

George Washington Birthday Celebration Committee
George Washington Birthday Parade
Parade Marshal Line-up Duties

Parade Day is February 19, 2018

1. **Check in at the American Legion Club Room by 10 a.m.**
 - You are welcome to have coffee and donuts any time after 9:30 a.m.
 - Final duty assignments will be made at this time
 - Here you will receive Division Orders, Alphabetical List of Units, maps, and clipboard.
2. **Attend a brief Marshals Meeting at 11:00 a.m.** with Bob Garbacz at the Start Point.
 - • Each Division must have: clip board, 2 pens, marshal's list, and maps.
 - • Hear special announcements and receive your assignment at 11 a.m. at Start Point (So. Fairfax & Gibbon Streets).
3. **Take your assigned position.** (At least one Marshal must be present at the assigned Division area at all times until the Division crosses the Start Point in the Parade.) Please do not leave your assigned position without a backup person in place—use a communications person or send someone else to find an official if you need help.
4. **Confirm** that each unit has checked in:
 - Parade Patches are not available this year.
5. **Keep track of Status** of Units in your assigned Division:
 - Units Present.
 - Units Not Present.
 - Changes/Additions to the Order of March.
6. **Report Status of Units** information to Communications by 12:45 p.m.
 - Make notes on your Division Report.
 - A communications person will come to each Division for the Division Report (this person will report changes to the Reviewing Stand).
7. **Help lost units** (who are not on your list):
 - Check the Alphabetical Parade List and/or the Leader List for the right Division staging area for that unit.
 - Send one individual to the Information Booth leaving the rest of the unit where they are.
8. **Put assigned Division in order** according to your list.
9. **Maintain Unit Order and Readiness.**
 - Try to keep groups together and in order.
10. **March** with your unit in Parade to Reviewing Stand.
 - Help the Parade Route Captains maintain the pace and keep units from straggling.
11. **Assist** in the overall enjoyment of the Parade.
 - Have a Positive Attitude (be happy, have fun).
 - Be Helpful (take the organizational burdens off participants).
 - Stay Alert (watch for problems—take care of your groups).
12. **Contact** Joe Shumard and/or the Parade Organization.
 - Text is the most efficient...703-408-4483
13. **Assess** the strengths and weaknesses of the Parade Organization.
 - Where can we do better next year?

Alexandria George Washington Birthday Celebration Committee

George Washington Birthday Parade 2018 Parade Organization

Parade Director

Joseph Shumard

Parade Chief Marshals

Parade Chief Marshals — Robert Garbacz & Marco Soave

Parade Chief Parade Judge — Marianne McInerney

Parade Chief for Public Information — Bud Jackson

Reviewing Stand Chief — Henry Dorton

Parade Dignitary Coordination

Dignitary Division Chief — Stephanie Campbell

Vehicle Coordination — Bob Garbacz

Dignitary Crew — Noah Khan, Tyler Vanice, & Nicholas Soto

Parade Volunteer Coordination

Assignments and Materiel Distribution — Kristen Eastlick & Severiano Ortiz
(9 to 10 a.m. at American Legion Club Room; 10 a.m. at Parade HQ)

Parade Communications

Karen & Richard Bunn

(Alexandria Radio Club & Mount Vernon Radio Club)

Parade Set-up Crew Chiefs

Reviewing Stand Crew — Henry Dorton (David Bisette & Bud Jackson)

Start Point Set Crew — Tyler Vanice (Bob Garbacz)

Parade Information

Press & Public Information (Reviewing Stand) — Bud Jackson

Parade Unit & Volunteer Information (Assembly Area Parade HQ) —
Kristen Eastlick & Severiano Ortiz

