

Greentree Neighborhood Parade Instructions

Timing:

People generally starting arriving around 10:30 am, parade starts at 11:00 am.

The fire truck usually arrives right at or around 11, although it occasionally can't come at all. Amanda from MPD is usually there as well in her police cruiser. She will generally follow the parade if the fire truck shows, or lead it if they can't.

Preparation:

1. Fire truck. As of now, the fire department automatically sends an email confirming the truck, so it does not need to be requested, but the contact email will need to be kept updated with the person currently in charge of the parade. The contact person for the fire department is Bernadette Galvez, 608.261.9844, BGalvez@cityofmadison.com
2. Parade permit: Easy to apply online, can do it a month or two prior to the parade – <https://www.cityofmadison.com/trafficengineering/paradepermit.cfm>

Info needed:

- **Organization Name:** Greentree Neighborhood Association c/o your name and address.
 - **Assembly Area:** Falk Elementary - 6323 Woodington Way, starting at 10:30 AM
 - **Dispersal Area:** north end of Norman Clayton Park, Shoreham at Laurie, by 11:30 AM
 - **Parade Route -** Falk Elementary facing East on Woodington Way. Left Piping Rock, Right on Valley Stream, Left Shoreham ends on Shoreham Dr at North end of Norman Clayton Park. (Shoreham curves to Laurie Dr to Schroeder Rd).
 - I usually say 100 for # and that there are bikers, walkers, strollers, and big wheels. Parade is led by fire truck and followed at end by police car. Volunteers are behind the fire truck to ensure safety. Parents are directed to move to the side of the road or sidewalk with "stragglers"
3. Small flags to be handed out to the kids to be purchased (if not enough available), reimbursed by GTNA. Generally I try to have about 100 on hand.
 4. Site prep – in the past, the prior parade organizer put up signs to let people know the order to line up in (from fastest to slowest). I generally didn't have much luck with this and more relied on volunteers to keep people somewhat organized.
 5. Volunteers – line up at least 3 people if possible. Ideally, someone to block the intersection at Piping Rock & Woodington and Piping Rock and Valley Stream until the parade has past. It is also important to have someone behind the fire truck to keep the kids back as well as someone towards the back of the parade to gently move people to the sidewalk if they're straggling to avoid blocking the streets longer than necessary.
 6. Banner – to be held in front of the parade (behind the fire truck), have a couple older kids (or younger kids with their parents) hold it

Route

Starting at Falk Elementary parking lot, down Woodington to Piping Rock to Shoreham to Norman Clayton Park. The fire truck and police cruiser usually stay for a bit for the kids to see the car. Once they arrive, your job is done! Enjoy the picnic!