



New Mexico Pageant of Bands
Function Description
Parking

Last Revision:
8/16/2017
Reports to:
Vice President

Summary

Directing drivers to park in certain areas, entering from both the Lomas Gate and the East Gate. The Lomas Gate is busy in the am. The East Gate directs more traffic to the bus parking or the tailgate lots during the morning shifts. A 2-way radio is beneficial as texts are not always immediate and the volume of traffic hinders cell phone calls. Drivers in the afternoon are grumpy and in a rush. They will argue with you if you tell them your lot is full. Allow them to just go look. Direct drivers to the church parking lot when your lots are full. Margo is a godsend. Listen to her.

Roles

- **Parking Manager (POB Reps)** – You will be overseeing volunteers and directing traffic to park. It's best to have 1-2 full day reps at each gate.
- **Parking Aides (Day-of-Event Volunteers)** – Directing traffic to park.

Pre-Event Procedures

- Pick up signs
- Collect orange vests for volunteers
- Make sure all signs are in good shape. You will want a hand held “lot full” sign for each gate.

Day-of-Event Setup

- Margo (APS Resource) is awesome. She will instruct you where to go and how to put the barriers up. As long as you listen and follow direction, it goes quickly and smoothly.
- Barriers & flag lines are placed throughout the parking lot to divide the different areas.
- Margo will notify the east gate when the Lomas gate becomes full.

Day-of-Event Tasks by Role (This is a team effort. Reps and Volunteers work together directing traffic)

Parking Manager Tasks

- The east gate doesn't need more than 2 people total during the first shift. (These volunteers will be directing people to the tailgating lot and bus parking more than anything.) Send more volunteers to the Lomas gate.
- After lunch (especially later in the afternoon), it was helpful for the east gate to have at least 6-7 people working (2-3 people walking around, looking for empty spots; 2-3 directing which lane; 1 holding the “lot full” sign, listening for number of empty spots and allowing drivers in or sending them elsewhere.
- Don't forget to send people to the church parking when the lot is full.
- At the east gate, only allow handicapped drivers to park in the row closest to the ticket booth.

Parking Aides Tasks

- Direct parking as instructed.

End-of Day Tear-Down Tasks

- Collect all signs and return to POB.
- Return all orange vests.
- Collect personal items.
- Clean-up area.
- Check other areas.

Post-Event Tasks

- Prepare the Post Event report for distribution at the last (November) POB Organizing Committee meeting. The report should include what went right, what went wrong and suggestions for next year.

Supplies Checklist

1. Duct tape / LARGE black sharpie / extra poster board
2. Working gloves for the morning
3. Water
4. Shade structures / chairs
5. Hat
6. Sunscreen
7. Coat (may be cold, especially during setup)

Notes

1. Park next to the area you will be working so you can easily retrieve water/snacks/etc.
2. A 2-way radio is more effective for communication between gates than cell phones.
3. Many drivers would pull into the turn bay, even though the “lot full” sign was out and visible. Then, they would re-merge into traffic (many times without looking, coming very close to causing an accident).