Parade Checklist

___ Write cover letter (using theme) for both our school and community to invite participation
___ Make parade entry forms for above
___ Get permission to ride on float/permission to transport students
___ Make packets with cover letter/entry form (community) cover letter/entry form/both permissions (TL)
___ Get parade permit (complete it and turn it in to admin)
___ Order trash bin
___ Get a Grand Marshall (a person to lead the parade—former teacher, mayor, etc.)
___ Order corsage for Grand Marshall, make signs for Grand Marshall’s car
___ Make posters and write bulletins advertising parade
___ Notify the IJ of parade
___ Personally deliver packets to other schools and businesses
___ Remind class advisors of parade and ask them to make sure no one is on float without permission
___ Give court members’ packets
___ Find 3-5 teachers to judge and help line-up the parade
___ Make judging sheets
___ Write donation letters
___ Keep track of donation letters and make promised posters and certificates
___Keep list of all parade entry forms

___Make signs for all court cars, and make signs for any donors on floats/cars

___Do parade line-up—type this (always put horses last!)

___Give parade line-up to all participants and to judges/liner-upper teachers (with all other info: time, etc)

___Make line-up numbers for all vehicles

___Write short cover letter to go on top of line-up list/numbers for participants

___Write short cover letter to go on top of judging sheet/line-up list for judges

___Gather ALL permission to ride on floats from classes—make list on Excel of all classes separately

___Give list to all class advisors with a cover letter re: not allowing non-permission kids on float two days prior

___Confirm with judges two day before parade

___Have one person designated to be at the parade to check-in with advisors and judges

___Have one person designated at the parade to check-in with the Grand Marshall and to give the corsage/boutonnière, put sign on car, help Grand Marshall get in line-up

___Evaluate