

D-8: Homecoming Parade checklist-Cindy Bader



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