



City of Temple Parks & Recreation Department

2017 Christmas Parade

Rockin' Around the Christmas Tree!

Our first priority is to have a SAFE PARADE!

PARADE DATE: Monday, December 4th, at 6:30 p.m.

THEME: “Rockin’ Around the Christmas Tree”

- All units must reflect a holiday theme, or the theme chosen by the Parade Committee, and must not be predominantly commercial in nature. Marching Bands, individuals and groups are encouraged to represent this theme with their costumes, vehicles and floats.

DEADLINE FOR ENTRIES: Applications are accepted on a first come first serve basis and must be submitted online @ templeparks.com by **FRIDAY, NOVEMBER 17TH @ 5:00 PM**

ENTRY FEES: Entry fees support the continuation of the Christmas parade and are NON-REFUNDABLE

- **Commercial and Retail Businesses.....\$65.00**
- **All others.....\$35.00** (Churches, private schools, non-profit organizations, services clubs, professional organizations, etc.)
- **No Fee for tax supported entities** (public schools, Police & Fire Departments, etc.) unless the entry is requesting to be judged. **If so, entry Fee...\$35.00**
- **Additional Spaces.....\$35.00 for each additional 40- foot space required**

FLOAT JUDGING: *Floats that wish to be judged will be judged during the parade. Judges will be placed on the stage located at City Hall and entries will be judged as they pass in front of the stage.*

Floats in competition will be judged on three equal criteria: 1.) outstanding accomplishment, 2.) creativity, 3.) originality in projecting the parade theme. It is not required that your entry be judged. **If you do wish to be judged, please indicate this on your application.** Judges are appointed by the Christmas Parade Committee. All decisions are final and may not be challenged.

FLOAT AWARDS: A total of 10 awards will be given to entries with 150 employees or less, based on the parade theme, as follows:

<i>1st Place</i>	<i>Plaque and \$650</i>
<i>2nd Place</i>	<i>Plaque and \$500</i>
<i>3rd Place</i>	<i>Plaque and \$300</i>
<i>4th Place</i>	<i>Plaque and \$200</i>
<i>5th Place</i>	<i>Plaque and \$100</i>
<i>6th Place – 10th Place</i>	<i>Plaques and \$50</i>

RAIN DATES: Should poor weather conditions force postponement of the parade, alternate dates have been established. Participants are asked to call 298-5581 after 9 a.m. the day of the parade for information on the parade and possible cancellations and rain-out dates. **1st Alternate Date: Tuesday, December 5th; 2nd Alternate Date: Monday, December 11th.**

*****GENERAL PARADE REGULATIONS:**

The following items must be submitted for your application to be considered for participation.

1. Completed online application form
2. Paid entry fee
3. Hold Harmless Agreement (signed by one member of your unit)

ACCEPTANCE: No individual or unit will be allowed to take part in the parade without prior approval of the Parade Committee. Your acceptance into the parade is based upon your completed application. **The committee reserves the right to dismiss your unit from the parade route if it differs greatly from the original description in the application.**

NO LIVE SANTA CLAUS OR MRS. CLAUS will be allowed on any float except the Parks & Recreation float. Any group violating this rule will be removed immediately. **NO EXCEPTIONS.** Santa hats are permissible.

ABSOLUTELY no candy or other enticements will be thrown/handed from any entry. **Anyone violating this rule will be removed immediately!** Children can be seriously injured by running in front of oncoming entries while trying to retrieve candy/handouts. **WALKERS WILL NOT BE ALLOWED TO HAND MATERIALS TO SPECTATORS.**

Entries must comply with city, county and state ordinances and are subject to inspection by city, county or state officials.

DECORATIONS: Entries must have a minimum of 300 lights total and reflect a holiday theme. No vehicles will be permitted to participate in the Parade that are not decorated in accordance with the **float and vehicles rules section**, with the following exceptions: The Parade Committee reserves the right to permit vehicles transporting dignitaries designated by the Parade Committee or to permit vehicles, that uniquely contribute to the parade theme as determined solely by the Parade Committee.

