

# SCS Memorial Day Parade Committee

## Meeting Agenda 17 May 2023: 11 days until the Parade!

1. Opening, Pledge of Allegiance, Roll-call, vote on excusals, introduction of guests
2. Review and approval of minutes from May 3 meeting
3. Back brief from meeting w/ Mayor, Police, Fire Dept, etc. (Dave E.)
4. Staging Plan outline/concept (Dave E.)
5. "White Board" issues list review (All)
6. VIP Plans/Itineraries for Ms. Wells & Mr. Fullilove (Dave Rubello)
7. Finalize Committee Assignments for MD Weekend (All)
8. Committee Assignments – Task analysis "Homework" (All)

Determine your volunteer requirements

Parade Day Decision making

9. Terrain Walk and Radio check next Wednesday 6 PM or 7 PM @ Fishbones
10. Update on Volunteer recruiting (Maria)
11. Volunteer Tracking & Training (Dave E): Thur 25 & Fri 26 May 7 PM  
Volunteers only need to attend one session (Clipboards, t-shirts, & vests)

12. Any other New Business Items

13. Audience Participation

14. Motion to Close

Terrain Walk Wed 24 May **6 PM or 7 PM** behind Fishbones

**Volunteer Training** Thur 25 & Fri 26 May 7 PM

## "WHITE BOARD" OUTSTANDING ISSUES LIST

1. VIP Itineraries and VIP Cars and Drivers (Dave R w/ help)
2. Send out Parade Instructions to participants; including VIPs and 2 Mascots
3. Assemble Narrator Book(s)
4. VIP, Committee (and Kroger) Parking passes
5. Ice and water purchase and delivery + Coolers
6. Draft Parade instructions for participants (Dave E.)
7. Food for Parade participants: What Food trucks will be in CPS Lot?
8. Flatbed trucks needed for band or bands? ~~Hiring S&S Entertainment? Yes~~
9. Two Banner carriers? Parade Judges?
10. Write ~~Participant instructions~~ (complete) ~~Committee assignments~~ (complete) and Volunteer training briefing (Dave E.)
  
14. Parade Hi-vis safety vests
15. Radio training and testing Wed 24 May
16. ID banner carriers and Parade judges
17. Committee Phone # exchange
18. Getting \_\_\_\_\_ golf carts. How many where and who gets them?
19. Weather call?

## **PARADE EVE AND PARADE DAY ASSIGNMENTS**

**Week Prior Date(s) TBD** Paint staging in CPS Lot Dave E. &

### **SATURDAY**

Paint staging #s on Jefferson at 6 AM Dave E & \_\_\_\_\_, \_\_\_\_\_

Get signs, canopies, etc., from storage room (3) \_\_\_\_\_

Move signs and bases to staging area (3) \_\_\_\_\_

Sort and prep magnetic signs (1 -2) \_\_\_\_Robert &

### **SUNDAY @ 0900**

Attend Wreath laying at Vet's Memorial Park (2): Robert Muha & Dave R.

Decorate Main Stage at City Hall Maria, \_\_\_\_\_, \_\_\_\_\_ how many?

Setup at Chapaton Pumping Station Lot Kyle in charge \_\_\_\_\_, \_\_\_\_\_

**@1000** Set Command Post at Jeff X 9 mile Dave E. \_\_\_\_\_

Check Prep at Fishbones VIP room Linda B. & Jenna & Catherine

Assist VIP Line up at Fishbones Parking Lot: Robert Calhoun+, \_\_\_\_\_

### **PARADE LOCATIONS**

11 Mile and Jeff: Robert M. with daily volunteers. Retrieve banner and magnetic signs

South of 11 Mile on Jeff: Dave Rubello pre-spotting for Parade announcers

9 mile Start Point Dave E., Barb, Brian Owens (Jeff East), JWest\_\_\_\_, CPS\_\_\_\_.

Fishbones VIP room Linda B. & Jenna Spotter

Magnets & Insert VIPs into Parade at Fishbones Parking Lot: Calhouns, \_\_\_\_\_

Selling shirts & hats along route Pam and Bob and day volunteers \_\_\_\_\_

### **END OF PARADE**

Tear down and return to storage **ALL!** Then off to the Party at the VFW!!