



2009 Grand Illumination Parade Volunteer Information

Here's your chance to get involved in one of
Downtown Norfolk's most exciting holiday traditions

Celebrate the start of the Holidays in the City season by volunteering for the Grand Illumination Parade on Saturday, November 21st. We have over 300 volunteer opportunities for groups, organizations and individuals. Here's a great chance to show your dedication to the community both building up to as well as on the day of the Parade. **The Parade also offers the opportunity to provide branded volunteers from your organization or company.**

Picture this: 100,000 people line the streets of Downtown Norfolk with baited breath...the magical illumination of Downtown Norfolk and Olde Towne Portsmouth's signature skylines... then a spectacular Parade full of music, floats, and larger-than-life balloons!

This packet includes important volunteer information, such as dates to remember, volunteer information (including positions) and parade information. If you have any questions, please call (757) 623-1757.

As a volunteer you can expect:

- Training, Monday, November 16th at 6:00 pm at the Sheraton Norfolk Waterside Hotel in downtown Norfolk (this is mandatory, and we'll feed you at the meeting)
- FREE parking in Harbor Park the evening of the Parade
- Official 2009 Holidays in the City Baseball Hat
- Chance to win door prizes at the training meeting
- Lots & lots of fun!!

Check out the position descriptions, choose the one that's right for you, complete the 2009 application, and return it to the Downtown Norfolk Council **by Friday, October 23rd**. Someone will contact you shortly after receipt of the application. If you have any questions, please contact Noel Gramlich, Director of Special Events at 623-1757 or via email at ngramlich@downtownnorfolk.org.

2009 Volunteer Positions

(Please note: All volunteers must be 18 years of age or older).

Band and Bus Lot Assistants

What is a parade without marching bands? Band and Bus Lot volunteers will assist with the coordination of bands and band buses on parade day.

- Opportunity to be involved behind the scenes
- Estimated arrival time: 3:00pm

End of Parade Disband

Where do all the participants go at the end of the Parade route? Find out on the End of Parade Disband team. Volunteers direct units to their appropriate disband area and insure that units maintain speed.

- Great opportunity for branded volunteers
- Estimated arrival time: 4:30pm

Hospitality Bleachers

Want to mix and mingle with parade viewers? Our hospitality volunteers assist with bleacher decoration and ticket collection.

- Great opportunity for branded volunteers
- Estimated arrival time: 3:00pm

Line-up and Staging

Our line-up committee monitors the incoming units as they enter Harbor Park, the Parade staging area, and wait to be "integrated" into the line-of-march. Be prepared to direct units to their appropriate waiting place and usher them into integration.

- Opportunity to be involved behind the scenes
- Estimated arrival time: 1:00pm

Logistics Team (AKA – "The Fly Squad")

This is where all the action takes place and is one of the most important volunteer jobs needed for the Grand Illumination Parade. The Logistics Team works behind the scenes on parade day to make sure all the proper equipment is in place for the big event. A truck and driver will be provided. This volunteer assignment involves a full day commitment on Saturday, November 21st. (9:30am until approximately 11pm with a break mid-day.)

Parade Route District Volunteers

The parade route is divided into several districts each with a District Manager. Those districts are comprised of vendors, pre-parade entertainment, radio stations, bleachers, etc. Help monitor a specific district before and during the parade to make sure that everything is running smoothly.

- High visibility along the parade route – great opportunity for branded volunteers
- Estimated arrival time: 2:00pm

Parking Assistants

Like being the gate keeper? Parking Assistants staff all parking lots and areas assigned to volunteers and participants. Only with an official pass will someone be allowed behind the scenes.

- Estimated Shift Times: **Shift 1** – 12pm - 4:30pm; **Shift 2** – 4:00pm - 8:30pm.

Volunteer & Participant Check-in

Check in Volunteers and Parade participants and direct them to where they need to go.

- Two volunteer locations – 201 Granby Street (Volunteers) and Harbor Park (Participants & Volunteers)
- Estimated arrival time: Varies depending on location. AM and PM shifts available.

Arrival times are subject to change.

Return Completed Fax by October 23, 2009 to: 757-623-1756

Holidays in the City
2009 Grand Illumination Parade
Volunteer Application

(Please note: All volunteers must be 18 years of age or older).

Please print clearly.

Individual Application:

Name _____

Home Phone _____ Cell Phone _____ Work Phone _____

Address _____ Apt./Suite _____

City _____ State _____ Zip _____

E-Mail Address _____

Please group me with the following people. (We will do our best to accommodate everyone. However, we cannot guarantee you will work with those listed)

Group Application:

Volunteer Group or Organization _____

Number who will be volunteering in your group _____

Contact Name _____

Home Phone _____ Cell Phone _____ Work Phone _____

Address _____ Apt./Suite _____

City _____ State _____ Zip _____

E-Mail Address _____

Volunteer Position Preferred: *(Positions are offered on a first-come first-serve basis. We cannot guarantee your first choice)*

1. _____ 2. _____

Have you or your group volunteered for this Parade before? Yes ____ No ____

If yes, what position? _____ When (?) _____

Would you be willing to do some light physical labor, if necessary? Yes ____ No ____

Please note: some volunteer positions may be required to walk in excess of 2 miles.

I/We the undersigned have read this application and if chosen, agree to participate in the 2009 Grand Illumination Parade in Downtown Norfolk on Saturday, November 21, 2009 as well as any prior training activities required for the event. I/We understand that I/We may have to be on site at an early hour Saturday, November 21, 2009, and despite any weather conditions, "The show must go on."

In consideration for being accepted as a Parade volunteer, I/We irrevocably grant the Downtown Norfolk Council and all their employees, sponsors, and agents the exclusive rights to use my/our name, likeness, photos or reproductions of my/our performance for any purpose including promotion, advertising, or otherwise.

Signature _____ Date _____

If you have any questions call 757-623-1757.