

### **Nov. 27 Armstrong/Walker Parade (Karen and need more)**

Organized by the Armstrong/Walker Football Classic Steering Committee, more information about this parade will be shared by email with staff when it is available.

### **Dec. 4 Christmas Parade (Karen and up to nine more)**

DEC van joins the Dominion Energy Christmas Parade in one of our favorite and biggest profile community outreach events! Walkers pass out pencils to spectators along the route, while riders make announcements and help keep the walkers supplied with pencils.

**Dec. 4, about 7:30 a.m.-noon (depending on our assignment from parade), downtown Richmond, starts at Science Museum on West Broad Street and continues east to 7th Street.**

**Guidelines:** Remember that the times listed MAY include time for gathering supplies, loading the van, driving to event, loading, setting up, breaking down, returning to DEC, etc., as needed for the particular event. As such, they may be different than the listed times for the public for the event.

- Remember that you may sign up for other part of the shift, and not the entire shift. Please let Karen know if that is the case, so others can be found to fill in. You will be paid for the time that you work.
- Remember that times and/or details could change from what is listed here as plans are firmed up for each event.
- To get an idea of previous events we have participated in, check out the photos here:  
<https://www.flickr.com/photos/911rva/albums/72157696371777795>
- Check with your supervisor before letting Karen know that you are signing up to work. This is required, even if it is your day off.
- Check your email for additional, detailed information on each event as it approaches.
- Let Karen know BEFORE the day of the event if you have questions or concerns.