



CELEBRATE BIRMINGHAM Hometown Parade

A BICENTENNIAL CELEBRATION
SUNDAY, MAY 20, 2018 at 1:00 PM

PARADE VOLUNTEER REGISTRATION FORM

Name _____ Email _____
(We will send important parade information to this email address.)
Phone (____) _____ - _____ Volunteer T-Shirt Size (S, M, L or XL) _____

PLEASE CHECK THE VOLUNTEER JOB YOU WOULD LIKE TO WORK:

PARADE:

- _____ **Staging Area Set-up.** *2 – 4 volunteers needed* **10:00 am – 12:00 noon**
Attach unit numbers to traffic cones and space them along the staging area to allow adequate room for each unit to gather. Adjust as necessary as units report.
- _____ **Participant Check-in.** *2 volunteers needed* **11:00 am – 1:00 pm**
Notate arrival of units, distribute line numbers & parade instructions, direct units to their numbered staging area. After check-in is completed at 12:30 pm, walk each side of street along first half of parade route to conduct a crowd count.
- _____ **Monitor Parade Route.** *6 volunteers needed* **12:30 pm – 2:00 pm**
Monitors will be spaced along the parade route and, using flag signals, will direct units to speed up, slow down, or march in place in order to maintain equal spacing between units.
- _____ **Carry Parade Banner.** *2 volunteers needed* **12:30 pm – 2:00 pm**
March the parade route carrying the banner announcing the Birmingham City Commission.
- _____ **Staging Area Clean-up.** *2 – 4 volunteers needed* **1:00pm – 3:00pm**
Remove unit nos. from traffic cones in staging area, stack cones for pick-up. Dispose of trash in staging area. Return supplies to City Hall on your way to enjoy the Party in Shain Park.

PARTY IN SHAIN PARK:

- _____ **Set-up Party in Shain Park.** *4 - 6 volunteers needed* **10:00 am – 12:00 noon**
Set up booths, install signage, decorate and provide assistance to vendors as needed.
- _____ **Shain Park Clean-up.** *4 volunteers needed* **3:30 pm – 5:30 pm**
Take down booths, remove signage and other decorations, dispose of trash in Shain Park, help return equipment and supplies to City Hall.

Please return your completed volunteer form by **Thursday, 4/19/18** to the City Clerk's Office:

- By Mail: Celebrate Birmingham Hometown Parade, 151 Martin, Birmingham MI 48009.
- By Fax: 248.530.1080.
- By Email: cmynsberge@bhamgov.org.

Thank you for volunteering; we are looking forward to working with you at the parade!