

Amanda's quick notes for the 02.12.2020 Parade Committee Meeting

**I will also update with Lisa Drabiks notes from last night as well once I have them. Please do not hesitate to let me know if I missed anything important!

- I. Introductions to committee members and to Lisa Drabik and Kathy Wagner (Kathy used to orchestrate the Old Home Day event and is now stepping down from that role)
- II. Kathy provided a list of parade participants (see 2020 Parade Invites and Contacts in the Parade Participants folder). This will be a working document; update as we get responses.
 - A. Kirby has emailed paying participants with the Parade Form and Parade Invite letter (See Parade Participants Folder) on 1/23/2020 and has received some responses already
 - B. Kathy recommended that we can reach out to whomever we would like to have participate
 - C. Lisa will figure out the best contact at the PD for police participation; we may want to try and get Manchester's mounted officers
 - D. Lisa will reach out to Chief Darren O'Brien in regards to fire fighter participation. He contacts the other departments for their trucks for the end of the parade.
- III. We discussed the different levels of Sponsors (see Sponsors and Sponsor notifications).
 - A. Those who are planum sponsors contributing \$1,000.00 or more have free registration in the parade, their business name mentioned from the bandstand during the parade, and a banner in the parade.
 1. Town hall has the banners from prior years (Amanda can get access to them before the event and return them after the event) At the end of the parade banners are given to the desk of Mac's Apples.
 - B. If we get a new sponsor we will have to have a banner made up for them
 - C. Gold Sponsor have their business name mentioned from the band stand
 - D. Silver sponsors have no parade recognition
- IV. Kathy discussed logistics of the parade and staging area:
 - A. There is no map of the staging area, but Kathy would be happy to walk us around how she sets everything up
 1. The staging area is broken down into three sections, then each section has groups of participants (which is dictated by the script). As participants arrive we will tell them their staging location and they will locate the

corresponding sign. For example, they could be in section 1, unit or spot 3.

2. Section 1 is from the middle school exit down towards the side of the building, Kathy said we should be able to fit about 30 groups in this section.
3. Section 2 is the parking lot in the front of the middle school. We should be able to fit about 20 participants
4. Section 3 is in the front of the middle school
5. The wildcats, being a very large group will stage at the funeral home

- B. The parade is 1.2 miles in length, Begins at the exit of the middle school parking lot and heads down mammoth to Mac's Apples finishing at their parking lot
- C. Committee members and volunteers should arrive by 07:30a to set up zone numbers and prepare themselves before participants start to arrive around 8
- D. There will be a shuttle driven by town employee Steve Cotton from Macs Apples to staging area
- E. We may want to try to get donations of water for those waiting for the start
- F. Kathy mentioned the middle school is closed and will only open if there is inclement weather. There will be two porta potties at the middle school and one at the funeral home
- G. We may want to reach out to ALERT (the people who helped direct traffic for the voting events) they are volunteers and do a great job with directing traffic (and people)

V. The script:

- A. See the Prior Year's Documents folder for last year's parade script. This will likely be the most work for our committee
- B. With google docs and sharing we should be able to easily edit and keep tabs on the positioning of parade participants (which will be helpful when staging them)
- C. Try to finalize this year's script, if possible, by the wednesday before the parade

VI. DPW has the detour signs and usually sets them up the day prior

VII. Rules of the parade:

- A. Hand candy- DO NOT THROW. We do not want children to feel compelled to run into the street
- B. No Silly String or spraying things
- C. Floats must have spotters. The parade form (Parade Participants folder) does mention spotters if the participant checks off that they will have a float

VIII. The committee will need to select a Grand Marshall, Kathy mentioned there are bylaws/guidelines in choosing this person and she will see if she can get those for us.

IX. Other things:

- A. Sponsor Banners will need holders; Ryan mentioned he may be able to arrange some
- B. Kathy said things should be relatively easy for now, the busiest points for us will truly be the week leading up to the parade and the parade itself
- C. We may want to see if we can get another shuttle (Lisa mentioned asking the Manchester Airport?? (Let's investigate)