
2016 VOLUNTEER APPLICATION



Parade OF LIGHTS

EST. 1975

Presented BY



FRIDAY, DECEMBER 2, 2016

PARADE STEP-OFF 8:00PM

SATURDAY, DECEMBER 3, 2016

PARADE STEP-OFF 6:00PM



DOWNTOWN DENVER
EVENTS, INC.

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

VOLUNTEER INSTRUCTIONS AND POLICIES

1. Please use one form per volunteer. You may photocopy the original application as needed. If you have a group of volunteers, please photocopy with group name and leader and then distribute. **We cannot guarantee that you will be placed with your group if your application does not include your group name.**
2. Volunteers who wish to be assigned together should state the name(s) of the person(s) they would like to be placed with on the application. **We cannot guarantee that you will be placed with other individuals if your application does not include the name(s) of the person(s) you are looking to volunteer with.**
3. Submit your application as soon as possible. Volunteers will be placed based on when their application was submitted. Depending on the number of applications, some volunteers may be put on a waitlist or may not receive a position in the parade.
4. Review the volunteer position descriptions and make your selections on the application, listing your first three choices. Costumed character positions are filled on a first-come, first-served basis. Volunteers will be matched to costumes based on their physical stature.
5. Volunteers need to be available for approximately five hours on parade day. Most volunteer shifts on December 2, 2016 will begin between 5:00pm and 6:30pm and end prior to 10:00pm. Volunteer shifts on December 3, 2016 will begin between 3:00pm and 4:30pm and end prior to 8:00pm.
6. Volunteer applications are due on or before **Friday, October 28, 2016**. Sign and date the application, general release and return via email, mail, or in person to:

Email: Volunteers@DenverParadeofLights.com

Mail: 9NEWS Parade of Lights
Attn: Volunteer Coordinator
1600 Broadway, Suite 610
Denver, CO 80202

7. If chosen to participate, your volunteer confirmation and assignment will be mailed along with answers to the most frequently asked questions about volunteering on parade days. If you have not received a confirmation by November 21, please call the Volunteer Coordinator, at (303) 295-6330.

Attendance

We count on your presence and prompt arrival on your scheduled day. Please take traffic and weather conditions into consideration when planning your trip down to the Parade. If you must change your volunteer assignment, please contact the Volunteer Coordinator immediately!

Snacks

Please make sure to eat before arriving for your volunteer shift. No food or beverages are allowed once in costume. We will have snacks served with warm and cold beverages following the parade.

Transportation & Parking

Volunteers will be responsible for getting to and from the parade staging area. We will send out more information once positions have been assigned on suggested places to park. Carpooling is ideal if you are volunteering with family or friends. Also, please keep in mind that you may need to allow some extra time for street closures, extra traffic, and parking.

Management Policies

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

In addition, the parade has a no tolerance alcohol, drug (including marijuana), and smoking policy. Any volunteer suspected of violating this policy while volunteering will be removed from the parade. Decisions regarding volunteers suspected of violating the no tolerance alcohol and drug policy will be made by Parade Senior Management at their sole discretion.

VOLUNTEER POSITIONS

PLEASE NOTE: The parade is approximately two miles in length and one-hour in duration. Your volunteer position may require you to be outdoors for an extended period of time in inclement conditions prior to the beginning of the parade. The parade takes place even in adverse weather conditions!

Balloon Handler (ages 18 and up)

A group of 14 - 36 volunteers work together as a team to maneuver and move a giant helium balloon along the streets of Downtown. This volunteer position can be strenuous. Volunteers will be rotated on and off balloon tether lines as needed. Training will be provided following volunteer check-in on parade days.



Banner Carrier (ages 14 and up)

Banner Carriers are a crucial part of the parade as they are the first part of every unit. Volunteers will be costumed as elves and assigned in pairs to carry a framed banner preceding each unit.



Costumed Character (ages 11 and up)

While no theatrical experience is needed, you can't be shy in this volunteer position! Volunteers will dress in a costume provided by the parade and will have their faces painted to correspond with the costume, making the character come alive along the route with choreographed movements. Costumes include gift packages, toy soldiers, pieces of candy, holiday light bulbs and more. *Volunteers will be given specific instructions in their acceptance letter as to what color clothing must be worn under their costumes.*



Costume Assistant (ages 16 and up)

Costume Assistants work directly with the Parade costume staff to organize and prepare volunteer costumes. They will assist volunteers with costuming before and after the parade. Costume Assistants will be asked to volunteer for the duration of the parade and must be available to help until the last costume is returned (approximately 30 minutes after the parade). This is a great opportunity to be a vital part of the costume room team from start to finish!



Costume Room Support (ages 16 and up)

The costume room buzzes with excitement before and after the parade. Responsibilities include checking in volunteers, distributing costumes, helping people in and out of their costumes and serving refreshments to volunteers. Troop leaders, chaperones and parents can join the fun by volunteering in the costume room.



Grandstand Ambassador (ages 15 and up)

These volunteers greet the parade's special guests and public at the grandstand seating area. Volunteers will distribute materials and provide assistance in seating guests. This is a great way to volunteer your time and see the parade too!



Grandstand Captain (ages 21 and up)

Each Grandstand Captain will be assigned to manage a section of the grandstands and be the key point of communication between Parade Staff, Security and the Grandstand Ambassadors. You will assist in directing our guests to available seats as well as the ticket sales area.

