

SUGGESTIONS for all DECORATORS 2015

1. Attend Volunteer Safety and Orientation meeting,
 - a. Recommended that all volunteers attend.
 - b. If you miss the safety orientations upon signing in inform the Crew Chief and you will be briefed.

2. Sign in prior to beginning any work and out prior to leaving.
 - a. Sign in name, cell telephone number, mailing address.
 - b. Upon signing out indicate time and date you will return and your contact telephone number.
 - c. Call crew chief if unable work as scheduled.
Roberta Prosk---310-464-7140

3. Wear old but warm clothes and sturdy shoes with closed toe and heel.
 - a. Dress in layers as the temperature in the building can change.
 - b. Long hair should be tied back or under a hat.
 - c. If you have protective gear please bring with you. (Gloves, knee pads, goggles.)

4. Please do not bring radios, cell phones, ipads, tablets, cameras, handbags, valuables or jewelry, there is no place to store these items.
 - a. Bring your I.D & lunch money.
 - b. Fanny packs work great.

5. Volunteers to begin work cutting flowers until a position working on the float opens.
 - a. All new Volunteers must work 4 hours minimum at trimming tables prior to working upon float.
 - b. You must be 13 years or older to be allowed on the Float.
 - c. Only begin work upon float after learning and practicing the application method at the tables.
 - d. All new work shall be undertaken only upon the direction of the Crew Chiefs

6. Working on the float is done by assignment from Crew Chiefs only.
 - a. Volunteers not working on the float should stay off float to allow room for the others that are working.

- b. When working on the Float special care shall be taken not to damage any finished work.
 - c. When you need a break let the Crew Chief know when you will return.
 - d. Breaks are to be taken outside the building.
 - e. If you have a cell phone please take with you on your break. Also leave the number on the sign-in sheet. (Please turn your cell phone on.)
7. Follow directions from your Crew Chief's and the PHOENIX personnel.
- a. Borrowing or lending of tools or supplies shall be with the approval of the Crew Chiefs of both Floats.
 - b. Volunteers are here to work. There will be some not-so-glamorous jobs other than decorating that need to be done. (It all has to be done.)
 - c. If you should need to leave a job unfinished let the Crew Chief know when you will be returning to finish or another volunteer will be assigned to finish the task. Please always clean your area before leaving.
8. No more than 3 people allowed on the scaffolding at a time.
- a. scaffolding shall be moved by the PHOENIX personnel only.
9. If you are asked to leave the building please do promptly and remember to take your personal items with you. During dinner time all decorators will leave the float and not return until a crew chief is present.
10. Fire lanes must be kept open and area around the float must be kept clean at all times.
11. No smoking allowed in the building.
12. Safety is our first priority!
- a. If you see an unsafe condition or act take steps to prevent yourself or others from injury.
 - b. Report any conditions that may be unsafe to the Crew Chief.
 - c. HAVE FUN!!

Riders

1. Dress in correct attire during all Judging and during Parade.
2. Minimum age is 13 years old.
3. Must have permission slips filed with the Crew Chiefs before arrival.
4. Able to board and or debark the Float rapidly without assistance.
5. Should arrive on or before December 29th 2014.
 - a. See or call Roberta Prosk at: 310-464-7140 to let him know that you have arrived.
6. Attend Judging's in costume on December 30th and 31st, 2014
 - a. First Judging, come with costume on clothes hanger.(30th)
 - b. Final Judgment, arrive with your costume on.(31st)
 - c. See or call the Crew Chief Roberta Prosk 310-464-7140 for information regarding Judgment times.
 - d. Judgment will be at: Rose Palace
855 S. Raymond
Pasadena, Ca. 91105
7. On January 1st 2015, (Parade Day) at 5:00am bus will take riders to Parade starting point from the Metro Plaza Hotel, 711 N. main Street, Los Angeles.