"Our first priority is to have a SAFE PARADE"

City of Temple Parks & Leisure Services 2012 Christmas Parade Entry Form

PARADE DATE: The 2012 Christmas Parade is scheduled for **Monday, December 3rd, at 6:30 p.m.**

DEADLINE FOR ENTRIES: Applications are accepted on a first come first serve basis and must be returned to the **Temple Parks & Leisure Services MAIN OFFICE in Wilson Park**.
APPLICATION DEADLINE is Friday, November 9th by 5:00 p.m**.** The mailing address is:

Parks and Leisure Services – Christmas Parade
1909 Curtis B. Elliott Drive
Temple, TX 76501

ENTRY FEE: The application must be accompanied by an entry fee as follows:

-Commercial/Retail Businesses: $60.00
-No Fee for tax supported entities (public schools, Police and Fire Departments, etc.) **unless the entry requests to be judged. If so, entry fee: $30.00**
-All others: $30.00 (Churches, private schools, all non-profit organizations, Services clubs, professional organizations, etc.)

Additional Spaces: $30.00 for each additional 40- foot space required

Please Note: One representative and all drivers must attend the Line-Up Meeting on Tuesday, November 27th at 6:00 p.m. at the *Frank W. Mayborn Civic and Convention Center, 3303 North 3rd Street*. Any participant unable to send a representative to this meeting will not be allowed to participate in this year's parade.

Organization Name:_____

Person in Charge of Entry_____ Telephone:_____

Address (City, State, Zip): _____ Email:_____

Secondary Contact Person_____ Telephone:_____

Phone Number (Cell) Where Contact Person Can Be Reached Day of Parade: _____

Entry Title:_____

Entry Type: (check all applicable):
- ☐ Float: Total Length of Float plus towing vehicle _____
- ☐ Band: # of Participants _____
- ☐ Marching Group: # of Participants_____
- ☐ Decorated Vehicle
- ☐ Singing or Music with entry.
- ☐ Live animal(s)

IF A FLOAT ENTRY, DO YOU WISH TO BE JUDGED? Yes____ No____ *(If "yes", do you have 150 employees or less?)*

IF YOU ARE A TAX SUPPORTED ENTITY WISHING TO BE JUDGED A $30 FEE WILL BE CHARGED.

ENTRY FEE: _____
ADDITIONAL SPACE: _____ (*required if entry needs more than one forty (40) foot space*)
TOTAL PAID: _____

ENTRY INFORMATION: Please attach a separate sheet of paper with a paragraph describing your entry. The information will be used to create the script for the parade announcer and will also provide information to the media for the parade winners. Information should include a complete description of your entry, key individuals to be recognized, number participating, etc. **If a description is not provided, the parade announcer will not be able to highlight your entry.**

2012 CHRISTMAS PARADE — General Information

DEADLINE for entries is **Friday, November 9, at 5:00 p.m.** Mail application with entry fee to:

Parks and Leisure Services
Attn: CHRISTMAS PARADE
1909 Curtis B. Elliott
Temple, TX 76501

Entries returned in person must be delivered to the Parks and Leisure Services Main Office in Wilson Park (1909 Curtis B. Elliott Drive) by the deadline.

ENTRY FEE:
Commercial/Retail Businesses: $60.00
No Fee for tax supported entities (public schools, Police and Fire Departments, etc.) **unless the entry is requesting to be judged. If so, entry Fee: $30.00**
All others: $30.00 (Churches, private schools, all non-profit organizations, Services clubs, professional organizations, etc.)
Additional Spaces: $30.00 for each additional 40- foot space required

LINE-UP MEETING: All parade entrants must attend this meeting on **Tuesday, November 27th at 6:00 p.m. at the Frank Mayborn Convention Center** at 3303 North 3rd Street. One representative and all drivers are required to attend. Space assignments, parade route, judging information and other information will be distributed at this meeting. *Any participant unable to send a representative to this meeting will not be allowed to participate in this year's parade*. This is the only opportunity that the parade participants will have to ask questions and our only chance to stress the importance of having a safe parade. We need all participants to realize how important their understanding of all details is to the success of the parade.

THEME: Christmas in Texas

FLOAT JUDGING: *Floats that wish to be judged will be judged during the parade and not prior to as in previous years. 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, and 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:

1st Place	MAYOR'S AWARD	Plaque and $650
2nd Place	CITY MANAGER AWARD	Plaque and $500
3rd Place	CITY COUNCIL AWARD	Plaque and $300
4th Place	PARK BOARD AWARD	Plaque and $200
5th Place		Plaque and $100
6th Place – 10th Place		Plaques and $50

PARADE LINE UP DEADLINES: **All floats, vehicles and equestrian entries must be in place by 5:00 p.m. NO EXCEPTIONS. ANYONE VIOLATING THIS RULE WILL NOT BE ALLOWED TO PARTICIPATE IN THE PARADE**. 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.

RAIN DATES: Should poor weather conditions force postponement of the parade, alternate dates have been established. Participants are asked to call 298-5300 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 4th;*** **2nd Alternate Date:** ***Monday, December 10th.***

GENERAL PARADE REGULATIONS:

- No individual or unit will be allowed to take part in the parade without prior approval of the Parade Committee.

- **Absolutely no candy or other enticements will be thrown/handed from any entry.** Anyone violating this rule will be removed from the parade immediately! Children can be seriously injured by running in front of oncoming entries while trying to retrieve candy/handouts.

- All entries must comply with all city, county and state ordinances.

- All entries are subject to inspection by city, county or state officials.

- The representative attending the line-up meeting must remain with the entry at all times.

- 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.

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

- 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.

- Walkers must remain within five feet of the float and **may not hand out or throw anything to the crowd**. Your presence is needed for safety and not for interaction with those viewing the parade.

- Signage should be limited to identifying the sponsoring organization and the theme of the float. All other signs are prohibited unless previously authorized by the Parade Committee.

FLOATS AND VEHICLES:

- All floats and vehicles must display Christmas lights with a minimum of 100 lights.

- Vehicle headlights must be off or covered.

- No entry shall exceed **THIRTEEN FEET** in height or **FORTY FEET** in length, 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 entry fee will be required.***

- 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.

- Vehicles and floats shall demonstrate to the satisfaction of parade officials that they are capable of maintaining a constant speed of not less than TEN miles per hour.

- 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.

- Do not use sand due to possible winds.

- All floats should have skirts around the lower part of the structure.

- Stability is a must when designing your float; winds can easily damage a fragile 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.

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

- **No live Santa Claus or Mrs. Claus will be allowed on any float except the Parks and Leisure Services float. Any group violating this rule will be removed immediately.**

- 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.

MARCHING UNITS:

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

- All marching units/walkers must be able to travel the entire parade route from 8th to 23rd along Adams Avenue.

- To help the committee line up marching groups, we request that each group wear a name tag or identifying patch (*i.e., Christmas tree or teddy bear design pinned on each child's shirt.)*

- 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 in the Parade.

LARGE LIVE ANIMAL ENTRIES (HORSES, OTHER LIVESTOCK):

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

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

- All owners, riders, handlers, transporters, or any person responsible for handling or control of an animal during the period of the Parade shall execute a Hold Harmless Agreement in favor of Parks and Leisure Services.

- **All 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.)*

- All 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.)

- All live animals are required to wear diapers. Dumping facilities will be provided in the staging area.

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

SMALL LIVE ANIMAL ENTRIES (DOGS, OTHER PETS):

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

- You must specify your intention to have animals in your parade entry on your parade application.

- 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.