



Lighted Boat Parade Checklist

Responsible Name	Item	Description	Comments
	1	Liability Insurance – LOLA is covered under a rider to the Dragon on the Lake (DOTL) insurance. Verify rider is in place.	
	2	Advertisement – Flyers, Face Book, send invitation to previous participants	
	3	Winners Plaques – Within three weeks of the event have the plaques made up for 1 st , 2 nd , 3 rd and Honorary Mention. Update year and sponsors as required. Pro-Graphics, Inc. (248.373.6300) is our supplier for plaques and trophy tags. Our artwork is under Lake Orion Lake Association. No setup charges apply.	
	4	Parade Route – Coordinate with Dino Serraiocco, Dragon Boat owner and operator to review parade route, lessons learned and times. Dino’s cell number is 586-770-6565.	
	5	Orion ONTV – Coordinate with Orion ONTV. Orion ONTV has ridden on the judges’ boat, in the past providing optimum videoing of entries. Joe Johnson is main contact (248.935.2638 / jjohnson@orionontv.org) Orion ONTV number is 248.393.1060.	
	6	Pre-Registration – Update Lighted Boat Parade flyer as required	
	7	Judge Selection – Pick judges and coordinate time and place for them to meet prior to parade.	
	8	Judges’ Forms – Update judges form for current year. <i>Be sure to have clipboards and pens for each of the judges.</i>	



	9	Judges' Host Boat – Determine who will host the judge's boat. Note: Important for host boat to have strong spotlight to see the registration number of the decorated boat.	
	10	Registration Boat - Determine who will be on registration boat and location <ul style="list-style-type: none"> • Make up large number posters on white poster board with black numbers • Have zip-ties to secure posters to participating boats • Numbers need to be displayed on the Port (Left) to be seen by the judges • Best to have clipboards for completion of registration form <p style="text-align: center;"><i>Numbers should be displayed on port (left) side of boat.</i></p>	
	11	Judging Results - After judging of the boats is completed, the registration boat should provide the list of registered boats to the LOLA President or delegate.	
	12	Post-Parade – LOLA President to notify winners and inform them of time frame for awards presentation at DOTL Beer Tent.	
	13	Award Vouchers – Update award vouchers in preparation for award presentation	
	14	Awards Presentation – LOLA President or delegate to present awards on Sunday as part of the DOTL festivities.	
	15	Trophy Cup Update – Have name tag for Best Decorated Boat winner and boat name boat made up by Pro-Graphics for addition to Trophy Cup.	
	16	Post Event – Send Letters of Appreciation to winners and the sponsor	
	17	Other –	