



### **SHIFTS STARTING AT 10 am**

Though shift times are listed, there is some flexibility when arriving. We ask at least 3 hours of volunteering per shift during the day.

- VOLUNTEER CAPTAIN** - Have volunteers check in with you. Get list of volunteers from Justin of who to expect & also create list of people that arrive. Get registration, chair sales and vendor list from Justin & give to registration volunteer. Hand out and collect waivers to volunteers. Make sure volunteers have water. Provide name tags for volunteers & give emergency phone number out.
- LOAD/UNLOAD TRUCKS** - 10 am - Get to garage at 5209 E. The Toledo #1. Need 3 trucks to get tents, tables, chairs, supply boxes, refreshments, banners, sound system, t-shirts, cash box, registration forms, safety pins, writing pens, directional signs, yard signs, orange safety vests, tape, scissors, red buckets for refreshments, etc. Return items to garage at 5 p.m.
- BARRICADE/ROUTE SET UP** – pick up from Special Events office downtown the week of the event - also the no-parking signs (World Trade Center, 3<sup>rd</sup> floor).
- RUNNER** - pick up ice in the morning. Pizza in the afternoon for volunteers' lunch. Refreshments as needed. Monitor overflowing trash cans and be on the lookout for dog poop. Go into crowd before parade to hand out registration papers to interested attendees.
- EVENT SET-UP** - Registration table and tent, t-shirt/refreshment table and tent, judges tent, vet tent. Unlock port-a-potties. Post signs/Banners, post parade route, post caution tape on designated yards, set up trash cans.
- VENDOR SET-UP 10 am–noon** - arrange the registration table to help vendors check in - collect waivers. Mark the spaces with orange markers. Pick up the orange markers at noon. Assist vendors with parking/unloading.
- REGISTRATION TABLE** - help the participants check in both register and pre-register. Alphabetize the list. Maintain the First Aid kit. Give stack of participants to judge monitor after parade. Keep list of important phone numbers (city/permits on hand, police dept, Ralph).
- T-SHIRT/REFRESHMENT TABLE VOLUNTEER** - Organize and sell the t-shirts. Keep starter cash on hand (will be provided). Reserve t-shirts for judges. Mark VIP bands when they pick up t-shirts
- CHAIR SALES** - handle the pre-sold and day-of sales for chairs on 2<sup>nd</sup> St. Set them up & number them. After the event, the chairs need to be stacked and loaded on to the rental company's delivery truck.
- PHOTOGRAPHER** - Video and stills of participants, judges and vendors - overview of the whole event, parade route. Chronicle the whole event - possibly to send to press.
- MEDIA RELATIONS** - Keep a list of which TV/newspapers show up. Hand them the prepared press alert. Follow up with photographer with any notable photos to send out.
- PARADE MONITORS 2 pm-3:30pm** - Help participants line up for parade and direct them through sidewalks safely. Ensure there are water dishes full for the dogs along the route. Meet at Haute Dogs registration tent at 1:45 to get orange safety vest.
- PRIZE/JUDGE MONITOR** - organize prizes by category. Be familiar with prizes and where they are stored/secured at the registration tent. Make sure judging is completed in timely basis. Help pull the entry forms of the winners to hand to Justin for announcements (pick up from registration table). Mark prizes with appropriate dog/human name. Hand prizes out upon announcement. Make sure judges have bottled water – runner will provide from the registration area's snacks.
- EVENT BREAKDOWN 5pm** - Take tents, tables, signs, supplies, t-shirts, leftover refreshments & load trucks. Take trash bags out of trash cans and put the trash bags behind the port-a-potties. Collect trash cans. This requires some light lifting and comfortable clothing/shoes.



## VOLUNTEER FORM

Please fill out this form and tell us where you'd like to help

**Today's Date:** \_\_\_\_\_

**How did you hear about this event?** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip :** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Affiliated with School? If so- which one?** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Time Available:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_

For good and valuable consideration, including permission to participate in the Haute Dog Parade & Adoption Fair (EVENT) and related activities, I, for myself, my successors, heirs, assigns, executors, administrators, spouse, my dog(s) and next of kin: 1. I have read this document, understand that I give up substantial rights and assume all risks by signing it, and sign voluntarily. 2. Acknowledge that I fully understand that my participation may involve risk of serious injury or death, including economic losses, which may result not only from my own actions, in-actions, or negligence, but also from the actions, in-actions, or negligence of others, and/or their animals, the condition of the streets/sidewalks, weather; 3. Assume any and all risk of bodily injuries to myself and my dog(s), including medical or hospital bills, permanent or partial disability, death, and damages to my property, caused by or arising from my participation in EVENT or activity; 4. Covenant not to sue or present any claim for personal injury, property damage, or wrongful death against JUSTIN RUDD, the City of Long Beach, Recreation Dog Park Assoc., Belmont Shore Business Assoc., Haute Dogs, Community Action Team (CAT), other sponsors, their officers, employees, volunteers, and agents for damages attributable to my participation in EVENT or activity; 5. Release, waive, discharge, and relinquish JUSTIN RUDD/ Haute Dogs, the City of Long Beach, Recreation Dog Park Assoc., Councilman Gary DeLong, Belmont Shore Business Assoc., Haute Dogs, other sponsors, CAT and their officers, employees, volunteers, and agents from any liability, loss, damage, claim, demand, or cause of action against them arising from or attributable to my participation in EVENT or activity, whether same shall arise by their negligence or otherwise; 6. Agree that photographs, pictures, slides, movies, or videos of me and/or my pet(s) may be taken in connection with my participation in EVENT or activity without compensation, and consent to their use for any legal purpose; 7. Warrant that I and my dog(s) are in good health, as per my physicians and veterinarians, and we have no physical condition that prevents me from participating in this event or activity; and 8. Acknowledge that the City of Long Beach and JUSTIN RUDD/ Haute Dog Parade (PERMITEE/Sponsor) are not joint sponsors, joint venturers, partners, or otherwise jointly engaged in the above-named EVENT or activity. . Parent/guardian must sign below, if participant is under 18.

Please send/fax form to:  
Community Action Team – Volunteer Form  
C/o Haute Dog Howl'oween Parade; 5209 E. The Toledo #1; Long Beach, CA 90803  
Justin Rudd (562)439-3316 Fax: (562)439-2681 email: [Justin@justinrudd.com](mailto:Justin@justinrudd.com)