MUSIC: All remote broadcasting facilities shall broadcast only Christmas music at reasonable levels.

MOVEMENT OF PARADE: All units must keep moving forward and not stop on the parade route at any time. Intentionally delay or stopping will not be allowed and could be cause for non-acceptance in future parades. Should any entry allow a space of greater than **ONE HUNDRED** feet between itself and the preceding entry to occur anytime during the parade, said entry shall immediately be removed from the parade. **Please keep up the pace and moving.**

DISPLAY OF NAME & NUMBER: Signage should be limited to a traditional Christmas greeting, the identifying sponsoring organization and or the theme of the float. All other signs are prohibited unless previously authorized by the parade committee. The parade number must be visible to insure the announcers can identify your float and announce your information.

COMMENTARY: Please provide no more than a 10-15-second script (25 words or less) about your entry that can be read by our announcers as your unit passes the reviewing stand. You need to enter this description in the online form or your entry will not be recognized. Information received after **FRIDAY, NOVEMBER 17TH, 2017**, may not be included in the parade script. Participants must provide current and accurate publicity information, in one (1) brief sentence.

ALCOHOLIC BEVERAGES: The use of alcoholic beverages or illegal substances is strictly prohibited before and during the parade. Violators will be prosecuted.

PARADE ROUTE: The parade starts at the intersection of E. Adams Avenue and N. 8th Street, proceeds west along Adams Avenue, in front of the Municipal Building, all the way to North 23rd Street and then turns north and disbands at Temple High School. Total distance is 1.4 miles.

*****LINE UP ORDER:** Line up position is determined by the parade committee to **establish variety** and to insure **even flow** of the parade. **Adequate description including the LENGTH of your group/float is important on the application to help determine placement in the parade.** Notification of your unit position will be furnished at our mandatory pre-parade meeting. The representative attending the line-up meeting must remain with the entry at all times.

MANDATORY PRE-PARADE MEETING-Monday, November 27 @ 5:30 p.m.

Frank W. Mayborn Civic and Convention Center, 3303 North 3rd Street

- This is a MANDATORY MEETING that MUST be attended by ONE (1) representative from your group and **all drivers. Any participant unable to send a representative to this meeting will result in your DISQUALIFICATION from the parade.**
- At this meeting, you will be given your official parade packet, which will include your entry number (location within the parade), maps, parking locations, and judging information. We will answer questions, only after we have gone over all the information in the packets. Please ask your questions when people are still there, as the answer may help them, as well. Please give us your courtesy by not leaving during this time, as it is very disruptive and noisy. ***This is the only opportunity that the participants will have to ask questions and our only chance to stress the importance of having a safe parade.***
- Don't rely only on passing out copies of your packets. **You really need to meet with your group to discuss this information.** Make sure whoever attends the mandatory meeting can also relay this information to your group in a way that all involved will understand.

ASSEMBLY TIME: Please be **PROMPT!** ALL entries must be in place by **5:00 p.m., Monday, December 4th, 2017.** **NO EXCEPTIONS. ANYONE VIOLATING THIS RULE WILL NOT BE ALLOWED TO PARTICIPATE.** This rule is for safety — as the parade time approaches, youngsters who march in the parade will be arriving, and we don't want to risk their safety by having large entries still driving around.

FLOATS AND VEHICLES: Floats and vehicles must display Christmas lights with a minimum of 300 lights. **Entries must reflect a Holiday theme.**

Drivers of any and all vehicles in the parade areas must possess a valid driver's license, be at least 18 years old, and possess all liability vehicle insurance. Drivers are prohibited from using cell phones during the parade.

Vehicle headlights must be off or covered.

