



Banner Carriers

Thank you! We are thrilled that you will be volunteering in the 2009 Ukrop's/Supervalu Christmas Parade.

All Banner Carriers are asked to park downtown in the **VCU/MCV Parking Lot I at the intersection of I-64 and 7th Street**. From this parking lot, a shuttle bus will run every **15 minutes from 6:30 a.m. until 9 a.m. to the DMV**.

No shuttle bus after the parade!
Your vehicle will be just a couple blocks up the street!

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- **Check-in: 8:15 a.m. – 8:30 a.m. at the Science Museum** (allow for shuttle time) at 2500 West Broad Street. From the bus drop-off, proceed on foot to the Science Museum. The Volunteer and Banner Carrier registration table will be inside the museum and more direction will be provided at that time.
 - **Clothing: *The Parade takes place no matter the weather (in sunshine and in rain), so dress accordingly.*** All banner carriers will be provided a sweatshirt (while size and supplies last – so get there early). Wear comfortable shoes (the parade route is 2.5 miles long). The temperature will change between early morning and midday, so dressing in layers is a good idea.
 - **Gloves:** Banner Carriers must bring gloves to use during the parade. It will be cold outside and the banners are mounted on PVC dowels which will add to the cold of the day. Gloves WILL NOT be provided.
 - Please be **PROMPT!!** It is imperative that you arrive at your assigned time.

Banner Carrier Overview:

Upon arrival to the Science Museum, check-in at the Volunteer Booth.

- ✓ Banners announce the sponsor or unit that they precede in the Parade.
- ✓ Each banner will be accompanied by one adult and at least 3 children (ages 10+)
- ✓ Banner carriers will be directed to their placement within the parade line-up when they are assigned their banner.
- ✓ Banner carriers are to respond to the requests of the Division Captain of the unit that they are assigned.
- ✓ Banner carriers are encouraged to take turns holding the banner as they will get quite heavy as the day goes on.
- ✓ During the parade, banner carriers will march down the parade route keeping just in front of their assigned parade unit.
- ✓ At the end of the parade, the banner carriers will be directed where to place their banners. Once the banner has been checked in, the banner carriers' role for the day has been fulfilled.

Again, many thanks for your time, commitment, and energy in bringing the Ukrop's/Supervalu Christmas Parade to life for the Richmond community. Should you have any questions, contact Terry Burcin at 804-290-8731 or tburcin@finsvcs.com. Additional information regarding the parade can be found at <http://www.richmondchristmasparade.org>.



Reminders:

- It is important that you fulfill your volunteer assignment. The Parade will not be cancelled because of rain or extreme weather. All banner carriers are expected to fulfill their commitment regardless of the weather.
- This is a volunteer effort. You will not be paid for your time as a banner carrier. However, you might appear on television! CBS 6 will broadcast the Parade live the day of the Parade and again on Christmas day.
- Depending on where your banner is positioned in the Parade, your ending time will vary, but everyone will be finished by 1:00 p.m.
- You must be able to walk the entire Parade route (2.5 miles) while carrying your banner.
- No smoking is allowed at any point along the Parade route.
- There are no bathrooms along the Parade route, only at the formation and disband areas.

*******Again, please bring gloves and any other cold weather gear that you might need*******