

19th Annual Downtown Baraboo  
Christmas Light Parade  
November 17, 2018  
6:00 pm Parade



## Participation Guidelines

### ENTRY SELECTION PROCESS:

1. All parade participants, including floats, costumes, characters, walking units, mascots, equestrian units, etc. must fill out a parade application form by **November 1**.
2. There is no fee to have an entry in the parade, except for a commercial mascot.
3. Walking groups should be dressed in holiday inspired costumes, uniforms or any other unified fashion.
4. **Every entry, walking or riding in the parade must be lit!**

### FLOAT CATEGORIES

1. **The Theme This Year Is: Your Favorite Christmas Carol**
2. The "Official Parade Santa" will be arriving as the last entry to light the inaugural Holiday Tree therefore, **no other float may have a Santa Claus on or around it.**

#### ➤ Commercial Entries:

- **Definition:** Any for-profit business entry is considered "Commercial". Commercial entries carrying business products are not allowed in the parade (i.e. Company trucks with lights or flatbeds carrying product). Commercial representation is available with no entry fee by entering a holiday inspired float and putting a sign with your name on the entry. Please supply a banner and or signage depicting your company name and holiday motif on your entry.
- **Commercial Mascots:** Costumed characters may be entered for a \$25.00 entry fee.

#### ➤ Non-Commercial Entries:

- **Definition:** Any non-profit, civic group, individual or group not categorized as commercial, shall follow the same guidelines for entry selection and adherence to holiday interpretation.
- **Sponsorship:** If you have a sponsor for your non-profit entry, please note that on your application along with contact information for the sponsor so that we may include them in our tv broadcast. It is your organization or sponsors' responsibility to supply a banner for your float. Downtown Baraboo, Inc. organization will not supply signage.
- **Judging:** Non-commercial entries shall be judged for the following categories and will receive a \$50.00 prize:
  1. Best Use of Lights
  2. Best Representation of the Holiday's
  3. Judges Choice

### FLOAT DESIGN

- **Construction:** Floats may be constructed on flatbeds, hay wagons, trailers or other towed vehicles. Pick-up trucks with riders will not be considered floats. Floats shall be constructed and decorated so that viewing from either side is equally appealing to the eye.
- **Props/Characters:** Props can be shaped by cutouts of inexpensive plywood, Styrofoam or other building material like chicken wire. Please remember your float materials must hold up under possible adverse weather conditions so cardboard may not be the best choice of building material. People in costumes on your float enhance representation of your holiday inspired theme.
- **Music:** You are highly encouraged to incorporate music into your float design. Please note that a boom-box will not be heard from your float. You will need additional amplified speakers.
- **Signs:** The float should bear the name of the organization and/or sponsor on both sides of the float. All signs must be easily readable. We recommend 4" minimum lettering. Commercial logos on the signs are acceptable. Sponsor signage should be provided by your sponsor.
- **Lights:** All floats, walking units, equestrian units, etc. ***MUST BE LIGHTED.*** We recommend LED necklaces, bracelets or light strings for walkers although several glow sticks per person can also be used. Flashing reflector lights pinned on clothing as well as battery operated light packs work well for walkers and participants. Spotlights aimed at white items or clothing shine quite well also. It is recommended to have additional batteries on hand for battery powered light packs. Chilly weather may drain them quickly. Also, to prevent pre-parade meltdowns, remember to ***TEST ALL GENERATORS WITH YOUR LIGHTS AND SOUNDS AND MOTION BEFORE THE EVENT!***

### **SAFETY ISSUES**

- **NO CANDY MAY BE THROWN FROM ANY VEHICLE.** This is for safety reasons. We strongly encourage you to have walkers alongside your float entry handing out candy, coupons or flyers.
- No political or advocacy propaganda is allowed.
- No alcoholic beverages of any kind allowed in or on the float or tow vehicles.
- It is recommended that riders (especially children) either be seated while riding on a float or have a hand-hold of some kind.
- Portable generators should be securely mounted with adequate clearance separating any part of the generator from combustible fabrics or decorating materials.
- It is recommended that one fire extinguisher be located near each generator.

### **Parade Route:**

The parade will begin at the 3<sup>rd</sup> Street Entrance to the West Square Building Parking Lot. Please plan to check in at the information tent (behind the West Square Bldg) by 5pm!

If you have any questions regarding the 2018 Christmas Light Parade feel free to call or email!

Thank you!

Mary Hultman.

Phone: 608-448-3490

Email: downtownbaraboo@gmail.com

# 2018 Christmas Light Parade

## Sat. November 17, 2018 at 6pm

### Participation Form

Your Name: \_\_\_\_\_ Contact Number \_\_\_\_\_

Business Name/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**RETURN FORM BY: NOVEMBER 1, 2018** - Email to: [downtownbaraboo@gmail.com](mailto:downtownbaraboo@gmail.com)

Or By Mail to: Downtown Baraboo Inc., P.O. BOX 216, Baraboo, WI 53913

Questions: Contact Mary Hultman at 608-393-5979

## The Parade theme is: Favorite Christmas Carol

### PARADE ENTRY INFORMATION:

- COMMERCIAL (NO FEE)
- NON-PROFIT (NO FEE)
- COMMERCIAL MASCOT (\$25 FEE)

### CHOOSE FROM ONE OF THE FOLLOWING:

#### FLOAT OR DRIVEN UNITS:

- Will your entry include music? (circle one) YES NO
- How Long is your entry (including pull vehicle)? \_\_\_\_\_
- Please provide a 7-9 word description of your float entry - this will be radio broadcasted:
- (Who is riding? Theme? How long have you been an organization?) Give the broadcaster some info:

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(over)

## MARCHING UNITS:

➤ (This includes: group, club, scouts, dance units, bands, drill teams, etc.)

➤ Name of your group: \_\_\_\_\_ Number of Marchers: \_\_\_\_\_

➤ DESCRIPTION/INFO FOR BROADCASTER:

\_\_\_\_\_

\_\_\_\_\_

## EQUESTRIAN OR ANIMAL UNIT

➤ Type and number of animals in unit: \_\_\_\_\_

➤ Number of Participants: \_\_\_\_\_

➤ DESCRIPTION/INFO FOR THE BROADCASTER:

\_\_\_\_\_

\_\_\_\_\_

## Novelty or other Unit

➤ Please describe your unit and costume:

\_\_\_\_\_

\_\_\_\_\_

I have read the entry and accept all rules and agree to abide by same. I agree to assume full liability for any injury or loss to me, my property and any persons associated with my entry, and from any cause whatsoever while participating in the parade. I expressly release Downtown Baraboo, Inc., and any of their representatives from any and all liability whatsoever, or for any loss or injury.

Signature: \_\_\_\_\_ Date \_\_\_\_\_