

MEMORIAL DAY REQUEST FOR CITY ASSISTANCE

POLICE DEPARTMENT

- Lead and end squads
- Officers and Cadets to assist with street closures as in previous years and as deemed necessary by APD

STREET DEPARTMENT

- Street Department will receive a detailed barricade map
- One street sweeper on May 28th to travel parade route as necessary. Arrival time is approximately 11:00 am (call to confirm). At the conclusion of the parade, street sweeper is to sweep the parade route and downtown parking lots
- **Colored flags** (preferred) or color section designation barricades to be installed by May 25th on River Street (A map will be forthcoming)
- American flags installed in the CBD
- Alderman's float, driven by a Street Department employee to be delivered to the staging area at 10:30 am
- Remove all crosswalk signage along the route. Reinstall the next day.

ELECTRICAL DEPARTMENT

- Access to power in front of the Art & History Center for the reviewing stand, no later than 8:00 am on Monday, May 28th

MVPS

- Reserve five adjoining parking spaces at the Stolp Island Parking (SIP) Deck for delivery of golf carts no later than 8:00 am on Friday, May 25th
- ~~Signage to be placed at entrances and exits of SIP stating "No entrance or exit during the Memorial Day Parade" on Thursday, May 26th (pick up signage from Special Events)~~ **Special Events will handle**
- Free parking at the SIP deck on Memorial Day from 8:00 am to 3:00 pm.

DOWNTOWN MAINTENANCE

Step-Off

- 12 colorcades with sandbags, placed at the corner of Benton and River on Monday by 10:00 am
- 1 tent with sandbags, 1 table and 4 chairs at the NW corner of Benton & River for the info booth by 9:00 am
- 8 cardboard trash containers with liners at the staging area by 10:00 am

Reviewing Stand/Showmobile-all placed by 8:00 am

- 1 tent with sandbags, 1 table, 1 chair west of the reviewing stand
- Podium and flags (American, State, City, all Military and POW/MIA) with sandbags
- 20 chairs on reviewing stand
- 1 tent with sandbags, 16 chairs east of the reviewing stand

MEMORIAL DAY REQUEST FOR CITY ASSISTANCE

GAR Area

- GAR flag at half-staff on Monday, May 28th at 6:00 am and raised at Noon (key for flagpole is available from Special Events)
- 4 cardboard trash containers with liners placed in the area by 9:00 am

PROPERTY STANDARDS

- Place no parking signs on all light poles along parade route (detailed location map will be provided)

WATER & SEWER

- ~~Fire hydrant faucet hook up required at the southwest corner of River & Benton by 8:00 am on May 28th. (We need this if there are horses. Notification will be made a week to ten days prior to the parade)~~

ADDITIONAL COORDINATION WITH ALL AFFECTED DEPARTMENTS AND DIVISIONS AS NECESSARY