

VOLUNTEERS WANTED!

2008 Reston Holiday Parade

- you must be 12 years or older to volunteer unless an adult accompanies you

Name _____

Daytime Phone _____ Evening Phone _____

E-mail _____

Mailing Address _____

Emergency Contact Name _____

Emergency Phone _____

To participate, contact Beth Forsht at your earliest convenience.
We look forward to hearing from you, and thank you for volunteering!




My initials below indicate that I have read, understand and will abide by all of the guidelines governing the 2008 Reston Holiday Parade. In addition, I agree to participate in the 2008 Reston Holiday Parade on Friday, November 28, 2008, and in any training activities before that date required for the event. I understand that I may have to be onsite at an early hour on Friday, November 28, 2008, and despite weather conditions, "The show must go on."

I/we hereby release Reston Town Center Property LLC, BCSP V Property Management, LLC, Colliers Cassidy & Pinkard, LLC, Cassidy & Pinkard Colliers and their respective partners, shareholders, agents and employees. Reston Urban Core Association, Inc., its officers, directors, employees, successors, and assigns; the Reston Town Center Joint Committee, its officers, directors, employees, successors and assigns.

Initial _____

Date _____

→ Please return ←
Beth Forsht

 **Fax:** 703.476.9370 or **email:** beth@balloon-creation.com
 **Mail:** 4600 Sutton Oaks Drive, Chantilly, VA 20151
QUESTIONS?  **Phone:** 703.930.6269, Ask for BETH

Volunteer Job Descriptions

2008 Reston Holiday Parade

- * Volunteer reporting times are based on assignments. The latest that volunteers will be onsite is 12:45 pm.
- * More detailed instructions will be mailed to you

Costumed Character Manager - Arrival time 9:00 am. Must be at least 18 years old. Coordinates the costumed characters and gets Santa from the Greenroom to the parade and back again.

Costumed Characters

Arrival time – 9:15 am

- Plumkin - Height Restrictions - No more than 5'1
- Rudolf the Red Nosed Reindeer - Must be 5'5 - 6'
- Reggie the Bear Costumed Characters - Must be 5'5 - 6'
- Buddy/Santa Helpers - Assist costume characters in putting on their costumes and going from the staging area to the parade route. No costume required.

Balloon Handler Arrival time 8 am. Desired age is 18 and must weigh no less than 120 pounds. Help maneuver giant inflatable balloons. Gloves & Santa hats provided.

Merchandise Distributor Arrival time - 9:30 am. Distribute parade collectibles such as parade program, deer antlers and other items.

Volunteer Registration/Check-in

Arrival time – 7:45 am. Check all volunteers in and give them their thank you gift at the end.

Volunteer Food Coordinator Arrival time - 8:00 am. Coordinates arrival of food and beverages for the volunteers.

Parade Participant Registration/Check-in
Arrival time - 8:15 am. Check all parade participants and give them their line-up numbers.

Public Official and VIP Check-in
Arrival time – 8:15 am. Check all Public Officials and VIPs in.

Staging Area Managers Arrival time 8:00am.
Parade Participants will report to you as they enter the staging area lining up based on the number they received at the Registration Desk. Direct the parade participants toward their number and the Line Marshals will put them into their exact position.

Staging Area Line Marshals Arrival time - 8 am. You will be assigned to a particular line (1-10, 11-20, 21-30, etc.) within the staging area. You will be responsible to keep those parade participants in line until they have left the parking lot area to go down the parade route.

Pacer #1 Arrival time - 9:00am. You are at the staging area and will be in charge of getting the parade participants ready and take their #'s as they pass by you. You will be provided with a orange traffic vest.

Pacer # 2 Arrival time 9:00am.. You are the one that will set the pace for the parade. Start the Parade at 11am SHARP. You will be directed via radio. You will be provided with a orange traffic vest.

Parade Route Pacers Arrival time - 9:30am. Monitor pacing of the parade performances and vehicles during the parade. You are responsible for crowd and traffic control (pedestrian & vehicle activity) during the parade and to keep people from crossing the street between the parade participants. You will be provided with a orange traffic vest.

CD Check-in Arrival time - 9:00am. Gather any CD's from the musical performers at the Registration Desk.

CD Runner Arrival time - 9:00am. You will be responsible for gathering any CD's from the CD Check-in person at the Registration Desk and deliver them to the sound tech person at the grandstand area.

Staging Area Parking Lot Manager

Arrival time 8:00am You will organize and manager the parking attendants.

Staging Area Parking Lot Attendant

Arrival time - 8:00am. You will keep cars from parking in the Registration & Staging Area unless they are in the parade or dropping off parade participants.

Staging Area Parade Participant Drop-off Attendant Arrival time - 8:00am. You will assist those in the parade or dropping off parade participants into the staging area.

Marketing Director and Vol Cord.

Arrival time 7:30am (2 people needed)
You are assigned to drive the Golf carts and to assist the director and vol. Cord.