41st Annual Richardson Christmas Parade
Reindeer Games

Benefiting the Network of Community Ministries

SATURDAY, DECEMBER 1st, 2012

Row: _____

Unit: _____

Spacing: _____

☐ **Entry Fee Received**

_____

☐ **Entered by:** _____

Office Use Only

PARADE ENTRY FORM

Fill out one entry form per type of unit.

Organization Name: _____

Contact Name: _____

Email: _____

Phone: (H) _____ **(C)** _____

Mailing Address: _____

City, State, Zip: _____

If different from above, please provide parade day (December 1st) contact information.

Parade Day Contact Name: _____ *Cell Phone Number:* _____

DIVISION: ***(Check ONE)***

☐	Youth Boys	*Primarily boys under junior high age*
☐	Youth Girls	*Primarily girls under junior high age*
☐	Youth Jr/Sr High School	*Primarily junior/senior high*
☐	Youth Open	*Combination of boys and girls of all ages*
☐	Civic Clubs/Organizations	*A civic club or service organization not for profit*
☐	Business/Commercial	*Business or commercial for profit*
☐	Adult Open	*Primarily adult unit that is neither business nor non-profit organization*
☐	Animal Division	*Primarily animals*
☐	HOA	*Homeowners Associations*
☐	Church/Religious Org.	*Churches and Religious Groups*

TYPE OF UNIT: ***(Check ONE)***

☐	Decorated Vehicle	*A decorated car, truck or van*
☐	Float	*A float/trailer pulled by a truck or van*
☐	Marching Unit	*Unit is marching or walking. May include sound only vehicle with unit.*
☐	Mixed Unit	*Includes at least two of the following: decorated vehicle, float and marching unit.*

FOR STAGING PURPOSES, PLEASE COMPLETE THE FOLLOWING:

Number of people in unit _____ **Number of vehicles in unit** _____ *(4 vehicle limit)*

Brief description of parade entry (include list of all vehicles, number/type of animals, etc.):

_____

_____

Return **ENTRY FORM, PROFILE INFORMATION SHEET,** and the **ENTRY FEE** of new, unwrapped toys or a check payable to The Network of Community Ministries on or before 5:00 pm **November 21st, 2012** to:
City of Richardson Parks & Recreation Department, City Hall, Suite 208, 411 W. Arapaho Rd., Richardson, 75080.

Additional toys and donations are highly encouraged—especially for larger groups.

Please review the Parade Rules (attached) with all participants.

For more information, contact: Barbara Cottone at Barbara.Cottone@cor.gov or Melanie Sprott (972) 744-4310.

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PROFILE INFORMATION

Row: _____

Unit: _____

Office Use Only

Please describe your organization, members, unique characteristics, etc. in detail, as the information you provide on this sheet will be used for the broadcast's color commentary. PLEASE PRINT OR TYPE.

Name of Group/Entry: _____

Description of Group:

_____

_____

Name of Leader/Representative:

_____

Names of president, officers, captians, drum major, cheerleaders, mascot, members, etc.:

_____

_____

_____

Description of parade entry:

_____

_____

_____

Did your group do anything significant for your entry fee?

_____

_____

Significant group information (i.e. awards, honors, participation in other events, competitions, camps, trips, group purpose, etc.):

_____

_____

_____

Does your organization/group have a website or Facebook page? If so, list here: _____

Judging is based on originality/creativity, presentation of theme, effort and participation, spirit/enthusiasm, and representation of organization.

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PARADE RULES

- Staging information will be emailed to the contact person no later than November 28th, 2012. This includes the time in which each entry is to arrive at the staging area. **Contact persons are responsible for informing their participants of the entry's row and unit number.**

- All entries must pick up their Row/Unit Card at check-in. **This card must be placed on the passenger side under the windshield wiper so that the number is visible at all times. A lead walker in marching/walking units must visibly display the Row/Unit card.**

- Non-Parade Vehicles must get a yellow Temporary Vehicle Card at check-in and place it in the right-hand side window of the vehicle before entering the staging area. **All Non-Parade Vehicles must leave the staging area by 7:30 a.m.**

- There is only ***ONE*** Santa in the parade. However, Santa hats only are acceptable for participants to wear.

- **Vehicles in the staging area and along the parade route may not be left unattended at any time!** An adult must be with the vehicle in the staging area in the event the vehicle must be moved.

- **No selling of any merchandise,** fund-raising items, food or drinks is allowed in the staging area or along the parade route unless authorized by the Parade Officials.

- Participants **jumping on or off a moving vehicle will cause that entry to be immediately removed and disqualified** from the parade. NO EXCEPTIONS! If someone must get on or off an entry, that vehicle must come to a complete stop first.

- Open flames, such as campfires, are strictly prohibited.

- Absolutely, **no throwing of any objects** (including candy) from any vehicle, float or marching unit.

- Wrapped candy and promotional materials, excluding political documents, may be **HANDED** to parade spectators viewing from the curb.

- Entries that contain animals are responsible for cleaning up after them.

- A distance of 2-3 car lengths should be maintained between parade units at all times. Vehicles should travel at approximately 2 miles per hour (walking speed). The adult in charge of the unit is responsible for keeping the unit moving along the parade route. Parade Marshals will monitor the distance between vehicles. Please cooperate with instructions given by the Marshals.

- Entries may come to a stop in front of the reviewing stand for no more than 15 seconds to be judged. **Entries will be judged upon originality/creativity, presentation of the "Reindeer Games" theme, effort/participation, spirit/enthusiasm and representation of the organization. Please be respectful of time in the judging area.**

For more information, contact: Barbara Cottone at Barbara.Cottone@cor.gov or Melanie Sprott (972) 744-4310.