Parade Reviewing Stand Area

Announcing — John Porter & Lance Mallamo

National Anthem — Maria Ciarrocchi

Reception & Awards Coordination — David Bisette

Alexandria George Washington Birthday Celebration Committee

2018 George Washington Birthday Parade Parade Officials Schedule

- 9-9:30 a.m. Marshals Meet at American Legion Clubroom (400 Cameron St., Lower Level).
- 9:30 a.m. Reviewing Stand Delivered to Royal Street at King Street
Delivery of Reviewing Stand Chairs & Equipment begins
- 10:00 a.m. Parking restrictions go into effect & physical set-up begins.
 - Street barricades established.
 - Delivery of Reviewing Stand & Start Point equipment should be complete.
 - Reviewing Stand & Start Point Crews start their work.
 - Delivery of Vehicle Signs to Dignitary Division
- 10:30 a.m. Parade Physical set up completed:
 - Information Table up.
 - Reviewing Stand up.
 - Communications Truck up (Alexandria Radio Club).
 - Dignitary Division Ready to Place Signs and Organize Vehicles
- 11:00 a.m. All Parade Officials Brief Meeting at the Start Point (Gibbon & S. Fairfax Sts.).
 - Pick up Division Signs, hat, badge, vest, clipboard, list, and maps.
 - Marshals Take Assigned Stations and put Division Signs in place.
 - Dignitary Vehicles arrive for Dignitary Division.
- 11:30 a.m. Participant check-in begins.
 - Place all Dignitary Vehicle signs on the appropriate vehicle.
 - All Division Signs should be in place.
 - Marshals begin to put units in Parade Order.
- 12:20 p.m. Dignitaries shuttle from Reviewing Stand area should begin.
- 12:30 p.m. Dignitaries arrive in Dignitary Division.
 - All Parade Units should be at their Division sites.
 - Marshals check every unit against Parade Order.
- 12:45 p.m. Marshals make final report to Communications on changes in the Parade Order.
 - All Parade Judges should be at the Reviewing Stand.
 - Parade Announcers in Place on the Reviewing Stand.
- 12:55 p.m. Final March Order changes sent to Reviewing Stand by Communications.
- 1:00 p.m. Parade Begins.
 - Parade Units begin to pass by the Duke Street Check Point.
- 1:10 p.m. Maria Ciarrocchi Sings the National Anthem
- 1:20 p.m. Parade first passes the reviewing stand.
- 1:45 p.m. Robert Garbacz moves to End Point for Disbursement of Units.
- 3:00 p.m. Start Point Crew secures the area.
 - Reviewing Stand Crew secures the area.
 - All Dignitary Vehicles Parked behind Reviewing Stand on Cameron Street
 - Post-Parade & Awards Reception, American Legion Ballroom.
- 3:45 p.m. Parade Awards Ceremony begins at the American Legion Ballroom.

Alexandria George Washington Birthday Celebration Committee

George Washington Birthday Parade

George Washington's Day • February 19, 2018 • Old Town Alexandria

PARADE RULES & PROCEDURES

The City of Alexandria, Virginia, George Washington's hometown, will stage its 221st celebration of the birth of the Father of our Country with month-long festivities during February 2018, the 242nd year of our nation's independence. The Citizens of Alexandria hope that the weather for the celebration of the 286th anniversary of the birthday of George Washington will feature clear skies, fair to moderate winds, abundant sunshine, and warm temperatures!

1. PARTICIPATION

A. INVITATION. NO individual or organization will be allowed to take part in the George Washington Birthday Parade without the prior approval of the George Washington Birthday Celebration Committee.

B. PERFORMANCE. Individuals and organizations participating in the Parade are expected to perform courteously, in good taste, and with safety in mind at all times.

2. ASSEMBLY AND CHECK-IN

A. ASSIGNMENT OF ASSEMBLY AREAS. Prior to the Parade, each individual unit will be assigned two unique numbers corresponding to their place in the Parade: the *Division Number* which designates where each unit will assemble and will correspond with the Divisions indicated on the enclosed Assembly Area Map; and the *Parade Order Number* which designates the exact order of each unit within the Division and in the Parade as a whole.

B. FORMATION TIMES: On Parade Day (Monday, February 19, 2018) units in Divisions 1 through 5 should form in their assigned Assembly Area not later than 12:00 Noon. Units in all other Divisions will form in their assigned Assembly Area not later than 12:30 p.m. Parade Marshals will direct the line-up of the marching units within each Division and may change the Parade Order Number if necessary. The lead unit will cross the Start Point on a signal promptly at 1:00 p.m.

C. UNIT CHECK IN. Units will check in with a Parade Marshal at their assigned assembly area. Reporting to the Parade Start Point is not required. However, a Parade Information Booth will be located adjacent to the Start Point (on South Fairfax Street at its intersection with Gibbon Street). Any individuals requiring assistance should go to this location.

