

# VOLUNTEERS WANTED

Volunteers must register at: <https://bit.ly/HPVolunteers2021>

[Download Volunteer Waiver \(PDF Document\)](#)



## VOLUNTEER MEETING

**Mandatory Volunteer Meeting:  
Thursday, December 2 at 6:00pm at  
Crown Valley Community Center**

**THIS YEAR'S HOLIDAY PARADE  
WILL TAKE PLACE ON SATURDAY,  
DECEMBER 11, 2021 AT 10AM!**

Volunteer check-in is on the grass just north of Nueva Vista.



## VOLUNTEER JOB DESCRIPTIONS

### Staging Area

Assist with getting entries to their assigned areas and ensure they have an entry number and are ready to step-off. Continues to keep entries moving along the staging area as they get ready for step-off for the parade.

### Pacers

Assertive volunteers, assigned to a specific entry within staging, who walk along side the entry down the parade route. Pacers help maintain the constant flow of the entrants during the parade by monitoring the pace of the entrants to stop, slow, or continue moving along the parade route.

### End of Route

Assist with directing entries off the parade route at the end of the parade as detailed. Directs walkers, equestrians, marching bands, and youth groups to their proper area after they have completed the parade.

### Announcer Spotters

Assists with updating information or last minute changes of entries to the announcers.

### Program Distribution

Distributes programs and flags to spectators along the parade route.

### Information Booths

Provides information and assistance to spectators along the parade route. Provides programs, flags, maps, basic first aid, lost and found, giveaways, and any related materials.

### Volunteer Check-In

Assists with check-in of volunteers, distribution of shirts, parade ribbons, food, and name tags. Assist with directing volunteers to their designated positions.

### Entry Check-In

Assists with check-in of entries, provides entry numbers, and maps. Assist with directing entrants to their designated locations within the staging area.

Questions? Please email Recreation Supervisor, Gretchen Malcolm at [gmalcolm@cityoflagunaniguel.org](mailto:gmalcolm@cityoflagunaniguel.org) or call (949) 425-5107.