



AES 500 Festival Parade

Logistics Volunteer

Volunteer Check-In:

- Please arrive at the TV Zone at 6:30am. This is located on Pennsylvania St between Michigan and Vermont Streets. Meet at the corner of Vermont and Pennsylvania by the stage.

Attire:

- Wear your volunteer shirts and khaki/black pants or shorts.
- Bring your own work gloves.

Parking:

- Use the parking lot off Delaware Street (408 N. Delaware) just north of Vermont Street. Delaware Street is a one way north. If you have gone past Michigan on Delaware, you have gone too far. If you have any problems in the morning, call the contacts below.

Contacts:

- Bryan Apolskis - 317-490-4640
- Joey Myles - 317-341-5021

Hospitality:

- Donuts and water will be available to all volunteers before the parade starts at the volunteer tent located on the corner of Michigan St and Pennsylvania St.
- After the Parade from 1:30 pm – 3:00 pm there will be a post-parade Volunteer Lunch. This will take place at Tyndall Armory (711 N. Pennsylvania) in the second-floor gym area.

Key Event Times:

- 6:30 AM – arrive on-site.
- 12:00 PM – Parade begins.
- 1:00 PM – be ready to assist in locking down the TV zone to all spectator traffic.
- 2:30 PM – estimated finish time
- 3:00 PM – conclusion of the volunteer lunch at Tyndall Armory.

Volunteer Role:

- The TV Zone is where TV will produce a show of the Parade. Our job is to make this area look good for TV. Our team will also have to take care of some Parade route logistics as well which includes setting up sponsor suites, coordinating water stations on the route and assisting other committees with logistics needs and deliveries.
- **Pre-Parade**
 - Meet at Vermont and Penn.
 - Make sure bike rack placement in TV VIP area is secure.
 - Set-up aluminum dasher wall on both sides of the street from Michigan to Vermont after carpet is in place.
 - Zip tie banners to dasher wall mesh banner



- Place a-frame signs in TV Zone: ticket holders only” and “entering TV zone” signs.
- Set-up tables and chairs in Parade Suite (tent) located on Michigan Street east of Penn – follow map.
- Set-up barricades and mesh banners on Washington Street at Penn and Meridian
- **During Parade**
 - You will be able to watch the Parade from the corner of Michigan and Penn and Vermont and Penn. Our job during the Parade is to keep the beginning and end of the TV zone clear of crowd traffic spilling onto the street and to prevent crowds from blocking our emergency lanes on Michigan and Vermont. Some of you may watch the Parade from Washington/Penn and Washington/Meridian
 - Assist security and police in locking down TV Zone prior to the end of the Parade. We will get in position on Michigan and Penn and Vermont and Penn 20 minutes before the end of the Parade (1:10pm -1:15pm). We will begin tear-down of the TV zone area once the last Parade unit goes through the TV zone. We will not allow spectators or any unauthorized personnel into the TV Zone (the street between Michigan and Vermont) once the Parade ends. We are keeping people off the carpet so we can roll it up.
- **Post Parade**
 - Once we have the TV zone locked down, we will begin by removing mesh off the dasher walls (snips to cut zip ties supplied by the 500 Festival). We will transport mesh to the logistics truck at Vermont and Pennsylvania by golf carts and clean and roll mesh up in the street and then load it in truck. The goal is to remove everything off the street as quickly as possible so the city can clean and open the streets back up.
 - Remove mesh banners on Washington Street and take them to the logistics truck to clean, roll and load into truck.
 - Load all TV zone signs back in the truck.
 - Load all supplies used in suites back in truck (tables and chairs stay in suite)
 - Assist in cleaning debris in TV zone and place in trash.
 - Assist in moving any barricades off the street.

Key terms:

- **TV Zone:** Location on Pennsylvania from Michigan to Vermont Street.
- **Dasher wall:** aluminum frame we will place in the TV zone on both sides of the street stretching from Michigan to Pennsylvania. We will zip tie mesh to the dasher walls.
- **Suite:** Located at Pennsylvania and Michigan on the east side of the intersection: OrthoIndy
- **Garrison Flag:** IFD will provide two aerials to place a giant American flag on Michigan Street as a backdrop to TV. It is referred to as the Garrison Flag and it will arrive around 9:30am.
- **Washington Street Barricades:** At Penn and Washington and Meridian and Washington we will place bike rack and mesh banners across Washington and Penn and Washington and Meridian.
- **Step off:** Referred to as the start of the Parade route at North and Pennsylvania.
- **Command Center:** Is located at North and Penn and is the operations location for Parade command. All emergency calls will go through the Command center run by city agencies.
- **Tyndall Moorhead Armory:** Located at 711 North Pennsylvania and it is the site for the volunteer pizza party after the Parade. Located on the second floor.