

Prescott's Holiday Light Parade & After-Parade Party—Bonfire at Mile High Middle School Field



Saturday, November 24, 2018

Parade begins at 6:00 pm SHARP!

Official Entry Form

The Prescott Downtown Partnership welcomes your participation in the 23rd Annual Holiday Light Parade and After-Parade festivities on the field at Mile High Middle School to display your float/entry while parked around the field, Holiday music, bonfire and Reindeer Races! (attending field festivities is optional)

Deadline is Monday, November 5, 2018

Once your entry is received, you will receive your staging information via mail 10 days prior to the event. All entries are eligible to win cash prizes. A panel of judges will be on the stage at Cortez & Union across from the courthouse. ***BE SURE the number given to you at check-in is illuminated with a flashlight or other means and is facing the announcer station and judge's stand. Every block will have announcers and will be talking about you and your entry. Make sure you get their attention, engage them, HAVE FUN, BE ANIMATED AND GET NOTICED!***

CATEGORIES - CASH AWARDS TO WINNERS

1 st place – JUDGES CHOICE	\$350	1 st place – CREATIVITY AWARD	\$250
1 st place – WALKING/BIKING	\$175	2 ND place – WALKING/BIKING	\$100
1 ST place – FAMILY SPIRIT AWARD	\$175	2 nd place – FAMILY SPIRIT AWARD	\$100
1 ST place – SPIRIT OF SERVICE/NONPROFIT	\$175	2 ND place – SPIRIT OF SERVICE/NONPROFIT	\$100
1 st place – COMMUNITY/COMMERCIAL	\$175	2 nd place COMMUNITY/COMMERCIAL	\$100
1 st place – SCHOOL SPIRIT	\$175	2 nd place – SCHOOL SPIRIT	\$100

WINNERS will be notified by phone after the parade * No entry will receive more than one award *

Prescott Downtown Partnership (928) 443-5220 PO Box 3801 Prescott, AZ 86302

Info2@prescottdowntown.com

General Rules

In order to maintain the quality of the parade and to ensure the safety of the participants and spectators, please follow these rules:

- ◆ **NO Santa's allowed with your entry. SANTA will be selected by PDP, Inc. and will be the finale' on our sponsors float!**
- ◆ For safety reasons, throwing candy or giveaway items from your float or vehicle is not permitted. Walkers handing out candy is okay.
- ◆ Use of alcohol, tobacco, or drugs is strictly prohibited.
- ◆ Unauthorized solicitation of any kind is not permitted.
- ◆ Due to insurance liability, horses are not allowed in the parade.
- ◆ accented with lights. Glow sticks, solar powered or battery-operated pins, LEDs or flashlights are acceptable. Marching bands are exempt from this rule.
- ◆ Display and illuminate the assigned number given at check-in. BE SURE to display the number to the announcer's stations on each block and the Judges station on Cortez St. at Union Street. (ALL announcer's stations are on the right side of the street, except the 100 block N. Montezuma) This is the only way they can identify your group. *Engage the 6 announcer stations for more attention! Be animated! They will be reading your Commentary.*
- ◆ After-parade festivities at Mile High Middle School. (Optional)

Walking / Bicycle—Costumed Entries

- ◆ All costumed groups should have some type of lighting or illumination in order to enter the parade. Hand-held accessories, headpieces, instruments, etc. should be outlined or accented with lights. Glow stick, solar powered or battery operated pins, LED's or flashlights are acceptable.
- ◆ Only U.L. approved wiring, lights and batteries may be used.
- ◆ For safety reasons, only lights powered by dry cell batteries may be used for individual costumes.
- ◆ Pets in the parade must be on a leash. (Clean up after your pet)
- ◆ **Chaperon ratio: Minimum requirement:** There must be at least 1 adult for every 20 children. Chaperons are required to dress in the unit's uniform or costume.
- ◆ Children 8 years or older will be allowed to march in the parade
- ◆ In order to keep the parade moving smoothly, entries will not be permitted to stop or perform reverse marches on the parade route. Failure, by any participant or parents of participants, to obey any police officer or parade official will be cause for removal of entry from the parade. Violators of any portion of these rules will not be accepted in future Holiday Light Parades.

