

MLK Parade Volunteer Instructions

Be Kind! Be Courteous! Have a Nice Tone! Put phones on vibrate to receive calls.

Note: Everyone should carry a line up sheet with them to help direct parade participants to the right division & position.

Division Leads / Pacers:

1. Wear your Parade volunteer t-shirt or vest at all times so parade participants and other volunteers can find you.
2. After checking in at the registration tent the parade participants will ask you where they should line up / congregate.
3. Line up your parade groups in order based on the line up list and staging area diagram. Ensure you leave adequate space in your staging area for your larger groups such as bands, colleges / universities, car clubs etc..
4. Once the parade starts, follow your groups out and help keep the pace of the parade by eliminating gaps / spaces caused by stopping to play music, dance, or take pictures. You will walk the entire parade route with them to ensure proper flow.
5. **No stopping along the route:** Units are prohibited from stopping to perform along the parade route, except for the judging / grandstand area in front of the stage. This keeps efficient flow of the parade for a more enjoyable experience.

Staging Area Entrance Gatekeepers:

1. Only allow vehicles in the staging area that will be riding through the parade route. (Hint: dirty cars typically don't ride in the parade.) There is no parking in the staging area; it's only for vehicles participating in the parade.
2. **Parking-** City meters are free on Sunday. The County Admin. Building has paid underground parking on Ash, between Pacific Hwy and Harbor Dr. There is also paid parking near the cruise ship terminal on Broadway.
3. **Grape and Harbor-** a. **In the parade:** Find their division using the line up sheet. Send them down the proper driving lane based on their division. Celebrity / Vanguard and Division 1 are on the right side of Harbor Dr. Divisions 2 and 3 will be on the left side. The division leaders in the volunteer shirts or orange vests should direct the participants into the proper position.
b. **Not in parade:** If vehicles are not driving in the parade send them up Grape St. to find parking.
c. **Drop off:** After participants are dropped off at the corner, send the cars up Grape to find parking elsewhere.
4. **Ash and Harbor-** a. **In the parade:** If vehicles are in the parade have them turn around, make a **left on Pacific Highway** and turn **left onto Hawthorne**, then **left onto Harbor Dr.** The parade will go south down Harbor Dr. so we want the entrants to line up southbound. Entering at Grape and Harbor via Hawthorne ensures they're going the right direction.
b. **Not in parade:** If vehicles are not driving in the parade send the cars south down Harbor Dr. to find parking elsewhere. They can also do a U-turn on Ash to find parking.
c. **Drop off:** After parade participants are dropped off at the corner of Ash and Harbor, send the cars south down Harbor Dr. to find parking elsewhere. Vehicles are not allowed to enter the staging area for DROP OFF.

5. **Participant Buses** should park along Pacific Highway and drop off band members behind the County Admin. Building. Bands and participating groups will form on Harbor Drive.

Staging area traffic control:

1. Vehicles should all face south on Harbor drive.
2. Keep a lane clear on each side of Harbor dr. to ensure parade participants can get to their parade line up position.
3. The lanes closest to the median on each side of Harbor dr. should serve as our vehicle lane. Keep this clear of pedestrians.

Registration Tent:

1. Parade participants will come to the registration tent to check in.
2. Show them where they are in the parade line up and direct them to their division leader. Each division leader will be wearing a parade volunteer shirt, or an orange vest. We will have signs erected for the divisions as well.
3. The division leaders will show the participants where to line up.

Signs at Grand Stand (Green, Yellow, Red):

1. Parade participants are allowed to perform at the grand stand stage only.
2. **Two minute rule** for performances will be enforced with Green, Yellow, and Red cards at the judging stand. **GREEN**= begin performance, **YELLOW**= 30 seconds remain, **RED**= 2 minute mark reached & please proceed down parade route.

Professional Sanitation Engineers:

1. Set up trash and recycling cans along the parade route and staging area. a. Each existing city or port authority trash can needs a recycling can paired with it. b. If you place a trash can anywhere, pair it with a recycling can too.
2. As the staging area clears out we should have ~3 people following the last group to pick up trash on the parade route left in the street. The street will be opening up ~5:00 pm to resume normal traffic.
3. There should be people cleaning the staging area as the groups leave. We won't have the luxury of waiting until the parade is over this year, as the staging area is the street and not the parking lot. The street will be opening up ~5:00 pm to resume normal traffic.
4. After the parade our trash needs to be placed in the EDCO dumpsters. This is near the parade grand stand / stage on the pier.