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| **Construction Committee*** Committee meets at storage area Thursday morning week of the Jamboree.
* Responsible for construction, dismantling and maintenance of various handicapped aids for
* the events.  Also for any construction, line painting, etc. at event area.
* Dismantling will be contiguous with completion of last event.
* Erect a tally board for event winners and a scoreboard for the baseball game.
* Contestant names should be made larger on the tally board.  Secure contestant names from
* Chapter office for the board.
* Responsible for the Pioneer podium and sound system used by speakers at
* Opening and Closing Ceremonies.  Erect flag stand and connect eternal flame with propane.
* Responsible for coordination and placing for directional signs from Interstate 81, exit #85
* to Gap.  Signs to be erected by 8:00 am Friday and removed Sunday afternoon.
* Responsible for transportation of equipment to and from Gap.
* Arrange for truck for hauling and dispensing of Sports Jamboree equipment.
* Help set up stands for food and drink.
* Be prepared to provide or repair anything that is needed.

 **Host/Hostess Responsibilities**A host/hostess is assigned to all contestants.   As a host/hostess you will be responsible for the contestant during their stay at the Gap.  Generally, this covers the period from 1:00 pm Friday until after the closing ceremonies on Sunday afternoon.  Even though the contestant will be accompanied by a parent or guardian, you will be responsible for assisting the contestants by:Being a guide, helper, and a gal/guy Friday.  Be available to greet the contestant at the registration desk on Friday when they arrive.  Being familiar with the facilities at the Gap, including the lodging accommodations, the mess hall, the events area, the social and recreation areas.  Maps are mailed out with the confirmation letters.Assisting the contestants in the practice area on Friday.  It is important for new contestants to be walked through the games.Assisting the contestant to and from the mess hall for all meals.Assuring their arrival at the events on time to meet the schedule.Assisting the contestant in the parade, closing ceremonies and back to the barracks.A Pre-Sports Jamboree orientation for the Host/Hostess will not be held this year.  A lot of the hosts/hostesses have been doing this since the Jamboree began.  I will meet and talk with all new hosts/hostesses on a one to one basis.The contestant registration committee will introduce you to your participant if you have not already met.  At this point, the participant becomes your responsibility.  Your duty is to get them where they are supposed to be on time.  More information will be available in their confirmation letters. **Registration Committee**1. Responsible for planning and coordination of registration activities for contestants.
2. Registration is scheduled for Friday between 1-5 pm in the Administration Building 4-201.
3. Provide instructions for those arriving after 5 pm.
4. Contestants will use the front entrance, which will be equipped with ramps constructed by
5. Army engineers.  Ramps need to have non-skid material and railings attached.
6. Building requirements three (3) 8′ tables, 6 chairs.  Coordinate with Furniture Chairman for
7. required
8. furniture.
9. Activities to include:
	* Contestant registration (Contestant Selection Chairman to provide a master list of contestants
	* and applications)
	* Lodging assignments (provided by Housing Chairman)
	* Distribution of program and brochure
	* Contestant number assignments (bibs/tank tops)
	* Contestant ID’s (Pioneer Office to provide laminating machine)
	* Meal tickets (provided by Chapter Office)
	* Guest and sponsor name tags
	* Parking regulations (provided by Security Chairman)
	* Distribution of commemorative T-shirt, headbands, American Flag or any other handouts.
	* Need envelope, package, box, etc.
	* Introduction and turnover of contestants to Host/Hostess.
	* Selection Chairman will provide contestant arrival time.
	* Notification of ban on smoking and alcoholic beverage
10. Committee should be available for orientation meeting on Friday

NOTE:  Time of day in item 2 will be variable to coincide with time frames of each annual Jamboree.**Security Committee*** Responsible for spectator control during competition Saturday and Sunday
* Responsible for barracks and BOQ security round-the-clock from Friday to Sunday.
* **Fire, Ambulance and Military Police –  Call 911**
* Responsible for providing maps of Fort Indiantown Gap indicating areas of use.
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 **Parade Committee**

1. Contact Base Police Chief as soon as the date and location of the Jamboree are finalized. Confirm the parade route and contestant field will be secured and closed to thru traffic. Request the Police Chief Coordinate with the Fire Chief so they are advised of the date, location and time of the parade and request a fire truck to participate in the contestant parade. (It is important the Fire Chief be advised of the activity because there is a worker shift change at 8:00 a.m. and it can impact their availability for the start of the parade.)
2. Write letters or telephone possible parade participants and provide maps detailing the date, location and time of the Jamboree.
3. Obtain miniature United States flags for the contestants from a local VFW or American Legion, or contact Roger Martz, Housing & Logistics Chairman.
4. The morning of the parade, a Committee member will pick up the contestant name placards and the miniature United States flags, from the Registration Office, which are carried by the contestants and/or their sponsors. Also obtain the Chapter banner.

5. The Olympic Torch will also be obtained from the Registration Office. The Torch will be carried by a wheelchair contestant and pushed by a blind contestant. (Note: Torchbearer must be physically able to carry torch.)

6. Fort Indiantown Gap Police will arrange to have the area closed to thru traffic and secure the events area.

7. Parade formation, at the Base Swimming Pool Parking Area, will begin at 8 a.m. on Saturday

8. The parade is scheduled to start at 8:15 a.m. It will proceed from the Base Swimming Pool Area (Blair Road), turning right onto Service Road and then left to the driveway adjacent to Blair Road leading to the building parking area stopping in front of the flags and eternal flame.

9. Possible parade participants:

* Base Police Lead Vehicle
* L.H. Kinnard Chapter Banner carried by Chapter President & Senior VP or their representatives
* Parade Marshalls – Jamboree Chairman, Co-Chairman & Pioneer Administrator
* Honor Guard – Boy Scout Troop
* Tremont Fire Company Community Band
* Base Fire Truck
* Clowns
* Red Robin
* Contestant Torch Bearers
* Contestants
* Base Police Vehicle

 10. Ensure there are chairs available and reserved for the Tremont Fire Company Community Band to continue playing during that event.

 11. When the Jamboree is completed, write thank you letters to the various base and other volunteer groups that assisted with the program.