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EVENT DIRECTOR:  
EVENT MANAGER:  
FLOAT DESIGNER:  
COSTUME/  
VOLUNTEER MANAGER:  
COSTUME MAKER:  
COSTUME ASSISTANT:

Pam Glaser ph. 377 6190/ 0274 599 634  
Kate Coppens ph. 377 6198/027 490 5258  
Peter Taylor ph. 0274 965 975

Ronelle Thompson ph. 358 2395/021 241 4064  
Maralyn Meyrick ph. 358 2395/027 373 5194  
Mana Harknett ph. 358 2395

# Sunday 26<sup>th</sup> |

## Start time (

### AT THE END OF THE PARADE |

#### **Floats & Vehicles**

All floats and vehicles must stop briefly in the vehicle lane in Beach Road to drop off their passengers. Then turn right into Anzac Avenue as directed.

#### **People/Bands/Marching Teams/Sponsors in the Parade**

Please continue walking along the dedicated lane on Beach Rd as directed, to pick up refreshment from the Afternoon Tea marquee. You will require an Afternoon Tea pass. You may then leave the dispersal area unless you require bus transport back to Aotea Centre.

#### **People Wearing Parade Costumes**

Please continue walking along the dedicated lane on Beach Rd to drop your Balloons and Props as directed, before making your way to the buses which will transport you back to Aotea Centre.

When dropped off by bus, proceed via the barrier lane to the Changing Rooms, Level 3, Aotea Centre, to change out of your costume, then to Afternoon Tea, Blues Bar, Level 3, Aotea Centre. An Afternoon Tea Pass will be attached to your costume bag. You will not be allowed into Afternoon Tea without your pass. Please do not wear your costume to Santa's Party.



#### **WATER STATIONS AND TOILETS**

Water stations are located at Assembly Area (refer assembly map) and Beach Road Dispersal Area. Toilets are available in Aotea Square, Aotea Centre and in Beach Road Dispersal Area.



#### **FIRST AID/LOST CHILDREN**

First Aid is available in the Owens Foyer on Level 2 of the Aotea Centre, the Assembly Area, along the Parade route and the dispersal area. The Lost Children Area is in Owens Foyer, Level 2, Aotea Centre and Beach Road Dispersal.

#### **PARADE POSTPONEMENT**

In the event of doubtful weather, a postponement decision will not be officially announced before 9am. Listen to Newstalk ZB or The Hits. If postponed, the Parade will take place on Sunday 3 December. **Same instructions apply.**

#### **ENQUIRIES**

Contact Pam on 377 6190 or Kate on 377 6198 or Costume Room ph. 358 2395. Enquiries on Parade Day should be made to your Section Leader or a Parade Official.

### | SANTA'S PARTY IN AOTEA SQUARE 2.30 – 5.30PM |

After the Parade the fun continues at Santa's Party in Aotea Square. Food stalls, rides, celebrities and awesome stage entertainment. See you there!

