

**Town of Arlington
2018 Christmas Parade
December 1, 2018
"The Magic of Christmas"**

Official Entry Form

All entries must be e-mailed or postmarked by **Friday November 16th**. Entries are subject to the Christmas Parade committee's approval. Please complete a separate form for each float entry.

Name of Float Entry: _____

Sponsoring Business/Organization: _____

Contact Person: _____ Phone: _____ E-mail: _____

Address: _____

Approximate number of participants: _____ Will participants ride/walk/both? _____

Approximate Length of Float: _____

If entry is a float, what type of vehicle will pull your float? _____

Does your entry include music? Yes No Does entry include live animals? Yes No

Please provide a specific description of your entry. **This information will be read exactly as written at the judge's stage.**

I have read and agree to the parade rules and regulations. I understand that by disregarding these rules my entry will be disqualified and may be eliminated from the parade. I understand that participating in a parade such as this carries certain risks; I further agree that I consent and will not hold The Town of Arlington liable.

Signature: _____ Date: _____

Mail entry to: Town of Arlington
P.O. Box 507
Arlington, TN 38002



For questions (or to email entry form) contact: dwakefield@townofarlington.org

Participant Instructions

The Town of Arlington is very excited to begin the Christmas Season with the 27th annual Christmas Parade. We are especially pleased to have you as a parade participant. These instructions will outline your activities for the evening. Because we want to make this event enjoyable for you and your group, please do not hesitate to contact us at 901-867-4980. Thank you again for sharing your Christmas spirit.

Please be sure to use caution as children are present in the parade and along the parade route. If you plan to distribute items such as candy, please ensure that you have enough for the entire parade route and that you follow the guidelines given in the official rules and regulations.

Parade Schedule – Saturday, December 1st

1:00PM	Participants can start arriving at East drive on Milton Wilson at Arlington High School. Line-up is assigned per committee.
2:00PM	Floats/Entries need to be lined up in place for judging.
2:30 PM	Roads will be closed.
3:00PM	Parade will begin.

Entry Order and Number

Each group is assigned a number that corresponds with their line-up position. Your participant number will be given before arrival. Each parade entry must display their number on the left side of their entry in order to be judged before or during the parade.

Arrival and Parking

Please advise all participants to arrive on Saturday December 1st and be in place by 2:00 PM. Floats and vehicles participating in the Parade must access the line-up area on Milton Wilson. This will allow all floats to pull right into their correct staging position without turning around. **NO PARKING IS AVAILABLE** for non-parade vehicles at the staging area.

Release Forms

Float sponsors are responsible for submitting a Participation Release Form for each person participating. **The Contact person is responsible for returning all Participant Release Forms by December 1st.** If a participant is unsure as to whether they can participate or not, please have them complete the form beforehand as a precaution.

Riding on the Float – Drop Off Location

Please use the drop off lane to drop off float riders. You must enter the east drive from Milton Wilson and drop off participants and continue to move vehicle until lane is exited. Please be careful as participants will be walking to and from floats through this location.



Participant Instructions *Continued*

Parade Route and End

The route will go down Airline Road from the Airline entrance of Arlington High School and turn right on Douglas. **All Floats must stay intact until they reach the unloading area: Arlington Elementary School parking lot.** Please designate an adult from your float to walk the children from your float to **your pre-determined meeting location picked by your group (after leaving the unloading area)**. Please encourage all parents to wait at the pickup point for their children rather than trying to unload them from the float as this has been potentially dangerous in the past. After the float is unloaded, it may continue right on Douglas and to your organization's pre-determined final float destination.

Judging

Judging occurs during the lineup period for Mayor's Choice and Best Float trophies. Judging will occur on the parade route for performance entries on the corner of Douglas and Airline. Your performance will be judged while walking in the parade. Entries will be judged on the following elements: aesthetic quality, originality, creativity, use of animation and/or humor, and relevance to the theme.

Horse Entry Information

If you must unload your horses from trailers, please unload your horses at Arlington High School and park your trailers at **the top parking lot at Town Hall.**

All Live Animal Entries

Any float featuring a live animal of any kind must make provisions for the prompt cleanup of the animal's waste **before, during, and after the parade.** We will verify with group leader of who has cleanup responsibilities. Please be considerate of those who are walking alongside the floats. **If you arrive without these provisions you will not be able to participate in the parade.**

Distribution of candy and/or other materials

Candy, fliers, samples and other materials of any kind may not be thrown from the float while on the parade route per town ordinance. Float participants *may* distribute such materials **by hand** while walking beside their float. Entries in violation of this rule will not be allowed to participate in next year's parade. Please designate people to walk along the route to hand items out to those in attendance. Please ensure that your organization has enough materials to last the entire parade route.

Alcoholic beverages

No alcoholic beverage of any kind will be allowed in or on the float or tow vehicle. The consumption of any alcoholic beverage is strictly prohibited.

Portable generators

Portable generators used for a float must be securely mounted on a vehicle or other substantial base. A minimum of 12 inches clearance must separate any part of the generator from light, combustible fabrication or decorating material.

Fire extinguisher

At least one five-pound dry chemical or 10-pound carbon dioxide fire extinguisher should be placed within easy reach of the float driver. There should be at least one fire extinguisher near each generator.



Participant Instructions *Continued*

Float and vehicle drivers

All drivers must be licensed and provide proof of insurance. **The driver must stay in the center lane throughout parade except where there is a median then they need to move to the right side.** The driver should have perfect visibility of the road ahead. Once the float is in position in the line-up area, the driver must be in attendance at all times and available to move the unit as necessary.

Sponsor name

The float should bear the name of the community organization, business or sponsor. All signs should be easily readable. Commercial symbols and logos are permitted to the extent that the creativity of the float dominates over the promotional aspects of the symbols or logos used.

Float theme

All float themes must be submitted on the application form. The Town of Arlington Parade Committee retains the right to eliminate any float that it deems to be inappropriate or offensive.

Float insurance

Every organization with a float is required to show proof of liability insurance. Proof must be submitted according to the instructions in the participant packet no later than November 16th with entry. Floats not in compliance will not be allowed in the line-up. This proof of insurance is *in addition to* each float participant's Participation Release Form.

Costumed Characters

No Santa Claus will be allowed (Santa is featured at the end of the parade by the event sponsor).

Awards Ceremony and Prizes

Awards will be announced via the Town's Website and Facebook page.

Entries are judged on the following criteria: Aesthetic quality, originality, creativity, use of animation and/or humor, use of illumination and best theme related.

Questions?

E-mail dwakefield@townofarlington.org Darlon Wakefield

Thank you! We look forward to seeing you all on parade day!