Reserve Volunteer (ages 11 and up)

If you don't have a specific area of interest, join the reserve force of volunteers. Reserve Volunteers are on hand to assist with last minute needs or to substitute for other scheduled volunteers. You are not given a specific task until parade day. Reserve Volunteers may also be selected to wear an elf costume and join our finale unit, Santa's Sleigh, along the route.



VOLUNTEER APPLICATION

2016 9NEWS Parade of Lights

Presented by American Furniture Warehouse and EchoPark Automotive

APPLICATIONS ARE DUE NO LATER THAN OCTOBER 28, 2016

Please complete the Volunteer Application below . Once complete, sign, scan, and email back to volunteers@denverparadeoflights.com

Volunteers are needed both nights of the parade. If for some reason you cannot volunteer for both nights, please still complete the application and check which date you are available in the space provided below. *Please note: Volunteers that can volunteer both days will be given priority placement.*

Friday, December 2, 2016
(Assignment time varies)

Saturday, December 3, 2016
(Assignment time varies)

PLEASE PRINT OR TYPE ALL REQUESTED INFORMATION

NAME: _____

ORGANIZATION/GROUP/COMPANY(if applicable): _____
If you would like to volunteer with a group, please fill-in the group name above.

GROUP LEADER (if applicable): _____
The Group Leader is the key point of contact between parade producers and their group and will be responsible for passing on all information to group members.

If you are not part of a group but would like to volunteer with another person(s), please list their name(s) here: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MOBILE PHONE: _____ SECONDARY PHONE: _____

EMAIL: _____ DATE OF BIRTH: _____

PHYSICAL LIMITATIONS: _____ HEIGHT: _____

NEW VOLUNTEER: YES NO, I'VE VOLUNTEERED FOR _____ YEARS

PREVIOUS PARADE ASSIGNMENT(S): _____

EMERGENCY CONTACT: _____ RELATIONSHIP: _____

EMERGENCY CONTACT PHONE NUMBER: _____

2016 VOLUNTEER POSITION REQUEST:

Please rank your top THREE Volunteer positions in the order you would most prefer. 1 = top choice

- | | | |
|--------------------------|------------------------------|-----------------------------|
| _____ Balloon Handler | _____ Banner Carrier | _____ Costume Assistant |
| _____ Costume Character | _____ Costume Room Assistant | _____ Grandstand Ambassador |
| _____ Grandstand Captain | _____ Reserve Volunteer | |

If you would like to be a Balloon/Float/Unit Captain, Driver/Spotter, or Marshal, please contact Lindsey Barela by emailing Lindsey@EventsbyEMG.com or calling 303-295-6330 to receive a separate volunteer application for these Key Volunteer positions.

All Volunteers will be provided a costume or parade sweatshirt to wear during their parade assignment. THESE MUST BE WORN OVER YOUR CLOTHING AS YOUR OUTER MOST LAYER, SO PLEASE CHOOSE YOUR SIZE ACCORDINGLY.

CHILD: Medium Large ADULT: Small Medium Large X-Large XX-Large XXX-Large

APPLICATIONS ARE DUE ON OR BEFORE FRIDAY, OCTOBER 28, 2016

Please Return via Email: Volunteers@DenverParadeofLights.com
or Mail: Parade of Lights, Attn: Volunteers, 1600 Broadway, Suite 610, Denver, CO 80202

**2016 9NEWS PARADE OF LIGHTS
PRESENTED BY AMERICAN FURNITURE WAREHOUSE & AUTONATION**

GENERAL RELEASE

The volunteer, in exchange for the opportunity to participate in the 9NEWS Parade of Lights presented by American Furniture Warehouse and EchoPark Automotive ("Parade") on December 2 & 3, 2016, does hereby and forever release and discharge Downtown Denver Events, Inc., Downtown Denver Partnership, Inc., Downtown Denver, Inc., Denver Civic Ventures, Inc., any and all Parade sponsors, 9NEWS, American Furniture Warehouse, EchoPark Automotive, City and County of Denver, and each of their affiliates and respective board members, officers, employees, agents and volunteers from any and all claims, actions, expenses, liabilities, or damages of any nature whatsoever, including costs and attorney's fees, arising out of any personal injury, or any loss or damage to property, in any way resulting from or otherwise relating to the volunteer's participation in the Parade.

The volunteer further agrees that Downtown Denver Events, Inc., 9NEWS, as well as their subsidiaries, affiliates, licensees, successors, and assigns, may photograph, televise and video tape the undersigned in conjunction with the Parade for corporate image advertising in a non-commercial use, including but not limited to promotion, the broadcast and/or news coverage of the Parade.

By signing the application, the volunteer acknowledges having read the 2016 Volunteer Application, including the General Release, and agrees to abide by all policies, rules and guidelines set forth by the Parade. Further, the volunteer is aware of and understands the nature of the volunteer positions and their requirements and conditions.

VOLUNTEER NAME: _____

SIGNATURE: _____

*Please print and sign. We cannot accept a digital signature.

**A parent or guardian must sign for volunteers under the age of 18.

NAME OF PERSON SIGNING RELEASE: _____

RELATIONSHIP TO VOLUNTEER IF VOLUNTEER IS UNDER THE AGE OF 18: _____

DATE: _____

