

MDC LIONS CAVALCADE for DIABETES AWARENESS HOST CLUB MANUAL

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1.0

The Cavalcade Event

1.1

The Council of Governors of the Multiple District several years ago **suggested** the first Saturday in June as Lions Cavalcade day; however, this date can be moved to accommodate the host club depending on local events at the time.

(Revised 2012)

The host Club should not plan any other event for the day of the parade. The parade shall start at 2:00 P.M. sharp with the B.B.Q. to follow at 5:00 PM.

1.2

A Club, chosen by the Lions Cavalcade Committee will be asked to Host the Cavalcade Campout, Parade (a Parade is at the discretion of the Host Club committee if possible in their area) and BBQ. This Club should be sent the Host Club Manual. After this has been done they should reply to the Cavalcade Committee when they have decided to host the event, with the name, address, telephone and email of their club Cavalcade Chairperson.

1.3

Any Clubs wishing to bid to host the Cavalcade parade can receive a copy of this Host Club Manual, which outlines their responsibilities in preparing for the event by requesting it from the Committee Secretary or Chairperson, it is also on the MDC Lions Cavalcade web site.

1.4

The Cavalcade Committee suggest that the host club assign a Cavalcade Committee chairperson and the following committees be set up well in advance of the event:

1. Food Committee
2. Equipment Committee
3. Parade Marshall/Traffic Control Committee

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4. Publicity
5. Any other Committees that they deem necessary

1.5

Duties of the Food Committee

- Arrange for a hot meal (to be served at 5:00 PM)
- This committee should be ready to cook as soon as the parade is over as many of the participants have a long way to travel and will want to leave as soon as possible.
- There should be a table set aside for beverages and coolers and be attended at all times.
- If alcoholic beverages are to be served, the Host Club must take out the appropriate licenses. Also Host Club should have ample Insurance for this function. The profits from the bar stays with the Host Club.

1.6

Duties of the Equipment Committee

- Arrange for a hall in case of inclement weather.
- Arrange for a public address system and make sure it is working prior to the end of the parade.
- Make sure there are enough tables and chairs.
- Supply large coolers and ice for beverages.
- Supply plastic glasses, coffee cups etc.

1.7

Duties of the Parade Marshall/Traffic Control Committee

- Arrange the parade route with the town and local police.
- Arrange the order of the parade entries as follows:
 - The Traveling Diabetes Resource Program Van will lead,
 - (make sure someone who knows the parade route) will ride in the van.
 - Following the TDRP van will be the MDC Lions Cavalcade Chairperson
 - Next the District Governor of the host District (with any International dignitaries present) followed by any other

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- District Governors and Multiple District staff, followed by the
- Host Club entry, then all other Club entries in any order.
- The parade must start on time at 2:00 P.M. sharp and go 1 hour.
- Make sure that you have people to stop traffic at all intersections and corners. You could make arrangements with the local police to do this.

1.8

Duties of the Publicity Committee

- Arrange for prior advertising locally so that the Community is aware that the parade is taking place.
- Arrange for short addresses of welcome from Federal, Provincial, Municipal and Town representatives after the parade and prior to the presentation of donations.
- Solicit the local merchants and businesses for items that can be used in a silent auction and/or a raffle to be drawn for after the BBQ after the parade. Also see that double Ticket rolls are there for these draws and arrange for ticket sellers.
- Place signs at the entrances to the town informing participants how to get to the marshaling area.

1.9

Charge for the meal after the Parade and Parade of Green to be set by the Multiple District C Lions Cavalcade for Diabetes Awareness Committee and the Host Club.

1.10

The Host Club can, at their discretion conduct a fund-raiser i.e. 50/50 draw, silent auction etc. to help defray costs, as they are responsible for all expenses. They may if they wish invite the public to the Banquet. Any excess money raised stays with the Host Club.

1.11

It is imperative that the host Club make sure that they have Lions Special Insurance.