

## HVVFA Convention & Parades Requirements of a Host Department

The Host Department's responsibilities are limited to:

- Designing the parade route in coordination with HVVFA Convention & Parade Committee.
- Arrange for necessary permits and get approvals from local municipalities, county and state authorities including DOT if required.
- Communicate the parade impact to local businesses, churches and residents that may be impacted by the parade route.
- Coordinate safety services for the parades.
- Provide volunteers to help with line up and breakup of both parades.
- Add any bells and whistles they desire.

The Convention Coordinator and HVVFA Convention & Parade Committee will:

- Handle all communications with membership.
- Accept parade applications and prepare the order of march.
- Make arrangements for convention and meeting space if the convention and meetings are not to be held in the Firehouse. If the meetings are to be held at the Firehouse, coordinate with the Host Department.
- Coordinate and order all trophies.
- Coordinate reviewing stand and sound system(s).
- Coordinate all of the judges needs.
- Produce and sell merchandise to support the annual Convention & Parades.
- Produce the annual convention RED BOOK.
- Discuss housing needs with local accommodations and distribute information to the membership.

Items that can be done by either after discussions weighing pros and cons:

- Arrange for post parade food and beverages.
- Provide post parade entertainment and/or activities.

*If these items are handled by the Department, the committee will cover the expenses within budgetary limits.*

The Memorial Service, Past Presidents / Awards Lunch, Red Vest and Blue Vest outings will be coordinated directly by the appropriate HVVFA committee.