D. STREAMERS AND PATCHES. Uniform Patches and Streamers for Flags will not be available this year.

E. UNIT LEADERS. Each Unit shall designate one individual to be the On-site Unit Leader who must be at the Parade Site on Parade Day. He or she, should be familiar with the information detailed in this Rules & Procedures document and will be responsible for the order and conduct of each unit. Please indicate the name of this Leader on the Application to Participate and contact the Parade Director if there are changes, as we must have this Leader properly identified prior to Parade Day!

F. RELEASE. After completing the Parade Route, all units are released from the Parade when they cross the Release Point at the intersection of South Royal Street and Wilkes Streets, near St. Mary's School.

3. LOGISTICS

A. FIRST AID AND EVACUATION: Alexandria Fire Department and Emergency Medical Services will provide units to render first aid or other emergency assistance as required and to evacuate any sick or injured. In the event of an emergency please contact the nearest Parade Marshal or Police Officer.

B. LAW, ORDER AND TRAFFIC CONTROL: The Alexandria Police Department will clear the Parade Route from curb to curb, maintain order, and control vehicular traffic.

4. PARKING, VEHICLE ACCESS AND STAGING AREAS

On Parade Day, all streets on the Parade Route and in the Assembly Area will be posted to prohibit vehicle access and parking commencing at 10:00 a.m. until the end of the Parade. Only vehicles with Permits will be allowed within this perimeter. Please make certain that your parking and logistical requirements are communicated to the Parade Director prior to Parade Day!

A. PARKING PERMITS: The Parade Director will provide a parking pass for each vehicle assigned to this reserved parking and it is vital that those who are assigned to these spaces display this parking pass as directed. Parade Marshals assigned to monitor these areas will not have the authority to make exceptions to this requirement.

General parking beneath the Woodrow Wilson Bridge and in other areas near Jones Point Park will not be available. Since entry into the neighborhoods adjacent to the Parade Assembly Area is restricted to residents, parking near the Parade Assembly Area will be almost impossibly difficult for parade participants. The Parade Organization has reserved most of the available parking areas and parking lots near the Parade Assembly Area in order to make certain that space is available for Parade Participants who truly need it and these spaces will be assigned subject to availability.

B. EQUESTRIAN UNITS: All horse units will stage at the St. Mary's School parking lot located at Green Street and South Royal Street. Each vehicle must display a St. Mary's School Pass at all times.

C. PASSENGER VEHICLE PARKING: All units requiring the use of a passenger vehicle near the Parade Assembly Area will notify the Parade Director via notation on the Participant Information Sheet or directly prior to Parade Day. Subject to availability, each group will be assigned a specific parking space in a specific parking area. Each vehicle must display a Parade Parking Permit at all times. If a nearby vehicle is not required, participants are encouraged to make use of the free parking near the Eisenhower Avenue Metro Station and the free shuttle bus service being provided by DASH on Parade Day from 11 a.m. until 4 p.m.

D. BUSES: All units requiring the use of a bus must notify the Parade Director via notation on the Participant Information sheet or directly prior to Parade Day. Each bus will be assigned a specific area to drop off the unit and a specific area where each bus may park after that. Each bus must display a Parade Bus Permit at all times.

5. ORDERS FOR ALL UNITS

A. COMMAND: THE CONDUCT AND MOVEMENT OF THE PARADE WILL BE UNDER THE COMMAND OF THE PARADE MARSHALS. ALL UNIT LEADERS (AND INDIVIDUAL MEMBERS OF ALL PARADE UNITS) ARE EXPECTED TO AGREEABLY COMPLY WITH THE DIRECTIONS OF PARADE MARSHALS AT ALL TIMES. FAILURE TO ACT IN CONFORMITY WITH THIS INSTRUCTION WILL RESULT IN THE IMMEDIATE REMOVAL OF THE OFFENDING UNIT FROM THE PARADE. *"NO QUARTER GIVEN OR ASKED"* ON THIS POINT!

B. RATE OF MARCH: All units will march at a pace set by the lead unit. Each subsequent unit is expected to keep pace and maintain a proper interval.

C. INTERVAL: To insure no distracting gaps for parade spectators, all units will maintain an interval (distance from the front of one unit to the rear of the unit preceding) of not less than 15 feet and not more than 25 feet throughout the parade. Youth Group units forming in Divisions 9 and 10 will maintain a 5-foot interval between other units within these Divisions. Please maintain the integrity of each unit; do not encroach on the preceding unit or the unit to the rear!

