

12th Annual Downtown Baraboo Light Parade
November 19, 2011
6:00 pm



Participation Guidelines

ENTRY SELECTION PROCESS:

1. All parade participants, including floats, costumes, characters, walking units, mascots, equestrian units, etc. must be approved in advance by the parade selection committee.
2. Entries must submit the enclosed entry form of their proposed entry by November 12th. 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. Only those participants who have been pre-approved and selected will be allowed in the parade line-up on the day of the event.

FLOAT CATAGORIES

1. **There is no designated theme this year.** Any holiday type depiction is encouraged. Some ideas are snow scenes, families, holiday movies, old fashioned, television, musicals, Santa's workshop, etc. Float designs must be within the holiday inspired motifs. The "Official Parade Santa" will be arriving as the last entry to light the inaugural Holiday Tree atop the Al Ringling Theater Marquee 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.
- **Commercial Mascots:** Costumed characters may be entered for a \$25.00 entry fee.
- **Prizes:** Commercial entries shall be judged and one entry shall be awarded a Traveling Trophy. Judges will take into consideration:
 1. *Use of Lights, creativity of design, interpretation of the holiday spirit*

➤ **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 advertising. In addition to the sponsorship fees paid to your non-profit group,

your sponsor will be responsible for paying the Downtown Baraboo, Inc. organization \$50.00 to create a banner for your float.

- **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. ✓ Check out websites for some great construction and materials ideas!
- **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 will be provided by Downtown Baraboo Inc. and paid for by the sponsor.
- 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.