#### **NB! VERY IMPORTANT NB!**

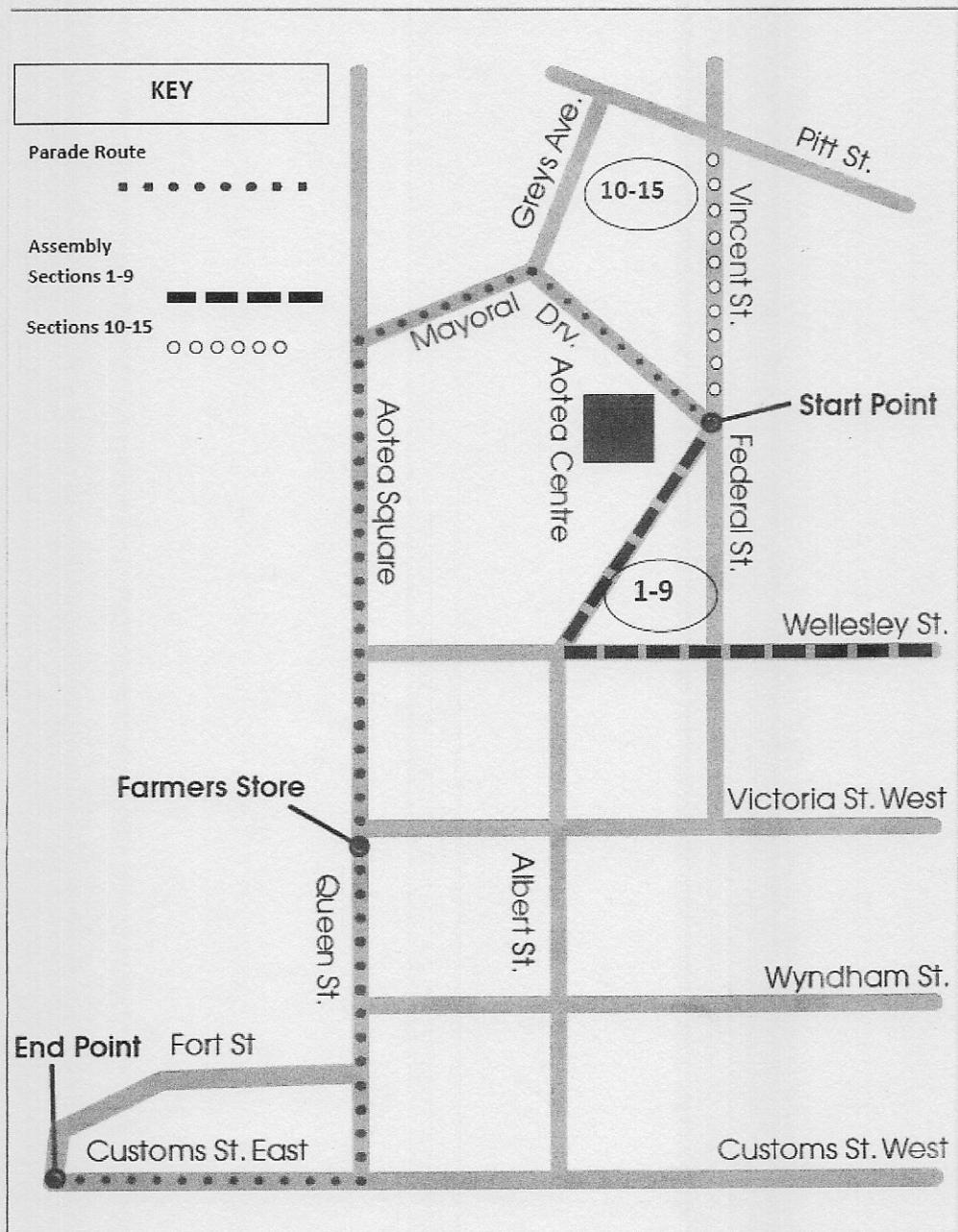
Make sure you read the enclosed Participants Safety Information before participating

# November 2017

## at 1pm



### PARADE MAP





# Farmers Santa Parade

in association with  The New Zealand Herald

## Safety Information for all Farmers Santa Parade Participants

PRE-Parade Start Time of 11pm.

11 AM

This information is provided to all parade participants in the 2017 Farmers Santa Parade to ensure the parade is enjoyable and safe for everyone – participants and spectators.

### Parade Route has changed

The Route for the parade is the same as 2016:

Mayoral Drive, Left onto Queen St

Down Queen St (as directed around the island) to

Customs St East

Turn RIGHT onto Customs St East

At Britomart Place, Customs St East, Fort St intersection you will be directed to the location for dispersal. Please make sure you follow the instructions provided and move as directed

*People can then move away or return to Aotea Square.*

### Pre-Parade

No throwing of giveaways pre-parade - hand to people from blue line

Authorised vehicles are allowed during pre-parade while items are given away

Do keep hydrated (drink water) prior to and after having costume and makeup applied

### Parade Assembly Area

Floats and vehicles are to be parked by 11.00am

Parade participants are to be assembled from 11.30am

A St John officer is present at the assembly area

A motor mechanic is available in the assembly area and available during parade

**Do keep hydrated.** Water stations are at the assembly area

**Do use suitable sun block**

**Do keep clear when Santa and other characters are being lifted on to tall floats with fork lift**

Participants wearing big character costumes may be escorted or transported to location

