

# LIGHTED CHRISTMAS PARADE OFFICIAL ENTRY FORM 2018



Parade and Fireworks benefiting  
Nacogdoches Area United Way

Date: Saturday, December 1, 2018  
Start Time: 6:30 p.m.  
Parade Theme: Caroling Down the Brick Streets

Please answer each question and be specific. Entry forms will not be processed until all information is complete. All entries must be received by **November 20, 2018**. There is a limited number of entries accepted. A separate entry form must be completed for each parade entry.

**IMPORTANT:** You will receive, via email, parade confirmation and further instructions regarding check-in time and location one (1) week prior to the parade date. Please list the contact person and email address to which this information should be mailed.

**Winners** will be announced at the end of the parade. They will be contacted by the cell number on the parade entry form and asked to report to the main stage for recognition and presentation of prizes.

**Questions?** Email [christmasparadenac@outlook.com](mailto:christmasparadenac@outlook.com), or call Maury Littleton, cell # 936-552-9948, or Caroline Garner, work # at United Way 936-564-5869.

**Please make checks to NAUW** and mail your completed entry form to NAUW, PO Box 630772, Nacogdoches, TX, 75963, or deliver completed entry form and payment to Nacogdoches Conventions and Visitors Bureau (CVB) office at 200 E. Main Street on the downtown square.

*Thank you for your participation and support!*

## CONTACT INFORMATION

Name of Entry: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Sponsoring business or organization, if any: \_\_\_\_\_



**ENTRY DESCRIPTION**

Select a type of entry from the list below. A separate entry form must be completed for each entry, i.e. if you are registering two separate cars, each must be listed on separate forms.

**ABSOLUTELY NO 18 WHEELERS WILL BE ALLOWED!**

**Category A - FLOATS (INCLUDING TRAILERS )**

**Entry Fee - \$ 60.00**

- Float: Total length, including tow vehicle: \_\_\_\_\_ Est. number of riders: \_\_\_\_\_
- Is the float built on a:  Truck & trailer
- Will your entry include music?  Yes  No

**Category B - ALL OTHER ENTRIES (NO TRAILERS)**

**Entry Fee - \$ 35.00**

- Vehicle: List Make & Model \_\_\_\_\_
- \*\*\**LIMIT OF FIVE (5) VEHICLES PER GROUP*\*\*\* If a group, # vehicles in your group: \_\_\_\_\_
- Marching Band: Estimated number of marchers: \_\_\_\_\_
- Walking Group/Marchers: Estimated number in group: \_\_\_\_\_
- Royalty: Title: \_\_\_\_\_

*Note: Royalty is responsible for providing transportation and vehicle signage*

- Horse & Rider Club: Est. number of riders: \_\_\_\_\_

ALL LIVESTOCK must be diapered or have clean-up crew walking alongside parade entry!  
You are responsible for this, we do not provide this service.

**NO EXCEPTIONS! THOSE NOT IN COMPLIANCE WILL BE REMOVED FROM THE PARADE.**

- Other: Please describe. Be specific: \_\_\_\_\_
- Provide description of your entry. Be as specific as possible, including previous parade participation.  
*Remember entries should reflect the theme of the festival listed on the top of the entry form, or Christmas, or one of the nine flags that have flown over Nacogdoches. Judges will look for creative use of the theme.*

The information provided below will be read (as written) by the parade commentators at each stage. If nothing is written, nothing will be read. (Use an additional page if needed for float description)

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I have read the parade rules and regulations, and agree to abide by them. I understand that by disregarding any of the rules and regulations that my entry may be eliminated from the parade.

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

For Internal Use Only: Check/Cash: \_\_\_\_\_ Amount \_\_\_\_\_ Entry Received: \_\_\_\_\_



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## PARADE ASSEMBLY & DISBURSEMENT

All registered entries will receive detailed information regarding the parade assembly location, check-in times, and disbursement rules two weeks prior to the event. The contact person listed on the entry form is responsible for notifying all float riders and drivers about the assembly and disbursement rules.

## DISTRIBUTION OF MATERIALS

Candy, samples or other materials of any kind may NOT be thrown or otherwise distributed from the float while on the parade route (city ordinance). Units in violation of this rule will be removed from the parade.

## ALCOHOLIC BEVERAGES

No alcoholic beverages of any kinds will be allowed in or on the float or tow vehicle. The consumption of any alcoholic beverage is strictly prohibited and violators will be prosecuted.

