



Color Marshal and Volunteer Parade Information Sheet

Please review parade orientation sheet for additional information. All volunteers and Color Marshals please check in no later than 3 PM. All Senior Color Marshals need to be at the Operations Desk for a mandatory 3:00 PM training on the line up and the radios that will be used throughout the Parade.

Marshal's Parade information

Parade Senior Color Marshals should arrive at 3:00 PM and check in at the Operations Desk located on the front steps of Francis Junior High School (2425 N Street, NW – between 24th & 25th Streets). Here you will get additional information for the parade and line-up and your color change sheet (this sheet will be for any changes to the line-up. it will be collected before the start of the parade). Each Senior and Junior Color Marshal will be provided a list of their contingents and will be responsible for checking in the groups as they arrive. There will not be any additional check in for those groups! The Operation Desk is there to assist with issues for lineup, questions and to accommodate late registrations if necessary. (All late registrations will be in the purple group). All check-ins must be completed by 5 PM at that time the Color Marshal (or their designees) will complete the change sheet (see attachment X) and bring them to the Operations Desk. These cards are used for the final line-up for the judges and announcement stand. All no shows should be listed or any other changes to your color group.

Volunteers

All volunteers will be assigned to a location, color or given a specific duty supporting a person. Please follow the direction of your lead and ask questions if you need additional information as to your tasks.

Line up procedures

All contingents with cars/floats/trucks will enter via M St, which will remain open with one lane coned off for entry. All contingents and parade participants will be directed to their color line up location. If contingents are unaware of their color, Marshals should send them to the Operations Desk. Lineup is by type and time:

Large floats, vehicles pulling trailers, and anything larger than a passenger car: line up at 3:30pm;

All other vehicles line up at 4:00pm;

Walking only contingents line up at 4:30pm.

Everyone must be in line no later than 15 minutes after your scheduled line up time!
The Senior Color Marshals will do all registration/check-in.

At 5 PM, the Senior Color Marshals will bring the completed change cards (if any) and registration sheet to the Operations Desk. At this time, no order changes are to be made. Get your group lined up and ready to step off. This is a good time to remind every-one to:

- Remember to keep close to the group in front of them
- Avoid gaps-stay in order and
- Do not throw things from the floats or cars—Please use the people walking along with your float to distribute material.

Marshals make sure you reinforce this message to your contingents.

- In response to contingent feedback in past years, we are implementing new crowd control techniques to help keep the parade moving. This year, every contingent **must provide four parade marshals and two strings of rope** ([example](#)). Two marshals must march along either side of your contingent during the parade, each side holding rope between them, to help keep the crowd back. You're encouraged to ask friends, family, or members of your contingent to serve as your contingent's marshals the day of the parade. Feel free to decorate your marshals and rope to fit the theme of your contingent. A limited supply of rope will be available at the Parade Orientation Meeting.

GIVEAWAY LIMITATIONS

- If your contingent is planning to give away any items along the parade route, they must be tossed out to the crowd. Do not pass out giveaways, as crowds will gather

