**Parade Assembly Designator (1-2 people)**

**(Saturday Only) 9:30am-1:00pm/start of parade**

1. Sets up table at parade starting point
2. Sign-in parade marshals, and;

* distribute swag bag,
* t-shirts
* standing point for duration of parade to parade marshals.
* Assign each parade marshal a safety vest; advise them to return vest to volunteer tent at completion of parade.

1. Have list of Mas band meet areas; provide this information to Mas participants, as asked.
2. Pack up table after parade has started and deliver list of all parade marshal’s that signed in to the volunteer tent, at the square.

**Parade Marshal (Saturday only) (60 people) 10:00am-3:00pm**

1. Remain in location/intersection of parade, provided by Cariwest
2. Ensure people are not entering parade/running across the road.
3. Ensure cyclists/vehicles are not entering parade route area from alleys, parking garages.
4. Once last float/band has passed your location/intersection, walk along and return to the square.
5. Assist security with directing band Masqueraders where to walk upon arriving at the square, and directing non-Masqueraders to enter the square from a different entry point.
6. Assist security with ensuring spectators are not in areas that Mas band trucks are being offloaded, and redirect them to entry points to the square.

**Band Marshal Liaison (1 per band) 10:00am-3:00pm**

1. Ensure your band Masqueraders are not ahead of the truck.
2. Ensure your band is keeping pace, not too fast and not too slow on the road.

**Cash Tent will work with Board member at all times (1 person)**

**Fri 4pm-11pm**

**Sat 10am-430pm & 430pm-11pm**

**Sun 11am-5pm & 5pm-11pm**

1. Deliver floats/change

**Volunteer Tent (2 people / Shift)**

**Fri 4pm-11pm**

**Sat 10am-430pm & 430pm-11pm**

**Sun 11am-5pm & 5pm-11pm**

1. Sign volunteers in and out of their shift

1. Provide volunteers with their food vouchers and ensure they initial that they have received them, for their shift.
2. Remain in volunteer tent, and point of contact between volunteers and volunteer leads, as needed
3. Distribute water and snacks to volunteers when they come in for breaks.

**Information Tent (2 people/shift)**

**Fri 4pm-11pm**

**Sat 10am-430pm & 430pm-11pm**

**Sun 11am-5pm & 5pm-11pm**

1. Provide Cariwest booklets and locations of tents, as requested.
2. Sell t-shirts
3. Answer festival attendee’s questions about what is taking place in the square.
4. Help pick up garbage after parade is complete
5. Change garbage and recycle, when full, and when asked by staff
6. *Should have lineup/schedule entertainment (will ask R&C)*
7. *Should have list of vendors and what is being sold (will ask M&L)*

**Rum Gardens (18 people/shift)**

**Friday 5pm-11pm**

**Sat 10am-430pm & 430pm-11pm**

**Sun 11am-5pm & 5pm-11pm**

1. Clear tables and area of empty bottles/cans and place in recycle.
2. Empty garbage and recycle bins when full.
3. Report any suspicious activity to security personnel.

**Stage Volunteers including Friday Extravaganza (waiting to hear from Cherelle and Roxanne)**

**Rum Gardens (20 people/shift)**

**Friday 5pm-11pm**

**Sat 10am-430pm & 430pm-11pm**

**Sun 11am-5pm & 5pm-11pm**

**VIP Tent Volunteers 2-3 people/shift**

**Friday 5pm-11pm**

**Sat 10am-430pm & 430pm-11pm**

**Sun 11am-5pm & 5pm-11pm**

1. Cashier
2. Picking up garbage/emptying garbage and recycle as necessary.

**Float Volunteers 10 people/shift**

**Friday 5pm-11pm**

**Sat 10am-430pm & 430pm-11pm**

**Sun 11am-5pm & 5pm-11pm**

1. Be flexible to complete various tasks, as you may be asked to assist with parade, clean-up, info/volunteer tent.
2. Walk around and pick-up garbage, report suspicious activity to security
3. Personnel