Float Guidelines

- ◆ Your float entry should include a minimum of 60% of the visible area in lights. (Suggest 2" apart)
- ◆ Play holiday music throughout the parade.
- ◆ Float riders shall be illuminated by a flood or spot type light to ensure visibility; Maximum height allowed for any entry is 13.5' feet and maximum 8' feet width. Anything higher cannot safely navigate the streets. Oversized vehicles to obtain permits from the Prescott City Hall, Traffic Engineering Department.
- ◆ Use Flame retardant materials for Float.
- ◆ Windshields of vehicles must not be totally masked, obscuring the vision of the driver.
- ◆ Insure wiring is properly secured to prevent mechanical damage and injury to float riders.
- ◆ Connections must be made with U.L. approved electrical boxes and devices.
- ◆ Portable generators or compressors used on the float must be securely mounted. A minimum of 12" must separate any part of the generator/compressor from combustible materials.
- ◆ All floats will be subject to inspection by Parade Officials who may, at their discretion, enlist assistance from other agencies.
- ◆ Generators / compressors must be equipped with firmly attached exhaust systems that terminate either into a common exhaust serving the vehicle or in the same manner as vehicle exhaust.
- ◆ **TEST LIGHTS & MUSIC BEFORE COMING TO THE STAGING AREA, THEN AGAIN WHEN YOU ARRIVE**
- ◆ If you are having a problem or delay, **PLEASE NOTIFY your staging person immediately.** They will adjust your placement in the parade lineup, and communicate your new position with the announcers and Judges.
- ◆ DO NOT LET THE GAP BETWEEN YOUR ENTRIES GET TOO BIG. Please keep up.

Saturday, November 24, 2018 @ 6PM

Name of Organization or Group: _____
Contact Name: _____
Mailing Address: _____
City: _____ Zip: _____
Phone: _____ Cell: _____
Email address: _____

Date rec'd _____
Check # _____
Notified: _____

Circle one: **NON-PROFIT or FAMILY - \$35**
COMMERCIAL - \$50
PDP Members -fee waived

Mail application, Announcer's Commentary & check payable to PDP, Inc to:
PDP, Inc.
P.O. Box 3801
Prescott, AZ 86302-3801

I/We hereby release the Prescott Downtown Partnership, Inc. and the City of Prescott, and their agents and employees, from any and all liability on account of personal injury or property damage caused by theft, fire, public catastrophe, act of God, or any other cause in regard to my/our participation in the Prescott Light Parade. I/We agree to indemnify and hold the Prescott Downtown Partnership, Inc. and the City of Prescott, and their agents and employees, harmless from any loss or damage suffered on account of any action, inaction or negligence on my/our part in regard to my/our participation in the Light Parade. I/We acknowledge that I/we are responsible to monitor and supervise each and every person participating in the Light Parade in association with our entry in the parade. I/We also acknowledge that all equipment used in conjunction with the parade entry is in good repair and operating in a safe manner. I/we understand and agree that our own medical, health and/or disability insurance will be used in the event of an injury, and that if I/we have no such insurance, then I/we will be directly responsible for any medical costs incurred as a result of participation in the Light Parade. I/We have read and clearly understand this document and my/our responsibility to abide by all of the rules and that failure to do so may result in ejection from participation in the current Light Parade and disqualification from future Light Parades. If this document is being signed on behalf of an organization, the undersigned hereby personally guarantees that he/she is duly authorized to bind the organization to the terms of this document.

Signature: _____ Date: _____

Print Name: _____

Announcer's Commentary

The following information will be used to identify and describe your entry for the spectators. The more information you provide, the better exposure you will receive. There will be 6 Announcer's stations along the route & Judges at the Cortez stage.

Please print or type (Attach additional sheet if necessary)

Company / Organization: _____
Family or Individual, name you would like to be recognized as: _____
Number of Years Participating in the Light Parade including this year: _____
Give short description or mission statement with history of your organization and purpose: _____

If Family or Individual, provide any information you'd like to share about you and your entry: _____

Please provide any other interesting things we might share about you, your organization, or your entry, including your Christmas or holiday message to the public _____



Prescott's Holiday Light Parade

PDP, Inc

PO Box 3801

Prescott, AZ 86302-3801