

## Event Pre-Planning Instructions:

Dear Directors,

Here is important info to communicate to the students:

For those students wishing to volunteer for parade setup: Friday @ 12:45pm - 4:00pm.

Just jump in and find an arch / group of parents and ask the arch lead for instruction. We will of course be giving volunteer hours for this! (Not required, but an extra opportunity to earn hours).

Please eat dinner prior to the 4:00pm arrival.

For student drivers, please park your vehicles in the student lot on the east side of Pate Orr, by the stadium. The senior lot & parking spaces by the band hall need to be clear for the event.

What to Wear -- IT WILL BE COLD! (Temps range 45 - 39 degrees & clear skies during the parade hours).

- \* Multiple base layers & winter coat
- \* Two pairs of socks
- \* Gloves
- \* Warm Hats & Earmuffs
- \* Handwarmers; we will have some "Hot Hands" available to distribute, but if they could be encouraged to provide their own, that would be appreciated.
- \* Bright, festive accessories, such as light-up necklaces & headbands, glowstick necklaces, etc...to wear over your coat
- \* Holiday gear, such as Santa hats, reindeer antlers, Christmas sweaters (but I think these will be under coats, so let's focus on accessories?)
- \* Twinkle lights, glowsticks, and reflective accessories for your instruments
- \* **Bring your own waterjugs, hot beverages, etc; Drinks will not be provided**
- \* Small flashlights or headlamps that will fit in their coat pockets, to be used during take down

Take Down / Disassembly:

The attached map shows the ten arches on the route, labeled A-J, as well as the Snack Shack that will be used for concessions. Mr. Heath -- please assign students to arches for disassembly (i.e. Percussion takes down Arch A & B). Eight of the arches have parent team leads, and those leads are providing all of their own decor; takedown for these will be simple, as all the items will be contained to the arch and go straight into the vehicle of the arch lead on site. For the remaining two unassigned arches (comprised of donated decor & Wildest Dreams props), the decorations and lights will be taken into the band hall for pickup or back to prop storage. I expect takedown to go very quickly.

And, at dismissal, there will be a sweet treat for the kids to grab at the front of the FAC as they leave.

## Day of Instructions:

Dear Students and Parents:

The Boosters have some tips for today.

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Please eat dinner prior to the 5:00pm arrival.

For student drivers, please park your vehicles in the student lot on the east side of Pate Orr, by the stadium. The senior lot & parking spaces by the band hall need to be clear for the event.

What to Wear -- IT WILL BE COLD! (Temps range 45 - 39 degrees & clear skies during the parade hours)

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- \* Two pairs of socks
- \* Gloves
- \* Warm Hats & Earmuffs
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\* Holiday gear, such as Santa hats, reindeer antlers, Christmas sweaters

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We look forward to seeing everyone for the festivities tonight.

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