

City of Anderson
2011 Christmas Parade Entry Form
www.cityofandersonsc.com

Parade Date: Sunday, December 4th at 3:00pm

Staff Use Only:
Date Rec'vd _____
Approval _____
Denial _____
Entry # _____

GROUP NAME: _____

SPONSORING ORGANIZATION (if different from above): _____

ADDRESS (where confirmation is to be mailed) _____

CONTACT PERSON: _____

PHONE NUMBERS: DAYTIME: _____ EVENING: _____ E-Mail: _____

THIS ENTRY IS BEING ENTERED AS A: _____ marching unit _____ float

please remember that the City of Anderson Christmas Parade only accepts marching units and floats. Cars, trucks, buses, tractors or vans (radio personality vans will be allowed) are not considered floats and therefore will not be allowed unless they are being used to pull floats

PLEASE DESCRIBE YOUR ENTRY: (please read the policy and guidelines attached to this form before beginning your description. If additional space is needed, continue on back of form).

TELL US ABOUT YOUR GROUP OR ORGANIZATION: _____

APPROXIMATE NUMBER OF PARTICIPANTS WITH ENTRY: _____

HAVE YOU PARTICIPATED IN PREVIOUS CITY OF ANDERSON CHRISTMAS PARADES? _____
IF YES, HOW MANY? _____

ALL BAND ENTRIES MUST BE RECEIVED BY NOVEMBER 4th. ALL OTHER ENTRIES MUST BE RECEIVED IN OUR OFFICE NO LATER THAN NOVEMBER 18, 2011.

All applications will be evaluated by members of the Christmas Parade committee to ensure compliance with the Christmas Parade Policies and Guidelines. After receiving and evaluating the entry application, you will be notified by mail of your entry's approval or denial. The Christmas Parade committee reserves the right to reject any application from participation based upon non-compliance with the parade policies and guidelines. In consideration of the parade committee allowing the undersigned to take part in the City of Anderson Christmas Parade, the undersigned agrees to save, defend and hold harmless the City of Anderson, it's sponsors, agents and employees from any and all claims for damages for injury (including death) and property damage arising out of involvement with the parade. Drivers of all vehicles in the parade must have a valid driver's license. Driver's of all vehicles must have a copy of their driver's license available for staff to pick-up or look at on day of parade.

Signature _____ Date _____

Please return entry form to: City of Anderson Pks & Recreation Department/Christmas Parade Committee
Mail to: 401 South Main Street – Anderson, SC 29624
Office Location: 1107 North Murray Ave. – Anderson, SC 29625
FAX: (864) 231-2298 PHONE: (864) 231-2232

City of Anderson Christmas Parade Policies and Guidelines

www.cityofandersonsc.com

1. The City of Anderson Christmas Parade is annually held the first Sunday in December each year, with the only exception being if the first Sunday falls during Thanksgiving Weekend, in this event the parade will be held the second Sunday in December.
2. In the event of inclement weather, a decision will be made at 10:00am on parade day. If the parade has to be postponed it will be rescheduled for the following Sunday.
3. Receipt of this entry form does not guarantee acceptance of unit in parade. Please read all rules and regulation carefully. You will be notified within 2 weeks of receipt of entry if your entry has been accepted.
4. Acceptable Entries: Bands, Marching Units and Floats, Vehicles with the following provisions:
 - 1) city sponsored, 2) public emergency service, 3) radio personality vans, 4) Hejaz Shriners Organization 5) Invited Dignitaries (local, state & national, including Miss Anderson and Miss South Carolina)
5. Bands: all high school, college, military bands and other musical ensembles are expected to play holiday music.
6. Floats: All floats will be built on a trailer with at least two wheels pulled by a separate vehicle or a flat bed truck with a minimum bed area of 12 feet. All floats should be equipped with a fire extinguisher. VANS, PICK-UP TRUCKS, CARS AND BUSES THAT DO NOT FALL UNDER THE GUIDELINES OF RULE #4 WILL NOT BE CONSIDERED AS FLOATS! Please decorate floats with the Christmas theme. Note: All floats must have a sufficient degree of decoration to participate in the parade. **NO FLOAT WILL BE ALLOWED TO HAVE A SANTA, BECAUSE SANTA IS ALREADY A FEATURED GUEST OF THE CHRISTMAS PARADE.**
7. Organized walking units should be in uniform or costume and maintain a banner or other identification. Flags, banners and other displays are encouraged. All units should have holiday decorations, costumes and music where appropriate.
8. ***DRIVER'S OF ALL VEHICLES IN THE PARADE MUST HAVE A COPY OF THEIR DRIVER'S LICENSE AVAILABLE FOR STAFF TO PICK-UP OR LOOK AT ON DAY OF PARADE.***
9. ***Alcoholic beverages are forbidden on any float, in any vehicle or on the person of any participant. Participants consuming alcohol prior to, or during the parade will be removed from the line-up and will not be allowed to participate in any future City of Anderson Parades.***
10. **Please note that although the parade is an event that we think of as lots of fun, with it comes much responsibility for the organizations that enter the parade. Most of our entries have lots of children as participants. Please remember to choose your adult chaperones and entry unit drivers carefully. With as many units and participants as we usually have everyone must exhibit patience and understanding as we move along the parade route. It can sometimes become slow and tedious as we move through the downtown area so everyone must be careful and mindful of other units, participants and spectators.**
11. Marching Units: If a marching unit is using music in their entry it must be provided in the form of a hand held or hand pulled unit. This unit may be held or pulled alongside the marching unit. Cars, Vans, Trucks, and buses are not allowed in the front of your unit for this purpose.
12. Conveyance: All units are responsible for how they are pulled along the parade route. Be sure that the trailer hitch or trailer attachment is compatible between vehicle and trailer in advance of parade date. Vehicles should not turn on their headlights during the parade.
13. Design: All units should be designed in a manner which is safe for all participants and spectators. Note that there are occasionally strong winds on Main Street. Let us reemphasize, that all units should be designed and decorated in keeping with the Christmas theme. Please remember that the first step in planning any float is to thoroughly read all of the information concerning deadlines, transporting the float and most importantly requirements and parade rules and regulations. In all

- phases of float design, try to keep the format as fun and as eye appealing as possible. Floats should be constructed and decorated so that either side is equally appealing.
14. Signs: Each unit should use signs or banners to identify (but not to advertise) its sponsor to spectators on both sides of the street. Banners and signs should be neat and recognized, but should be modest in relation to the size of each unit. Six to Eight inch lettering is recommended. Basic, simple signs show best.
 15. Handouts: **THROWING AND HANDING OUT CANDY OR OTHER ITEMS DURING THE PARADE IS NOT ALLOWED.**
 16. There is no entry fee for the parade.
 17. No horses shall be permitted to participate in the City of Anderson Christmas Parade.
 18. All beauty queens and kings must ride on floats. They may ride individually or as a group. The only exception to this rule is the high school queens who may ride in a car as long as their school band is participating.
 19. **NO FOOD VENDORS WILL BE ALLOWED AT CHRISTMAS PARADE.**
 20. Santa Claus: Santa Claus is our featured guest each year, and will be riding at the end of the parade. No participant shall use a live Santa. Children tend to be confused by anything other than the "real" Santa.
 21. In the event that the City of Anderson feels it is in the best interest of the parade these policies and guidelines may be altered at any time.