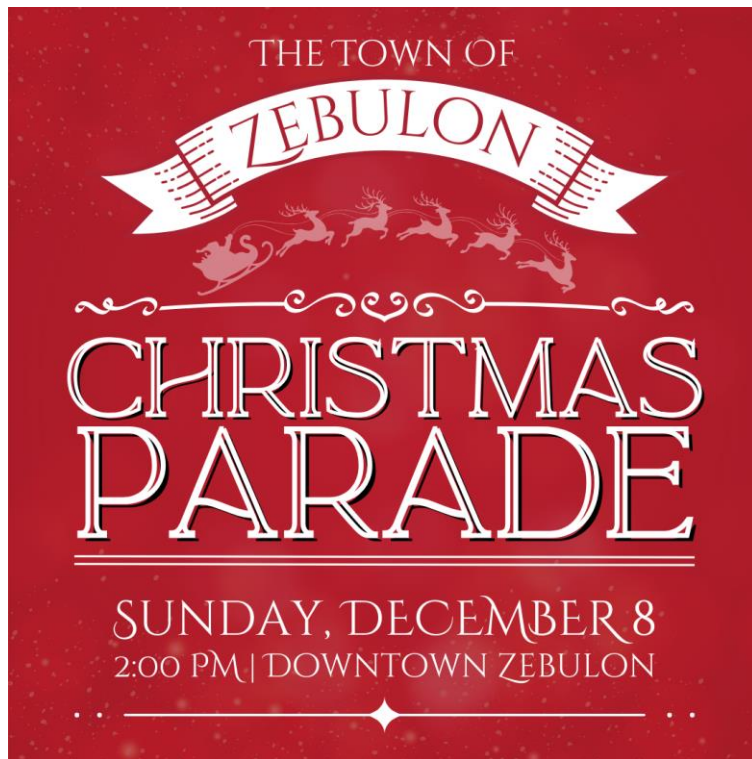


2024 Zebulon Holiday Parade Volunteer Descriptions



Parade Volunteer Positions and Responsibilities:

We will utilize the following volunteer positions during the day. You should become familiar with what the expectations will be. If you have any questions or concerns, please email paradeinfo@sp3.us or call 919-823-0432. You will meet with an Area Manager prior to the start of your assigned shift to receive detailed instructions.

Participant Check-in – Leader A - 11 am to 2pm

- Band check-in volunteer: assists with the check-in of marching bands and other musical groups not riding on a float as they arrive to the staging area.
- Walker check-in volunteer: assists with the check-in of walking units (no vehicles included) as they arrive to the staging area.
- Float check-in volunteer: assists with the check-in of power unit and tow unit as they arrive to the staging area. This includes professional floats and non-professional floats.
- Vehicle check-in volunteer: assists with the check-in of vehicles without walkers as they arrive to the staging area.
- Vehicle WITH Walkers check-in volunteer: assists with the check-in of vehicles with walkers as they arrive to the staging area.

Participant Line-up – Leader B - 11am to 2pm

- Band line-up volunteer: works with the Wheel Master and band check-in staff and assists with the positioning of marching bands and other musical groups not riding on a float.
- Walker line-up: works with the Wheel Master and walker check-in staff to assist with the positioning of walkers.
- Float & Special Unit line-up: works with the Wheel Master and float check-in staff to assist with the positioning of power units and the towable floats.
- Vehicle line-up: works with the Wheel Master and vehicle check-in staff to assist with the positioning of vehicles.
- Vehicle WITH Walkers line-up volunteer: works with the Wheel Master and vehicle check-in staff to assist with the positioning of vehicles and associated walkers

Wheel Master Assistant - Leader C - 11am to 3pm

- Work with the Wheel Master in coordinating parade units and help identify potential issues.

Parade Order Master - Leader D - 12 noon to 3pm

- Work with the Wheel Master and enter parade units in order in master spreadsheet.

Performance Area Managers - Leader E - 1:30pm to 3pm

- One performance manager will be assigned to each performance area.
- The position's purpose is to make sure that all participants only perform/stop for the allotted amount of time at the designated locations.

Parade Route Monitor – Leader F - 1:30pm to 3pm

- Volunteers will be assigned to walk the entire parade length with a specific group. Volunteers in this position will be the communication link with the parade staff. Volunteers will keep the units moving as well as instruct when groups are to perform.

Parade Egress Managers - Leader G - 2pm to 3:30pm

- Coordinate the exit of parade participants at the end of the parade route.
- Provide general directions for the floats and vehicles as they exit the downtown area. V

Volunteer Assistant - Leader H - 10am to 4pm (10am - 1pm & 1pm - 4pm)

- Help volunteers check in/out from their shifts
- Help volunteer coordinator with giving out volunteer assignments, etc.
- Help issue t-shirts/badges to volunteers
- Collect radios/equipment that was issued to volunteers

Parking Lot Monitor - Leader J - 12 noon to 2pm

- Monitor entry into designated parking areas
- Direct guests and others to other parking lots or areas

Setup Crew & General Labor - Leader L

- Assist in setting up equipment and materials. Examples include, but are not limited to banners, barricades, traffic cones, tables, chairs, tents, signage, portable stage risers, small generators, and transporting etc. packing up supplies, and checking parade route areas for trash/leftover supplies.

Break-Down Crew & General Labor – All parade personnel & volunteers

- Assist in breaking down the event. Examples include, but are not limited to taking down banners, barricades, traffic cones, removing balloons, packing up supplies, and checking parade route areas for trash/leftover supplies.

Additional information and a volunteer packet will be provided to those who sign up to volunteer closer to the parade.