

P A R A D E S



checklist



Activate YYC

- Muster area at start and finish has enough room to gather
- Participants know the route – how long it is, where it goes and any hazards to watch for (ie it's bumpy, requires moderate fitness, is 5k long, etc)
- Volunteers to be the Lead, trailer and other volunteer roles
- Inclement weather/ cancellation planning is in place
- Emergency response plan in place in case of emergency (ie who calls emergency services)
- Route does not hold up traffic – no bus route, does not shut road
- Community insurance covers the event
- We have any required permits and permissions in place prior to the event
- Protocol for speech at beginning of event covers:
 - Participants know they will participate at their own risk and are responsible for supervising children and pets
 - What to do if you want to leave the event before it's over
 - What to do in case of emergency
 - Who are the volunteers in case you need something