

Homecoming Parade 2024: Information for Coordinators, Phillips Park Volunteers and Team Reps

Please review and communicate the Phillips Park plan to ALL LOT VOLUNTEERS!

Phillips Park Pre-Parade:

- I recommend that lot volunteers arrive by 4:00/4:15 to be in place and ready for parade participants to arrive.
- **LMS:** You will want 2 volunteers for the front entrance of Phillips Park, as well as at least 2 volunteers in the lower lot at Phillips.
 - **Front Entrance volunteers:** the police department provides a barricade. Upon arriving, please set the barricade up at the entrance, or leave just one side open and make sure cars pulling in are LMS, Loveland Youth Football, or Loveland Youth Volleyball participants/volunteers only. Please direct vehicles to their appropriate locations (top lot vs. lower lot). At **5:00 PM**, barricade the entrance to Phillips Park completely, and only allow school buses to enter/exit. Once all buses have come and gone, please leave the barricade in place so no traffic may enter.
 - **Lower Lot volunteers:** make sure anyone entering that area is with LMS, and monitor that cars are only parked in available spaces. Also help make sure buses get loaded quickly.
- **Loveland Youth Football/Loveland Youth Volleyball:** You will want 2 volunteers monitoring the driveway/entrance into the top lot, making sure anyone entering is with the programs gathering there. You will also want 2 volunteers in the lot monitoring cars parking to ensure they are parking in allowed spots only. These volunteers are also helping to make sure groups load buses quickly. I typically have kept groups together in designated spots so it makes loading buses easy ... keeping 5th grade cheer together in a spot, 5th grade football together in a spot, etc.
- **Both lots:** if you have any cones to block off parking spaces that should stay clear, you may want to bring them!
- **LMS:** Once buses are loaded, please go to the back of the pavilion building and open the gray box that has buttons for the Phillips Park baseball lighting. Push the buttons so the lights are on and ready for after the parade.

General Information:

- Amanda Boehmer submits pizza orders to the Loveland LaRosa's on Friday, September 13th. Team Reps should go to LaRosa's sometime between Saturday 9/14 - Tuesday 9/17 to pay for their pizzas. Coordinators please double check with Loveland LaRosa's that pizzas are paid for Wednesday morning. Follow up with any rep that still owes money. Amanda will also be following up with LaRosa's.
- **Team Reps/Coordinators:** please do not call LaRosa's from the staging area to ask about your pizzas being delivered. A parade coordinator will make a call if need be.
- **ANY TEAMS WANTING TO DROP OFF SUPPLIES (coolers, decorations, etc.), SUPPLIES CAN BE DROPPED OFF IN THE STAGING LOT BETWEEN 3:15 PM AND 4:00 PM.** Cars will not be allowed to enter the staging area lot beginning at 4:00 as trucks are entering and maneuvering into place. Anyone going directly to the staging lot to help/decorate trucks will need to find a parking spot nearby, or get dropped off within walking distance of the staging area, as only authorized vehicles are allowed to park in the staging area lot that afternoon.
- Homecoming trucks will arrive at the staging area between 4:00 PM and 5:00 PM the day of the parade. Trucks are lined up in order, so please be patient. As soon as your truck arrives, you will be informed and teams can begin decorating.
- Pizzas should be delivered around 5:45 PM, and team reps will need to get your pizzas from the front entrance of the staging area.
- Participants should be loaded onto their trucks and ready to go at 6:20 PM.
- **PLEASE NO TOSSING SPORTS BALLS (or anything similar) AT THE STAGING AREA!** We know the participants are all excited, and it is difficult to wait in the staging area, but with so many people in the area, things being thrown and kids running around makes an already chaotic situation even more difficult.
- The trucks being used in the parade are working vehicles.....you will want to make sure you cover the flatbed with blankets for the participants to sit on.
- Flatbeds can be decorated, but please make sure any decorations are on the flatbeds only (not on the cab of the trucks), and they can be put up/taken down quickly. Please respect the truck driver's wishes regarding decorations....and use tape that does not damage the trucks.
- Ideally, participants on trucks should sit cross-legged to avoid any legs/feet near tires.
- Participants should **only throw candy** from their trucks (no chocolate, suckers/lollipops, or necklaces).

Phillips Park Post-Parade:

- Same number of volunteers needed by each organization and at the same spots....LMS has volunteers at the front entrance of Phillips, and in their lower lot. Loveland Youth Football/Loveland Youth Volleyball has volunteers at the entrance to the top in and in the top lot. These could be the same volunteers as before the parade, or different volunteers.
- The main goal at Phillips post-parade is that the park remains closed to incoming traffic until the trucks have exited. **Tell families to not rush to Phillips Park post-parade as**

that entrance will be closed until trucks exit. Some teams have coaches message on team communication tools when trucks have left and entrances have reopened.

- Volunteers at the front entrance should remove the barricade to allow the trucks to enter the park, then move the barrier back into place to prevent traffic from entering.
- Lot volunteers will make sure trucks are unloaded safely, and help the trucks exit the lot safely and quickly.

** When at the entrance previous years, I have used my discretion, or even helped direct traffic right there at the entrance- stopping traffic to allow trucks to exit the park, and to just keep traffic moving as well as possible while helping cars enter and exit the park efficiently. You just have to monitor the situation in a reasonable way- but priority is to help these trucks get out of the lots and on their way quickly.

- Pick up candy wrappers or trash so we leave Philips Park in clean condition.

** As always, top priority is safety! We want everyone to have fun, but to stay safe! **