Drivers

Age Minimum: 25 years of age

Experienced drivers are needed to drive the trucks that tow the Floats in the Parade. Float Drivers must be comfortable driving large pick-up trucks. Floats are approximately 12' wide by 32' long. Driver instruction will be provided, but we ask that all Float Drivers have some type of towing or large vehicle experience prior to the Parade.

A Float Driver's assignment begins by assisting the Parade's Operations Team move the Floats from the warehouse to the staging area. **This requires a 2:00pm start time on Friday, December 2, 2016.** Once the floats are at the staging areas, Float Drivers have a small break before they need to report for the Parade driving assignment at 6:00pm. During the Parade, it is the Float Drivers' responsibility to ensure the Float travels down the Parade route safely. Upon completion of the Parade route, the Floats will be instructed to pause and allow costume characters or volunteers to disembark from the Float and return to the Parade staging area and/or costume room. Float Drivers will park the Floats in the designated space. After the Parade on Saturday, Float drivers will drive the Floats back to the warehouse.



General Time Commitment for Float Drivers:

Friday, December 1, 2017:	2:00pm – 10:00pm
Saturday, December 2, 2017:	2:30pm – 10:00pm

Sound Cart Drivers

Age Minimum: 21 years of age

Sound Cart Drivers drive a golf cart or gator/mule with a sound system playing music for specialty units along the Parade route. Sound Cart Drivers are paired with Spotters who "spot" for the driver and are responsible for radio communication with Parade Management. Sound Cart Drivers and Spotters must stay with the sound cart at all times.



General Time Commitment for Sound Cart Drivers:

Friday, December 1, 2017:	6:00pm – 10:00pm
Saturday, December 2, 2017:	4:00pm – 8:00pm

Light Cart Driver

Minimum Requirements: 21 years of age

Light Cart Drivers are responsible for driving a cart with high-powered lights that illuminate each helium balloon during the Parade. Light Cart Drivers are paired with Spotters who “spot” for the Light Cart Driver and are responsible for radio communication with Parade Management. In addition, Light Cart Drivers assist in lighting the street during the balloon inflation process. Light Cart Drivers and Spotters must stay with the light cart at all times.



General Time Commitment for Light Cart Drivers:

Friday, December 1, 2017: 5:00pm – 10:00pm

Saturday, December 2, 2017: 4:00pm – 8:00pm

Spotters (Age 18 & Up)

Spotters accompany the drivers to watch for overhead obstacles and to ensure the safe transportation of Parade vehicles, Floats and accompanying volunteers. Spotters will carry a radio and be responsible for communication with the Parade Management.



General Time Commitment for Spotters:

Friday, December 1, 2017: 5:00 – 10:00pm

Saturday, December 2, 2017: 4:00pm – 8:00pm

Marshals

Minimum Requirement: 18 years of age

Marshals are operations volunteers who assist with on-street coordination of the Parade. Marshals are responsible for initially checking-in units, lining units up, and moving units toward the start line as the parade moves into the telecast area. In addition, Marshals manage the breakdown of the Parade as units return to the staging area after the Parade. Marshals must attend a training meeting prior to the Parade.

Types of Marshals include:

- **Balloon Marshals (2-4 per night)** – Assist Balloon Captains in checking in balloon volunteers and directing them to their balloons. During disband these Marshals guide balloon handlers back to the balloon inflation area and assist volunteers in returning costumes.
- **Band Marshals (2-3 per night)** – Assist in checking in marching bands and communicating to the telecast team as band status on site. During disband Band Marshals assist in directing band units back into the staging area and to their vehicles.
- **Band Parking Marshals (3-4 per night)** – Assist in parking and spotting band buses and directing bands to their staging area before the Parade. During disband these Marshals ensure that marching band units return to the staging area via the correct route.
- **Banner Marshals (4-5 per night)** – Assist in organizing and placing banners with the corresponding parade units.
- **Equestrian Marshals (2-3 per night)** – Assist in checking in equestrian units. During disband these Marshals guide equestrian units through staging area to the equestrian area.
- **Float Marshals (2 per night)** – Assist in directing Float Captains and costume characters to their floats and back to the appropriate location following the Parade.



- **Lost Kids Marshals (2 per night)** – These Marshals work closely with the command post and onsite police.
- **Specialty Marshals (4-5 per night)** – Assist in checking in specialty units. During disband these Marshals assist in getting parade units back to their staging and to their vehicles.
- **Transportation Marshals (2 per night)** – Assist special transportation needs for VIPs and special requests by parade management both before and after the parade.

General Time Commitment for Marshals:

Friday, December 1, 2017: 5:00/5:30pm – 10:00pm

Saturday, December 2, 2017: 3:00/3:30pm – 8:00pm

General Time Commitment for Balloon Marshals:

Friday, December 1, 2017: 4:30pm – 10:00pm

Saturday, December 2, 2017: 2:30pm – 8:00pm