

42nd Annual Richardson Christmas Parade "Candy Canes and Christmas Carols"

Benefiting the Network of Community Ministries

SATURDAY, DECEMBER 7th, 2013

PARADE ENTRY FORM

Fill out one entry form per type of unit.

Row:	
Spacing:	
Spacing:	
☐ Entry Fee Received	
☐ Entered by:	
Office Use Only	

Organization Name:	
Contact Name:	
Email:	
Phone: (H)	(C)
Mailing Address:	
City, State, Zip:	
If different from above, please provide	parade day (December 7 th) contact information.
Parade Day Contact Name:	Cell Phone Number:
DIVISION: (Check ONE) Youth Boys Youth Girls Youth Jr/Sr High School Youth Open Civic Clubs/Organizations Business/Commercial Adult Open Animal Division HOA Church/Religious Org. Corporate Challenge	Primarily boys under junior high age Primarily girls under junior high age Primarily junior/senior high Combination of boys and girls of all ages A civic club or service organization not for profit Business or commercial for profit Primarily adult unit that is neither business nor non-profit organization Primarily animals Homeowners Associations Churches and Religious Groups 2013 Corporate Challenge Teams
TYPE OF UNIT: (Check ONE) Decorated Vehicle Float Marching Unit Mixed Unit FOR STAGING PURPOSES, PLEASE	A decorated car, truck or van A float/trailer pulled by a truck or van Unit is marching or walking. May include sound only vehicle with unit. Includes at least two of the following: decorated vehicle, float and marching 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 and/or a check payable to: The Network of Community Ministries on or before 5:00 pm **November 27**th, **2013** to:

City of Richardson Community Events (South Side of Municipal Court Building)

2100 E. Campbell Road, Suite 100, Richardson, 75081.

Additional toys and donations are highly encouraged—especially for larger groups. Please no skateboards, bicycles or scooters.

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

For more information, contact: Barbara Cottone at Barbara.Cottone@cor.gov or Melanie Sprott at (972) 744-4585.



42nd Annual Richardson Christmas Parade 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:

Return **ENTRY FORM, PROFILE INFORMATION SHEET,** and the **ENTRY FEE** of new, unwrapped toys and/or a check payable to: The Network of Community Ministries on or before 5:00 pm **November 27**th, **2013** to:

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

City of Richardson Community Events (South Side of Municipal Court Building)
2100 E. Campbell Road, Suite 100, Richardson, 75081.

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

Please no skateboards, bicycles or scooters.

Please review the parade rules (attached) with all participants.

For more information, contact: Barbara Cottone at Barbara.Cottone@cor.gov or Melanie Sprott at (972) 744-4585.



42nd Annual Richardson Christmas Parade

PARADE RULES

- Staging information will be emailed to the contact person no later than December 5, 2013. 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.
- This year the only vehicles that will be allowed in the staging area are parade vehicles. No temporary vehicles will be allowed in the staging area this year.
- There is only ONE Santa in the parade. However, Santa hats only are acceptable for participants to wear.
- <u>Vehicles in the staging area and along the parade route may not be left unattended at any time!</u> 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.
- No political campaign entries are allowed.
- 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 "Candy Canes and Christmas Carols" theme, effort/participation, spirit/enthusiasm and representation of the organization. Please be respectful of time in the judging area.

<u>PLEASE NOTE THE NEW CHRISTMAS PARADE HEADQUARTERS LOCATION:</u>
City of Richardson Community Events (South Side of Municipal Court Building)
2100 E. Campbell Road, Suite 100, Richardson, 75081

This is the location to return your **ENTRY FORM, PROFILE INFORMATION SHEET,** and **ENTRY FEE** of new, unwrapped toys and/or a check payable to: The Network of Community Ministries on or before 5:00 pm November 27th, 2013.

For more information, contact: Barbara Cottone at Barbara.Cottone@cor.gov or Melanie Sprott at (972) 744-4585.