GWRRA UNIVERSITY

HOW-TO

How to Organize a Parade

Whether you have been invited to participate in an organized community event or you wish to create an opportunity for your Chapter, District or Region to show off the pride in their rides in a parade, there are steps that should be taken to assure as uneventful event as possible!

Meeting together to discuss the parade is a primary goal. Most communities will have planning meetings prior to the event/parade. Make certain that your representative attends all meetings pertinent to your involvement. Bring the information back to the team as soon as possible to give your team and your members plenty of time to plan.

There are several actions to consider.

Is there a requirement for insurance coverage? The following instructions are to assist those designated to secure and coordinate facilities for special events such as a parade.

For facilities NOT requesting to be named as an Additional Insured, a generic "Certificate of Liability Insurance" is available here:

gwrra.org/oconnect/pdf/certificate-of-insurance-event-2017.pdf

If a facility IS requesting to be named as an Additional Insured, complete "Evidence of Insurance Request" form.

gwrra.org/oconnect/pdf/insurance/link2.pdf

Present to the facility "Requesting Facility to Fill Out This Section" form.

gwrra.org/oconnect/pdf/insurance/link3.pdf

This form **MUST** be completed by the facility and the Additional Insured **MUST** be written **EXACTLY** as the facility requires. After completion, **the facility is to return the form to the Officer planning the event. Please instruct the facility to NOT contact the GWRRA insurance agent directly.** The Officer is to submit both forms along with the applicable fee to GWRRA Home Office Member Services. ($85 for fundraisers; $30 for non-fundraisers.)

Please allow 4-6 weeks from date of receipt at the Home Office for processing.

Direct questions to GWRRA Member Services at 800-843-9460 or 623-581-2500 in Phoenix.

Before the parade:

Communicate! Communicate! Advise the members of the details of the event during the gatherings several months prior. Announce it in the newsletter and place it on the Chapter and District ride calendar.

If the parade is televised or the coordinators will be advertising the event and/or there is an announcer introducing the parade units as they approach, supply a press release to include the Chapter/District name, some details about GWRRA and contact information.

Meet with your police escorts (if event will be held on public roads) at least 2 hours before event; discuss parade speed, departure time, and location.

Confirm the parade route at least a day in advance. Look for potential problem areas along the route such as potholes, gravel or other road hazards as you may need to place a cone or put someone in that area to warn the riders. If applicable, check the area in which the judging will be held.

Determine from the event planners if the riders may play music through their external speakers. Remind all riders not to use the CB if the external speakers are on.

Develop and communicate a plan for handling disabled (overheated, mechanical issues) bikes during the parade.

Having volunteers at the parade end site to assist with parking and congestion will be helpful.

Anytime you are holding a GWRRA function such as: monthly meetings, rides, rallies, potlucks, funruns, etc., and there is an accident or incident of injury or extreme confrontation, you must complete an Incident Report and send a copy to the Home Office within three days of the incident. Copies should be sent to the Chapter, District and Region Directors as well. This will help everyone involved if a lawsuit should arise from the incident. A copy of the Incident Report is **at www.gwrra.org/ connect/ officerresources.html.**