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BAND DROP OFF, PARADE STAGING AND START TIME
Refer to the High School Band map.

• Staging for the parade begins at 4:30 p.m. and due to traffic congestion and street closures, it’s strongly suggested that your group arrive no later than 5 p.m.
• It’s important that you follow the map directions and enter Burcham Dr traveling west from Hagadorn Rd.
• Buses and equipment trucks/trailers should be unloaded in the westbound lane on Burcham Dr between Division St and M.A.C. Ave, near the East Lansing High School tennis courts. There will be signage at this location.
• A volunteer will meet your buses when you arrive and escort your band two blocks down Burcham Dr to your staging area at the Hannah Community Center on Abbot Rd.
• The parade begins promptly at 6 p.m.

BUSES AND EQUIPMENT TRUCKS/TRAILERS TO POST PARADE STAGING AREA
• After dropping off band members, all buses and equipment trucks/trailers should proceed directly to the post parade staging area on campus - the parking lot between Spartan Stadium and Central Services Building off Red Cedar Road. The address is 570 Red Cedar Rd.
• Buses and equipment trucks/trailers can turn around in the East Lansing High School parking lot.
• Refer to the High School Band map for the route. It’s strongly recommended that drivers use this route, regardless of how familiar a driver may be with the area. Road closures and traffic on campus can result in significant delays and/or not reaching the post parade staging area.
• Road closures on campus will begin at 5:30 p.m. so it’s imperative that buses and equipment trucks/trailers reach the lot by this time.
• When buses and equipment trucks/trailers arrive at the post parade staging area, a volunteer will direct them where to park.
• To assist with identification and traffic management, please place a sign identifying your band in the front windows of buses and equipment trucks/trailers.

CONTACT NUMBERS FOR BUSES AND EQUIPMENT TRUCKS/TRAILERS
• We strongly encourage you to have the cell phone numbers for your bus and equipment truck/trailer drivers, so you can call them if necessary if they leave their vehicle. (Not-so-fun-fact: a high school band had to wait more than two hours after they finished the parade for their buses to show up because no one knew where the buses were and the drivers could not be contacted.)

PARADE CONCLUSION
• At the conclusion of the parade, a volunteer will meet you and escort the band to the post parade staging area.
• The post parade staging area is two blocks from the end of the parade route. The band will need to move off the street onto the sidewalk and walk this distance.
• The box lunches and water will be available in this area.
• For band members that have dietary requests, the boxes will be clearly labeled.
• Bands are free to leave once they reach the post parade staging area – some bands take their box lunches “to go” if they have a long drive ahead of them or in case of inclement weather.
• Trash cans and bags will be available for trash disposal, so any assistance in keeping our campus “green” would be appreciated.

MILEAGE REIMBURSEMENT AND PLAQUE
• Bands receive a stipend of $200 plus $5/mile for mileage with a cap of $600 (120 miles), for a total amount not to exceed $800.
• Checks will be issued by Michigan State University within four weeks of the conclusion of the Homecoming Parade.
  o We will use the tax ID and address for your high school provided to us when you registered for the parade.
• Within four weeks of the conclusion of the Homecoming Parade, you will receive an MSU Homecoming Parade participant plaque.
  o We will use the address for your high school provided to us when you registered for the parade.

QUESTIONS
Questions should be directed to Amy Carnahan, Director of Alumni Events, MSU Alumni Office at carnah10@msu.edu.