D. DEMONSTRATIONS: It is imperative that prolonged gaps in excess of those prescribed in paragraph C above not be allowed to develop. Units, therefore, must not stop their forward movement at any time except for brief demonstrations of less than one minute in duration. And afterwards please "mind the gap:" close up the space so that the proper interval is restored.

E. AMPLIFIED SOUNDS: Unless specifically approved in advance of Parade Day, no amplified sounds (including, but not limited to, sounds from noise-making devices, portable "bull horns," or loudspeakers) will be permitted in the Parade. Upon request, the Parade Director will consider permission for use of sound amplification devices on an individual basis, however requests must be made in advance of Parade Day and approvals will be specific.

F. SAFETY FIRST! *Please* . . . no objects (including candy) are to be thrown by Parade Units (items may be *handed* to spectators, but please *do not throw anything!*). Unless specific permission is given prior to Parade Day, no fireworks or discharge of firearms will be permitted during the Parade.

6. AWARDS & POST-PARADE RECEPTION

All participating units are invited to send representatives to the Awards Reception in the Ballroom of American Legion Post 24 located at 400 Cameron Street (near the Southwest intersection of Cameron and Royal Streets). Special Awards as well as Awards for First, Second, and Third place will be announced in each category immediately after the Parade.

7. CONTACTING THE PARADE ORGANIZATION

A. INFORMATION. In order to provide Parade Participants with access to Parade information, a site has been established online at the address <http://www.washingtonbirthday.net>. Please take advantage of the information posted there including maps, forms, announcements, and (when available) the order of march and results of parade awards judging. The primary public contact telephone number is (703) 829-6640; see information in "C" (below) to contact the Parade Director.

B. STATUS. In order to check the status of the Parade (in case of inclement weather, for instance) please go online to <http://www.washingtonbirthday.com/status> or telephone (703) 829-6640 at any time for a status update. Please do not contact the Parade Director about Status unless you cannot access these locations! Any cancellation or other such vital information will be announced via these locations; do not rely on information from other sources.

C. PARADE DIRECTOR: The e-mail address of the Parade Director is gwparade@gmail.com. Telephone and text messages direct to Joseph Shumard, Parade Director at (703) 408-4483. Additional contact information may be found on the website in the "*Contact Us*" section. Make any necessary contact at any time, even on Parade Day!

THANK YOU FOR BEING A PART OF OUR CELEBRATION!



George Washington Birthday Parade

PARADE ROUTE

Route

Assembly Area

300 North
200 North
100 North
100 South
200 South
300 South
400 South
500 South
600 South
700 South
800 South
900 South

Queen Street

Cameron Street

King Street

Prince Street

Duke Street

Wolfe Street

Wilkes Street

Gibbon Street

City Hall
Market Square

Carlyle House
Hansby House

American Legion
Gadsby's Tavern

Old Presbyterian Meeting House

Lyles-Crouch School

St. Asaph Street
600 South
Washington Street
700 South
Columbus Street
800 South
Alfred Street
900 South

Pitt Street
400
Royal Street
300
Fairfax Street
200
Lee Street
100

"VIP" PARKING
THIS BLOCK

Reviewing Stand

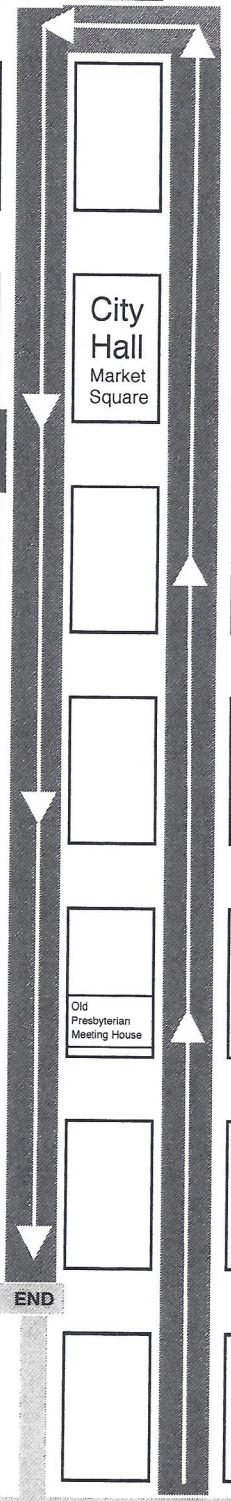
"DASH" free
Shuttle Bus STOP

Visitor Info.