No entry shall exceed **THIRTEEN FEET (13)** in height, **FORTY FEET (40)** in length or **TWELVE FEET (12)** wide, without written permission from the Parade Committee. This length *includes* the vehicle used to pull the entry. ***If your entry needs additional space, an additional \$35.00 entry fee will be required.***

Due to overhead electrical wires and obstructions on the parade route, floats and entries **cannot exceed the 14 ft. height limit** from ground to top of float.

Each participating organization shall procure its own trailer and pulling vehicle. All trailers and pulling vehicles should be in top mechanical condition for maximum dependability. Any vehicle demonstrating mechanical or structural deficiencies that threaten to impede the parade will be removed immediately from the parade.

The float must have a safety chain attached to the towing vehicle in addition to the hitch.

Fireproof or fire-resistant materials should be used whenever possible. A fire extinguisher, Type ABC, is recommended to be carried by each vehicle. No live flames, open or enclosed, will be allowed.

All floats should have skirts around the lower part of the structure. Floats and/or miscellaneous vehicles must be completely decorated including sides and ends. Vehicles towing floats would be enhanced in appearance if decorated, but it is not required.

Each entry with ***open air riders*** **must** be escorted down the entire parade route by a minimum of four walkers, one at each corner of the float. All walkers must remain within five feet of the float at all times. These walkers may not hand out anything (candy, coupons, etc.) to the crowd or lead animals as they walk. Your presence is needed for safety and not for interaction with those viewing the parade. **Walkers should be in Christmas colors, costumes, or at the very least, wearing a Santa/Elf hat.**

MARCHING/WALKING AND PERFORMANCE GROUPS: Must be able to travel the entire parade route from 8th to 23rd along Adams Ave.

Only Christmas theme music will be allowed. **Participants should be in Christmas colors, costumes, or at the very least, wearing a Santa/Elf hat.**

Performances by bands or dance groups must be accomplished while maintaining the constant movement with the flow of the parade and be performed on the move. Please do not stop and perform along the parade route or in front of the judge's stand.

The name of the group or organization must be displayed on an identification banner. The letters shall be minimum of eight inches in height and easily seen. The banner shall precede the entry.

No dangerous acrobatic stunts, including but not limited to, gymnastic and cheerleading acrobatics, are allowed. This will not be permitted and any such attempts will be cause for removal from the parade.

Participants under the age of seven (7) years old or who are not in the first grade or above may ride a float or vehicle, but may not march or walk in the parade.

SMALL ANIMAL (DOGS, OTHER PETS):

Dogs and other pets may *ride* on a parade float, but every animal must be on a leash. These animals must remain on the float for the duration of the parade.

Any animals walking in the parade and not riding on a float must have a muzzle or another safety precaution as approved by the Parade Committee. Each animal must have a designated handler. These handlers **MAY NOT** serve as the walkers required for entries with open air riders.

LARGE ANIMAL (HORSES, OTHER LIVESTOCK): You must specify your intention to have animals on your application.

No entry shall contain any live animals unless the following criteria are met and all documentation is filed with the committee at or prior to the **November 27th, 2017** Line-Up Meeting. Failure to abide with these requirements will prohibit your participation in the parade.

The entry shall provide City of Temple with proof of insurance coverage written by a company rated by a national rating service not less than AA, naming Parks and Recreation as co-insured, in an amount not less than \$1,000,000 in the aggregate. This must be turned in with the application.

Animal discharge or waste must be removed whether in the line-up area or on the parade route. The contact person will be held strictly liable for failure to fulfill your obligation. *(The contact person is responsible for designating a scooper for your parade entry.)*

Mounted entries must unload your animals adjacent to the line-up area and have a driver spot your trailer at the end of the parade route. You will not be permitted on the parade route prior to the parade. *(Let's keep things clean for the kids that are marching.)*

Entrant is subject to disqualification the day of the parade if requirements are not met.

For more information, please contact

Holly Leiferman

Special Events Coordinator

City of Temple Parks & Recreation Department

(O) 254.298.5440

hleiferman@templetx.gov