



---

## Division Captains

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

- **Check-in:** 6:30 a.m. at the Science Museum at 2500 West Broad Street. Division Captain Registration will be at Volunteer Check-in table inside the Science Museum.  
**6:30 a.m. arrival is imperative!**
- **Clothing:** All volunteers will be provided a sweatshirt (while supplies last – so get there early). Please wear comfortable shoes (you WILL walk close to a total of 5 miles through the day). The temperature will change between early morning and midday, so dressing in layers is a good idea.
- **The Parade takes place no matter the weather (in sunshine and in rain), so please dress accordingly.**
- **Division Captains** (after checking- in) will report immediately to their staging areas. Each division captain will be given a Parade line-up list by division and an alpha listing of all units the morning of the Parade.
- Training for Division Captains will be held approximately one week in advance of the parade. This meeting will require 1-2 hours of your time and you will be provided with your parking pass for the day of the parade at the meeting. More information will follow regarding training.
- Please be **PROMPT!!** It is imperative that you arrive at your assigned time. Radio/Walkie-talkie training begins promptly at 6:45 a.m. and you will then proceed directly to your assigned units. There will be parade participants that arrive early and they will need your direction and assistance.

### Reminders:

- It is important that you fulfill your volunteer assignment. The Parade will not be canceled because of rain or extreme weather.
- This is a volunteer effort. You will not be paid; however, you might appear television! CBS 6 will broadcast the Parade live.
- Depending on where you are positioned in the Parade, your ending time will vary, but everyone will be finished by 1:00 PM. We would like you to join us after the parade for lunch at Kitchen 64 at Boulevard & I-95 @ 1 p.m.
- You must be able to walk the entire Parade route (2.5 miles).
- 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, 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](mailto:tburcin@finsvcs.com). Additional information regarding the parade can be found at <http://www.richmondchristmasparade.org>.



---

### Division Captain Overview:

- The Parade consists of approximately 70-80 units, which are divided into 14 separate divisions. Each division has one division captain.
- **Keep Division order: 9:15 a.m. will be roll call for all divisions – units need to be there and in correct order!**
- The Parade will start **promptly** at 10:15 a.m. It is **essential** to keep the line-up order in your division.
  - The television anchors read each unit's history information in the order that they appear. Needless to say, if a unit is out of order in the line-up, the wrong information may be read.
  - Ensure banners line up with appropriate units.
- The Parade route begins when each unit passes before the grandstands in front of the Science Museum. All units must stop on Broad Street to perform for the television coverage (marching bands, majorettes, etc.)
  - **Bands will perform in front of the grandstand area – this will cause slow-downs in the parade that can lead to gaps. Division Captains must communicate with other Division Captains to ensure that any gaps between groups remain minor - the live attendees' enjoyment of the parade is heavily dependent on our success in doing so.**
- Please help keep your division to move expeditiously along the Parade route.
- For the safety of the crowd, there will be no throwing of candy, passing out of literature, etc. from any unit.
- Balloons. Please refer to the parade map for the location of the balloon area. These balloons will be pulled into their spot in the line-up when their division passes by.
- You will be provided with a walkie-talkie upon check-in to facilitate your interaction with the Volunteer leads.
- **Parade Participant Interaction. Please be prepared to direct participants as needed throughout the morning and day of the parade.** Types of interaction include: roll call for your units, portable toilet locations, parade line-up, banner carrier line-up and oversight, etc.

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