



2011 Christmas Parade Regulations

Parade Theme: "A Historic Lafayette Christmas" 2:00pm Sunday, December 4, 2011

Parade Route:

The parade begins in Lafayette at 10th and Main Streets, follows Main Street west to 3rd Street. At 3rd Street we move one block south to Columbia Street. The parade continues west on Columbia and crosses the bridge over the Wabash River, turns right at Tapawingo Drive and ends at the corner of Tapawingo and Brown Streets in West Lafayette. Entries will line up south to north along 10, 11, 12 and 13th Streets between Ferry & Elizabeth Streets. The parade will stage at 10th and Ferry Streets.

General

- 1. All participants must display holiday spirit and shall incorporate the parade theme in their music, costumes, and float design and decorations.**
- Parade entries must **not include a Santa Claus**. There is only **one** Santa Claus in the parade, which will be the last parade entry.
- No candy or other handouts may be thrown from floats or vehicles. Walkers may give out free candy. Please, because of the clean up, do not pass out flyers.
- Each organization is asked to find its own sponsors.
- We suggest that you have a banner to identify your entry. The banner should give the name of your organization and who is supporting your entry. The banner should precede the float and use large letters.
- All participants must complete the Media Information Form included with the Entry Form. Entry forms with incomplete media information will not be accepted.
- Each entry will receive an entry number when checking in on parade day. Please display this number on the front left side of the very first unit of your entry, this includes walking participants.

Floats and Vehicles

- All floats must incorporate the parade theme.

2. Music is strongly encouraged. Please play music appropriate for the holiday and reflecting the parade theme. If you are planning to use music on your float please let us know and we will place you away from the bands and other loud units.
3. For safety reasons, candy may be distributed from the street level only. Nothing can be thrown from the floats or vehicles. **In order to keep our city streets clean no flyers, coupons or handouts will be tolerated.**
4. **All drivers must be in possession of appropriate valid drivers license and insurance.**
5. Do not dismount floats during the parade. Adults must properly supervise children.
6. No entries will be permitted to exit the parade route early.
7. The Tippecanoe County Commissioners have given their permission to use a barn at the Tippecanoe County Fairgrounds to work on your float. The Coliseum will be available from Tuesday, November 1, 2011 through parade day with the exception of Thanksgiving weekend.
 - a. The fairgrounds keeper will unlock the coliseum doors daily. There is electrical power available; however, you must provide your own extension cords.
 - b. Remember there is a strict rule of no smoking in the buildings.
 - c. Your organization will need proper adult supervision at all times.
 - d. If you find the barn locked, go to the caretaker and he will let you in.
 - e. There is no heat in the buildings, so dress appropriately.
 - f. A police escort will be provided on the day of the parade. Please be prepared to move your float the morning of the parade at 10:00am. A notice will be distributed with more detailed information during November.
8. Themes that are considered political and controversial will not be accepted. If, on the day of the parade, the Committee feels that your unit depicts questionable ideas, we reserve the right to ask you to correct it before you participate or eliminate your entry from the parade.
9. Floats cannot exceed a height of 13 feet and 5 inches because of traffic signals and overhead wires.

Judging

Please note: The majority of people who actually build the float must be in the age range indicated for each class. Judges have the authority to place groups in the classes they deem age appropriate. A float can only enter ONE class.

1. The judging of the floats is done before the parade. A staging map will be made available to you by mail. Please check this map for your position. Please have your parade participants available during judging for proper judgment. You will need to be in place for judging by 11:00 a.m. until 12:00 p.m. This will allow all floats to be judged fairly.
2. Award winning categories:

- a. Adult
 - b. Youth (ages 12-18)
 - c. Elementary (ages 11 and under)
 - d. Mayor's Choice – The Mayor's from Lafayette and West Lafayette will choose a winning float based on the best representation of the parade theme.
 - e. People's Choice
3. Winning entries will receive a plaque and monetary awards as follows:
- a. 1st Place: \$ 150.00
 - b. 2nd Place: \$ 100.00
 - c. 3rd Place: \$ 50.00
 - d. Mayor's Choice - \$50.00
 - e. People's Choice – Arni's Gift Certificate
4. Judging Criteria:
- a. Relation of float to theme of parade
 - b. Costuming of characters on and around the float
 - c. Vehicle pulling float relates to float
 - d. Sponsor's sign
 - e. Construction and craftsmanship
 - f. Originality of design
 - g. Creative use of materials
 - h. "Floating" effect
 - i. Use of color
 - j. Overall visual impact
- (Each section is rated on a scale of 1-5; 1-poor, 5-outstanding)

Marching Band Groups

1. Busses must move to the Levee parking area by 1:30pm to pick up marching bands.

Animal Groups

1. Animal entries must incorporate the parade theme.
2. Animal entries shall exercise appropriate measures to keep spectators safe.
3. Horses must be bagged or followed by "scoopers" during the parade. Animal waste must be disposed of before and during the parade
4. Animal groups will be staged at Washington School at the corner of Union and 8th Streets once you are checked in. The staging area is expected to be as clean as you found it.
5. Please ensure that your animals do not destroy personal property, i.e. grazing on lawns, etc.
6. Animal transportation should move to the Levee lot reserved for loading animals after the parade.

Walkers

1. Walking groups should wear costumes that reflect the parade theme.
2. Due to the length of the parade route, we suggest using a pickup truck or trailers for walking units with small children.

Staging Directions

1. Participants will be advised at least one week prior to the parade of their entry number, arrival time, and staging location. However, this is subject to change up to and including the day of the parade. We reserve the right to make any changes needed to ensure an orderly and efficient parade. We strive to make the parade an enjoyable experience for the public and the participants.
2. A single representative from each entry shall check in at the registration table located at the northeast corner of the Historic Jefferson Center parking lot. The representative will receive the entry number placard to be placed on the entry unit.
3. **All parade entries must be in place by NOON the day of the parade.**
4. The parade starts promptly at 2:00 p.m. from the intersection of 10th and Main Streets.

Parade Disbandment

1. The parade will finish at the corner of Brown and Tapawingo Streets.
2. Only buses and equipment vehicles for marching groups and animal entries will be permitted in Levee Plaza.
3. Those picking up children or participants are strongly encouraged to pre-designate a location outside the parade or disbandment area.
4. If you must take a horse or other animal to a trailer, or pick up your children in the Levee parking are please indicate so at check in. You will need special designation to be allowed to enter the parking lot.

Thank you for participating in the Lafayette – West Lafayette Christmas Parade. We are glad that you could join us in spreading holiday cheer to the community! Happy Holidays.