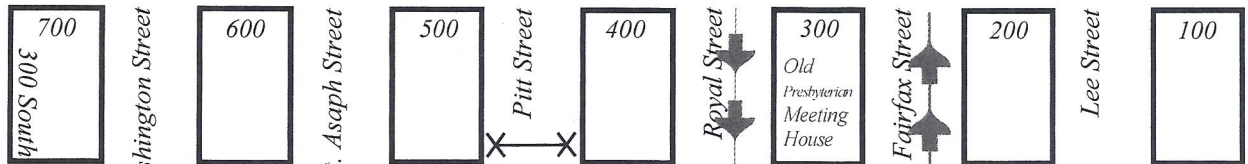
Dignitaries

END

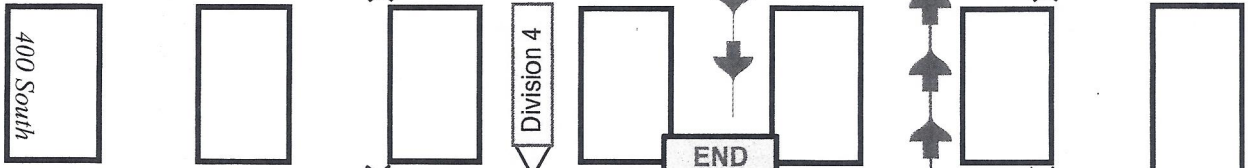
START



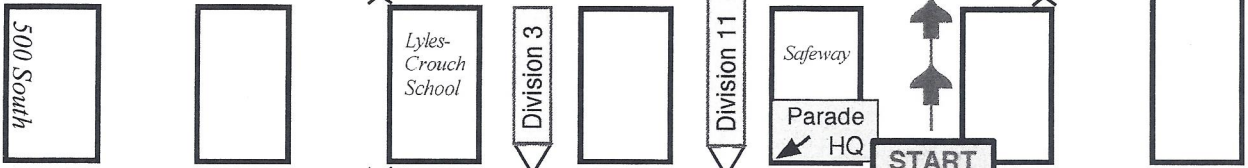
Duke Street



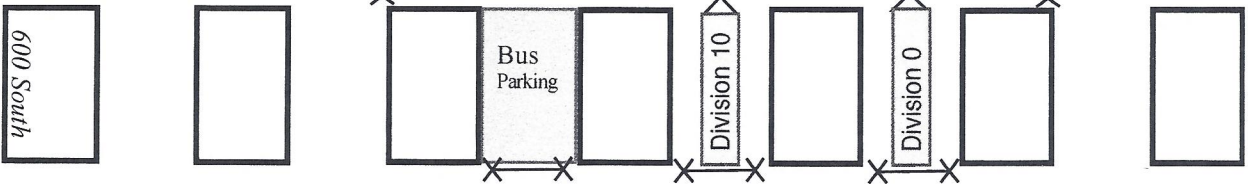
Wolfe Street



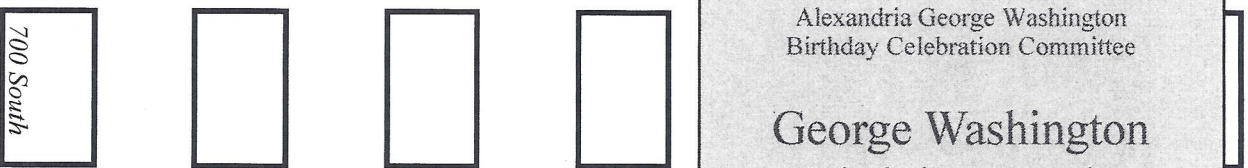
Wilkes Street



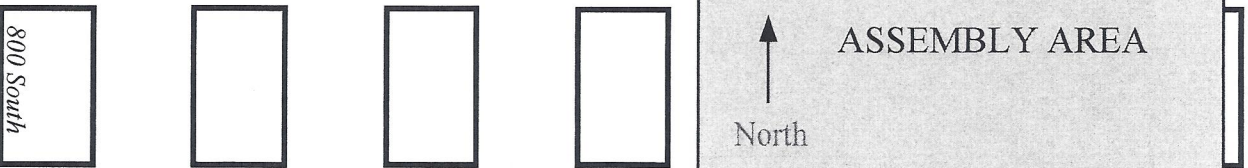
Gibbon Street



Franklin Street



Jefferson Street



Green Street



