

Science Hill High School
1509 John Exum Pkwy
423-232-2190
Johnson City, TN 37604
7th Brigade, USACC

UPDATED: 26 November 2019

Science Hill High School Topper Christmas Parade SOP

Summary: This Standard Operating Procedure (SOP) manual provides guidance for the execution of the Christmas Parade.

Applicability: This SOP applies to all JROTC cadets at Science Hill High School. It covers the events that will take place during Christmas Parade and also tells how to properly execute the event.

Suggested improvements: Send comments and suggested improvements to the S-3.*

Chapter 1

Introduction	Paragraph	Page
Uniform	1-1	2
Purpose	1-2	2
Preparation	1-3	2

Chapter 2

Arrival/Departure	Paragraph	Page
Arriving Area/Time	2-1	2
Formation	2-2	2
Departure/Time	2-3	2

Chapter 3

	Paragraph	Page
Equipment	4-1	3
Procedure of equipment	4-2	3

Chapter 4

Teams	Paragraph	Page
Exhibition	4-1	3
Siren	4-2	3
Mass Platoon	4-3	3
Color guard	4-4	

Chapter 5

Diagrams

Parade Marching order

Paragraph

5-1

Page

4

Chapter 1-Introduction

1-1. Uniform- The uniform worn for the Christmas parade differs depending on the temperature of the marching environment. If, on the day of execution, the marching environment is warm, the members of the color guard will wear Class A Dress Blues. If the marching environment is cold, the color guard will wear trench coats over their Class B's. The exhibition team will wear customized uniforms, but the rules regarding windbreakers and overcoats still applies. Siren team will be dressed in their standard uniform worn during football games with layers underneath to keep warm.

1-2. Purpose- The purpose of the Christmas Parade is to take part in an event to build the reputation of our JROTC program while also supporting the community.

1-3. Preparation- Prior to the execution of the event, the SAI needs to contact the coordinator of events in order to ensure that JROTC can participate in the parade. The color guard, Siren team, Cadet platoon, female platoon, and male platoon will need to be chosen and practice will need to be decided before the event. One week in advance the OIC of the event will need to notify the S4 so the S4 can ensure all equipment needed is accounted for and make plans for it to be transported.

Chapter 2- Arrival/Departure

2-1. Arrival Area/Time- The cadets taking part in the parade need to arrive at the arrival area by (0830, 2019) for staff cadets and (0900, 2019). The parade will start at (1030, 2019). The arrival area changes based on what year it is, changing every other year. For one year, the arrival area is in the parking lot by the ETSU campus. For the other year, the arrival area is the parking lot across from the Cardinal Park Stadium and Public Swimming Pool.

2-2. Formation- The formation for the JROTC part of the parade is as follows:

- The pole bearers of the Topper Battalion Banner will be in the front
- The two squad color guard will be directly behind the pole bearers
- The Female Armed Exhibition Team will be behind the color guard
- The Male Armed Exhibition Team will be behind the Female Exhibition Team
- The Siren Team will be behind the Male Armed Exhibition

The JROTC part of the parade will be at the very front of the parade.

2-3. Departure/Time- The parade will be over around (1115, 2019).. The cadets will be dismissed at (1140-1200, 2019). After the parade ends cadets will need to help load all equipment into the trailer.

Chapter 3- Equipment

3-1. Equipment- The equipment needed for the event is as follows: 9 male exhibition rifles, 14 female exhibition rifles, 4 chrome rifles, the aluminum American flag, Tennessee Flag, Army Flag, Marine Flag, Navy Flag, Air Force Flag, Coast Guard Flag, POW Flag, and Battalion Flag, spades for each flag, the siren, and as many windbreakers/ trench coats and ascots leggings belts gloves and harnesses as needed.

3-2. Procedure of Equipment- If the S4 is not at the event to ensure the equipment is managed properly he/she will need to designate someone they trust to ensure that all equipment makes it to the event and is collected once the event concludes. The OIC of the event will need to coordinate with the designated equipment manager throughout the event to make sure everything is running smoothly

Chapter 4- Teams

4-1. Exhibition- Both the male and female exhibition platoons will be performing during the parade while marching. The moves that each platoon will be doing should not be particularly difficult. The focus should be that they are in sync and that they do not drop any rifles.

4-2. Siren- The siren team will consist of the team members from the battalion. It will be led by either the Commander or the Deputy. During the parade they will march while pulling the siren behind unless otherwise changed.

4-3. Mass Platoon- The Mass Platoon will consist of volunteers and cadets from drill. This should be the biggest section of the JROTC part of the parade. The Mass Platoon will be commanded by the OIC of the event unless someone else is decided.

4-4. Color guard- A mass color guard consisting of 13 people will march in the parade. The group will consist of cadets hand picked by the color sergeant and will be commanded by the color sergeant unless someone else is selected.

Chapter 5- Diagrams

5-1. Parade Marching order-

