



New Mexico Pageant of Bands Function Description Security and Bus Parking

Last Revision:
8/12/2017
Reports to:
Vice President

Summary

Coordinates Security for the day of event, Bus parking and additional parking at church. Trash detail at Church. Contact Custodian and security for Walk-through. Coordinate with other events that may conflict with parking such as Soccer and baseball games. Volunteers will report to Manzano rep for instructions.

Roles

- **POB Rep** – Obtain Rental from APS. Contact and book security and custodian prior to walk-through. Contact and ensure we have additional parking at church for over flow. After event, check Church and bus lot for trash. Check with MHS Activities Coordinator for any schedule events.
- **Day-of-Event Volunteers** – Bus Run Area 1) Direct buses where to park 2) direct buses as they leave and 3) Monitor buses all day (theft, suspicious activity). Greet bus drivers, give them wristbands, water and let them know where they can park. Remind all drivers to secure undercarriage and doors when leaving the bus. Check bathrooms for toilet roll and paper towels to be refilled.

Pre-Event Procedures

- Facility usage request to be submitted in July prior to renewal of insurance
- Secure Custodian and security personnel. Contact them prior to Walk-through at Manzano.
- Contact Monterey Baptist Church for additional parking.
- Check with MHS activities coordinator for any other scheduled sporting events that may conflict with parking.
- Get number of Staff attending banquet.
- Turn in monies for pins and patches.

Day-of-Event Setup

- Check in with President and get wrist bands.
- Set up signs, cones, and other items at designated area.
- Set up canopies, cooler, and chairs.

Day-of-Event Tasks by Role

POB Rep Tasks

- As bus drivers arrive, give them water and wrist bands so they have access to the event.
- Direct buses where to park (inform them if they leave we can't save their spots).
- As buses are leaving direct them.
- Clean up any trash both at bus parking and the church parking lot.

Day-of-Event Volunteer Tasks

- Direct buses where to park
- Direct buses as they leave
- Monitor buses all day (theft, suspicious activity).

End-of Day Tear-Down Tasks

- Tear down canopies, pack up cooler and chairs.
- Take down all signs, cones, and other items.
- Clean up any trash in bus parking and church parking lots.
- Check other areas.

Post-Event Tasks

- Return all signs to POB for storage.
- Return wristbands to President for the next year.
- Prepare School Report for event report for distribution at the last POB Organizing committee meeting. The report should include what went right, what went wrong, and suggestions for next year.

Supplies Checklist

1. Canopy or shade structure
2. Cooler
3. Cordless Charger
4. Water
5. Walkie Talkie (if permitted)
6. Flag Line
7. Cones
8. Trash Bags
9. Light Jacket, hat and sunscreen

Notes

1. This function is traditionally assigned to Manzano Reps due to the use of Manzano facilities.