## FLOAT DIMENSIONS

Maximum Width: 20 feet  
Maximum Overall Height: 15 feet.  
*NO 18 WHEELERS WILL BE ALLOWED!*  
Maximum Length: 55 feet  
Floats with parts that are taller than the 15-foot requirement must be able to be lowered in a quick and efficient manner.

## ILLUMINATION

All parade entries must be thoroughly illuminated. **Entries will not be accepted without lighting.**

## FRAME

All parts of the frame must be high enough to clear surfaces to and from the parade assembly area through the dispersal area. All parts of the fully-decorated float must clear the ground by a minimum of ten inches with the exception of fringe. Flooring must be strong enough for all riders.

## STEERING

A turn radius of 45 degrees to the right and left is mandatory.

## PORTABLE GENERATORS

Portable generators used in conjunction with float lighting must be securely mounted on a vehicle or other substantial base. A minimum of 12 inches clearance must separate any part of the generator from light, combustible fabrication or decorating material. Fire Marshall will inspect for safety and presence of a fire extinguisher on your float. Please watch gasoline consumption while in parade line-up. Don't run out!!!



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## ELECTRICAL WIRING

Wire and lighting devices must have sufficient capability for the use intended for them on the float. Wiring should be properly secured to the float to avoid mechanical damage and injury to float riders and other participants.

## TIRES

Tires may not rub any part of the frame or float decoration when making turns.

## FIRE EXTINGUISHER

At least one five-pound dry chemical or 10-pound carbon dioxide fire extinguisher should be placed within easy reach of the float driver. There should be at least one fire extinguisher near each generator.

## FLOAT & VEHICLE DRIVERS

All drivers must be licensed and adequately trained to drive their float. The driver should have perfect visibility of the road ahead. Once the float is in position in the line-up area, the driver must be in attendance at all times and available to move the unit as necessary.

## SYMMETRY

Floats shall be constructed and decorated so that viewing from either side is equally appealing to the eye.

## SPONSOR NAME AND FLOAT THEME

The float should bear the name of the community organization, business or sponsor. All signs should be made of high quality and easily readable. Commercial symbols or logos are permitted to the extent that the creativity of design dominates over the promotional aspects of the symbols or logos used. Floats must have a theme associated with the Nine Flags Christmas Festival. All float names must be submitted on the application form. The Nine Flags Christmas Festival Parade Committee retains the right to eliminate any float deemed inappropriate or offensive.

## FLOAT RIDERS

Builders or float sponsors are responsible for obtaining written consent or release from every rider on their float.

## COSTUMED CHARACTERS

Float builders are encouraged to use costumed characters on floats. However, NO Santa Claus will be allowed (Santa is featured at the end of the parade by the event Santa Sponsor).

## INCLEMENT WEATHER

This is a rain or shine event! Weather announcements will be made available on the festival's website, [www.nineflagsfestival.com](http://www.nineflagsfestival.com), and on Facebook at the Nacogdoches Nine Flags Christmas Parade page.

## ENTRY FEES

### **Category A - \$ 60.00**

This category includes: trailers and large vehicles

### **Category B - \$ 35.00**

This category includes cars, royalty, marching bands, walking groups, horse & rider clubs.

~ Clubs and organizations entering as a single group are eligible to pay a single entry fee.

~ Entry fees are waived for all major festival sponsors (\$1,000 or more)

~ Checks should be made payable to: NAUW (Nacogdoches Area United Way)



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## PRIZES

No cash awards. Trophies will be awarded to winners of the following categories: Best Company Float, Best Nonprofit Float, Best Walking Group, Best of SFA, and Best Vehicle Entry. **Winners** will be announced at the end of the parade. They will be contacted by the cell number on the parade entry form and asked to report to the main stage for recognition and presentation of prizes. An announcement will be released to area media. Entries are judged on the following criteria: aesthetic quality, originality, creativity, theme, use of animation and/or humor and use of illumination.

## VARIANCE REQUESTS

All variance requests of the float regulations must be made by the float builder 30 days in advance of the parade and be approved by the Nine Flags Christmas Festival Parade Committee. Variances are granted on the merits of each specific proposal and do not establish precedent.

## QUESTIONS?

If you need more information please email: [christmasparadenac@outlook.com](mailto:christmasparadenac@outlook.com).



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## FLOAT BUILDING TIPS

### WHERE TO BEGIN

The first step in planning any float is to thoroughly read all of the information concerning entry fees, deadlines, safety requirements and parade rules.

### DESIGNING YOUR FLOAT

The next step is to build or borrow a float trailer, which will determine the size of your float. Floats have been built on trailers, jeeps, cars, trucks, even boats and barges. Most floats, however, are built on trailers - 8 feet or less in width, to allow for travel to and from the parade route.