Horses assemble in a car park away from any crowds and are to be fed into Parade at the appropriate time. Only authorised personnel are allowed into this area

**No running**

**No support vehicles in assembly area**

### **During Parade**

**Do have fun**

**Do keep hydrated.** Bring a bottle of water

**Be 7 years or over**

**Do inform section leader if you have a medical condition**

**Do move as directed**

**Do ensure clear visibility**

**Do maintain a stable position on float/vehicle i.e. no jumping/swinging/running**

**Do enter the parade route once road closed and directed to do so**

**Do take extra care and provide clear verbal &/or physical instruction when assisting others**

**Do move as directed for Parade**

**Do sit/stand in place where directed to and hold on to handholds or specified props**

**Do board float when directed to do so**

**Do follow instructions of section leaders and marshals**

**Do use suitable sun block**

**No giveaways during parade at all. Only during Pre Parade or at the Santa's Party event**

**Do not walk close to vehicles or cross the draw bar of the float**

**Do not get on/off float/vehicle while it is moving unless you have been shown how or the float/vehicle is stationary**

**Do not touch any moving object on float**

### **After Parade**

**Do** unload passengers on left hand lane of dispersal area

**Do** get off float when it has stopped and instructed to do so

If walking in Parade do disperse into designated walking lanes as soon as you reach the dispersal area.

All parade participants in costume will be directed to props and balloons drop off area, then to bus transport back to Aotea Centre. Marshals will meet young people in Mayoral Drive and chaperone them back to changing rooms inside Aotea Centre.

**Do** keep clear when Santa and other characters are being lifted off tall floats with fork lift

**No** running

**No** spectators allowed and to be kept out with signs and barriers and tape

### **Security**

Professional security will be positioned at entrance to change rooms, at VIP area, at sponsors grandstand, and at the disadvantaged children area along the Parade route. Security are also along Parade route assisting Police.

### **Animals in the Parade**

Minders of animals to feed and water as required

Minders/controllers must use a pooper scooper in consideration for those behind the animals

All animals are to be actively controlled (on leads and tethered) by people over the age of 16 years at all times and not allowed to interact with the public at any time.

Only authorised personnel are allowed to be in the assembly area near the animals.

If an animal gets loose contact the parade management for assistance.

### **Section Leaders & Assistants**

**Do** know location of assembly area

**Do** follow the instructions of the Dispersal Officer

**Do** maintain a high awareness of your section and what is happening around you

**No** running is allowed

**Do** check the names of the Parade participants

**Do** ensure participants on a float are secure reminding them to maintain stable footing and no jumping, swinging or running. No one is allowed on the draw bar of a float

**Remind** the drivers to keep the window open to hear instructions

**All** leaders to attend the pre parade briefing

### **Lost Children Procedure**

The Lost Children's area is in Owens Foyer, Aotea Centre. Two people are to match up lost children and parents.

Children or parents who have not been matched up will be taken to the Police Station after the Parade has finished, check with Parade management.

There will be a Lost Children representative on Beach Rd in the dispersal area.

### **Everyone**

Before during and after the parade no individual is to be alone or in a location isolated from others with any person under the age of 17 years. Please ensure you have other people present i.e. groups of people or move to a place where there are other people.

### **Marshals**

**Do** know the communication procedure

**Be** briefed on any identified hazards and how to ID a hazard/potential source of damage during Parade

**Be** aware of unpredictable crowd behaviour

**Do** remove non-paying sponsors or offensive costumed people from Parade  
St John personnel are available at locations or via the communication network

Water is available

Fire extinguishers are in cars towing Parade floats

**Be** aware of the lost children procedure and direct people to Owens Foyer Level 2, Aotea Centre

**Be** aware of location of toilets

**No** unreliable vehicles are allowed in parade. If breakdown occurs move to one side of parade or take to escape route

**No** giveaways are allowed during parade

**No** vehicles are allowed on route pre-parade

# Dispersal Map Area

People disperse onto Beach Road, between Britomart Place and Tangihua Street. All Vehicles disperse into Anzac Avenue.

