



CELEBRATE KIRKLAND VOLUNTEER POSITION DESCRIPTIONS

Most positions are midday, as the children's parade and main parade runs from 10AM – 2PM. Set-up is approximately 8AM on the 4th, and tear down ends around 3PM. Street Décor happens on July 3rd.

PARADE ROUTE 10 AM – 2 PM

MEETING LOCATION: Heritage Hall

DESCRIPTION: Maintain parade route boundaries and respond to spectator questions. Allow safe pedestrian crossing at the direction of the Parade Route Lead.

VETERAN RECEPTION 8 AM – 2 PM

MEETING LOCATION: Heritage Hall

DESCRIPTION: Operate check-in for the veteran reception and provide veterans with lapel flowers. Monitor Heritage Park parking lot and assist veterans in accessing parking. Redirect non-veteran traffic. Set-up chairs, tables, or décor as needed. Assist veterans with entry into parade vehicles and ensure veterans reception area is tidy and accessible.

AUXILLARY & INFORMATION TENT 9 AM – 2 PM

MEETING LOCATION: Heritage Hall

DESCRIPTION: Set up the information booth located at Lakeshore Plaza, including tables, chairs, and the tent. Maintain promotional material in neat displays and respond to public questions regarding the event.

KIDS AREA 9AM- 12PM

MEETING LOCATION: Marina Park

DESCRIPTION: Set up Kids Pavillion located at Marina Park, including tables, chairs, tents, decorating station, and signage. Maintain Kids Pavillion area and support parade line-up. Assist with clean-up.

BANNERS 11 AM – 2 PM

MEETING LOCATION: Heritage Hall

DESCRIPTION: Carry banner through parade route before select parade entries. These volunteers will walk the entirety of the parade route. Wear comfortable shoes.

GRANDSTAND 9 AM – 2 PM

MEETING LOCATION: Heritage Hall

DESCRIPTION: Support the event emcees and staff leads by seating and attending to special guests, directing and seating attendees, and transferring awards and other items between the site and the Midway station. Setup décor and assist the audio video vendor at the direction of the staff lead.



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MIDWAY STATION 9 AM – 2 PM

MEETING LOCATION: Heritage Hall

DESCRIPTION: Support the emcee and staff leads by seating and attending to special guests, directing and seating attendees, and transferring awards and other items between the site and the Grandstand station. Setup décor and assist with setup of audio and visual equipment at the direction of the staff lead.

PARADE STAGING 8 AM – 2 PM

MEETING LOCATION: Heritage Hall

DESCRIPTION: Check-in parade entries as they arrive and directing them to the appropriate position based on their assigned parade number. Redirecting non-parade traffic to approved detours. Maintain a clear and organized order of parade entries. Support parade procession at the direction of the staff lead.

STREET DÉCOR – JULY 2ND 2PM – 5PM & JULY 3RD 1PM- 5PM

MEETING LOCATION: City Hall

DESCRIPTION: Decorate downtown and the parade route with streamers, flags, banners, and signs at the direction of the staff lead.

SET-UP 8 AM – 11 AM

MEETING LOCATION: Heritage Hall

DESCRIPTION: Unload and set-up chairs, tents, tables, décor, signs, banners, and other items at the direction of the staff lead. At various parade locations.

TEAR-DOWN 1 PM – 4 PM

MEETING LOCATION: Heritage Hall

DESCRIPTION: Teardown and load chairs, tents, tables, décor, signs, banners, and other items at the direction of the staff lead. At various parade locations.

STAFF SUPPORT 8 AM – 2 PM

MEETING LOCATION: Heritage Hall

DESCRIPTION: Support staff communication and execution of parade at the direction of the staff lead. This could include relaying messages, delivering last minute parade scripts, volunteer check in support, or miscellaneous duties that come up.