After you choose your float size, have everyone in your committee present ideas, keeping in mind the parade theme and message you want to convey. In all phases of float design, try to keep the format as fun and eye-appealing as possible. If your theme is humorous, make sure that no one can be offended by it. Always use good taste. And, remember, no one likes a blatant advertisement, so try to keep your message subtle and positive.

Another important design consideration is the capabilities of your float builders. Basically, if you're planning on having a float with elaborate props or woodwork, make sure that you have access to someone who is a capable woodworker with the proper equipment. Or, if you have electrical requirements for animations, make sure to consult a qualified electrician.

### GETTING IT DOWN ON PAPER

Once you have decided on a concept, draw a rough pencil sketch of your float design, using a stair step effect. Elevation toward the rear of the float will help accent the people and the props on the float. After you have worked out the details, a final drawing done to scale, will determine your material requirements.

### MATERIALS

There are a few items you will want to have on hand before you begin building your float. Tacks, nails, wire, chicken wire, 1" x 1" and 2" x 2" construction-grade wood, plywood and other building materials can be purchased at your local home-improvement or lumber store.

### BEGINNING CONSTRUCTION

Once you have a float design and all the necessary materials, you are ready to begin construction. First, build a frame around the edge of the trailer bed from 2" x 2" pieces of wood and cover it with thin plywood or other thin wood material. Fasten the frame to the trailer bed with nails, wires or belts. The topside structure of the float is built on the trailer bed or deck, using secured boxes and risers for different elevations. A simple skirt frame is then built below the trailer bed to hide the wheels and undercarriage. Be sure to terminate the skirt approximately 6" from the ground. For greater width, nail 2" x 4" spreaders to the trailer bed and fasten them to the frame. Secure the top edge of the skirt to the trailer edge, flare the skirt to the desired angle, and secure it using the spreaders on the underside. Hinges can be used to attach the skirt up if you plan on traveling a long distance with your float. Be sure to allow clearance for tongue movement at the front of the float.

### DECORATING THE FLOAT

Deck - Calculate the material requirements in square yards by multiplying the length times the width of each differently colored area.

Topside - The amount of floral sheeting or other material used for covering flat areas is figured the same way as deck covering. If you are covering curved shapes, visualize them as if they were within a box, and order enough material to cover the box. Props should be shaped by cutouts of plywood or wallboard. Forms can then be covered with chicken wire using brads, nails, staples or hog rings. Covering is then cut and staples, pinned, or hog-ringed to cover the prop.

Skirt - Calculate the total length of the skirt in linear yards by adding both ends and both sides of the skirt.



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Skirt trim - Festooning and Fringe are also used on the skirt to outline form and shape. Calculate your requirements in lineal feet from point to point. Attach Fringe to the bottom of the frame to give your design a "floating" effect. Festooning heavy flameproof garland or other trim should be used to cover the fringe line, where the skirt ends, to hide the white header of the fringe. Festooning is also ideal for wrapping poles, creating canopies, or forming letters in any script. Letters can be used to write a name or message in this area.

#### GETTING NOTICED

There are several ways that you can improve your chances of being noticed and getting an award. One is the use of motion. Simple animation or incorporating people with your designs will make your float more interesting. If you decide to have people on your float, make sure to build stanchions for support. If you have children on the float, make sure they are instructed to sit down at all time and provide belts for them to wear. You may also decide to have people inside the body of the float working the animations, either turning cranks or using pulleys, to achieve an effect that will be visible on the outside of the float. If anyone is inside the float, make sure they have proper ventilation.

Another excellent way to attract attention to your float is to make it shine. Metallic decorations or reflective surfaces enhance any float or prop, make it more visible, and give it that extra sparkle.

#### DECORATING A CAR

Create a wooden frame and attach by cloth straps. Add floral sheeting, festooning, fringe or other decorative material. The covering is pinned to the cloth straps and then pinned at the seams. Be sure not to scratch the car's finish when applying the pins. You can also glue the floral sheeting directly to a contoured cloth or a car cover. Just cut out the piece over the driver's window or door. The fringe can also be stapled onto the wooden frame, using a petal festooning trim. A second layer of fringe can be taped around the bottom of the car, so that it just clears the ground and leave the wheel wells exposed. Be sure the frame is wider than the automobile to allow room for the wheels to turn properly.

- In addition, make certain that there is adequate ventilation and that the driver's vision is not impaired. Remember to avoid placing decorations directly on the hood of your car if it is likely to heat up during the parade.