

**5th Annual Lodi Christmas Lights Parade
Guidelines and Entry Form**

Date: Saturday, December 14, 2019

Time: 6:00pm parade start



PLEASE NOTE THE FOLLOWING

- The parade route is the same as last year via Main Street in Lodi. The date for the parade is Saturday, December 14, 2019. Please start lining up at 5:15PM.
- Please make certain that I have an accurate email address to communicate with you.
- The theme is: **Where are the Elves?**

Requirements for All Entries:

- All entries must have signage indicating who they are representing and posted on the passenger side of the vehicle or carried on the right side of the walking group when they are facing forward.
- All entries must have either flashlights if walking or lights on their float vehicles. This is for safety. Any glow sticks need to be supplemented with flashlights. You cannot use glow sticks only.
- All parade participants, including floats, costumes, characters, walking units, equestrian units, etc. must fill out and submit parade application form by December 6, 2019.
- The theme this year is: Where are the Elves?
- There is NO fee to have an entry in the parade.
- All entries, walking or riding in the parade must have lighting.
- It is highly encouraged to have Holiday music playing on a speaker system or other device(s) for spectators to hear.
- The "official parade Santa and Mrs. Claus" will be arriving either first or last in the parade. NO OTHER FLOAT MAY HAVE A REAL SANTA CLAUS OR MRS. CLAUS ON OR AROUND IT, THIS WILL CONFUSE CHILDREN!
- No political or advocacy propaganda is allowed.



Judging:

- Entries shall be judged as a "Judges Choice" and the top 3 entries will receive a certificate.

Float Categories:

Commercial Entries:

Definition: any for-profit business entry is considered "Commercial". Commercial entries carrying business products are allowed in the parade. It is preferable that the products be decorated to keep with the Holiday Season Theme. Commercial Mascots: Costumed Characters may be entered as well.

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. It is your organization or sponsor's responsibility to supply a banner for your float.

Float Design Recommendations:

- **Construction:** Floats may be constructed on flatbed trucks, hay wagons, trailers or other towed vehicles. Pick-up trucks with riders are not considered floats. Floats shall be constructed and decorated so that viewing from either side is equally appealing to the spectators.
- **Props/Characters:** Please remember your float materials must hold up under possible adverse weather conditions. Props can be constructed from plywood, styrofoam or other building material like chicken wire, plaster, etc. People on your float should be in costume to enhance the representation of your holiday inspired theme.
- **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 and you may need additional amplified speakers
- **Signs:** **The float should bear the name of the organization and or sponsor on the passenger side of the vehicle or for walking groups on the right side of the group as they are facing forward.** All signs must be legible and of size to make them easily readable as a spectator. We recommend 4" minimum lettering. Commercial logo on the signs are acceptable. Sponsor signage should be provided by your sponsor.



- Lights: All floats, walking units, equestrian units, etc., **MUST BE LIGHTED**. We require flashlights in addition to LED necklaces, bracelets or light strings for walkers. Flashing lights, or reflectors pinned on clothing as well as battery operated light packs work well for walkers and participants. It is recommended to have additional batteries on hand for battery powered light packs as chilly weather may drain them quickly. Also, to prevent pre-parade meltdowns, remember to **TEST ALL GENERATORS WITH YOUR LIGHTS, SOUND AND MOTION BEFORE THE EVENT!**
- Walking Groups: Groups should preferably be dressed in holiday inspired costumes, although uniforms or other unified dress is acceptable.

Safety Requirements:

- It is required that no candy or other objects be thrown from any vehicle. We encourage you to have walkers alongside your float entry handing out candy, coupons, flyers or other items you wish to give away.
- 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 need to 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.

Parade Route: PLEASE NOTE THE CHANGES TO THE PARADE ROUTE

- The parade staging area will take place on Corner Street. There will be volunteers to assist you with lining up your float. See the attached map for parade line up and routes. **To line up, please come to Corner Street via Water and Pleasant Streets only.**
- The parade route will start on Main Street and will go down Main Street, to 2nd Street. From there you will be able to return home or if you want to show off your float, please make a left on Prairie Street and again on 1st Street. We will have parking for your floats on 1st Street facing Main Street.
- If you wish to park your entry at the end of the parade for the spectators to view, please make sure the vehicle is turned off, but leave the lights and music on for the spectators' enjoyment.
- If you have any questions regarding Lodi's Annual Light Parade feel free to email Tony Hermann at toneman3@msn.com



Registration Form

Please Mail or Email Registration from to: Tony Hermann
118 Vilas Hibbard Pkwy
Lodi, WI 53555
OR
Toneman3@msn.com

(Please print or type the following information)

Company/Organization Name:

Contact Person:

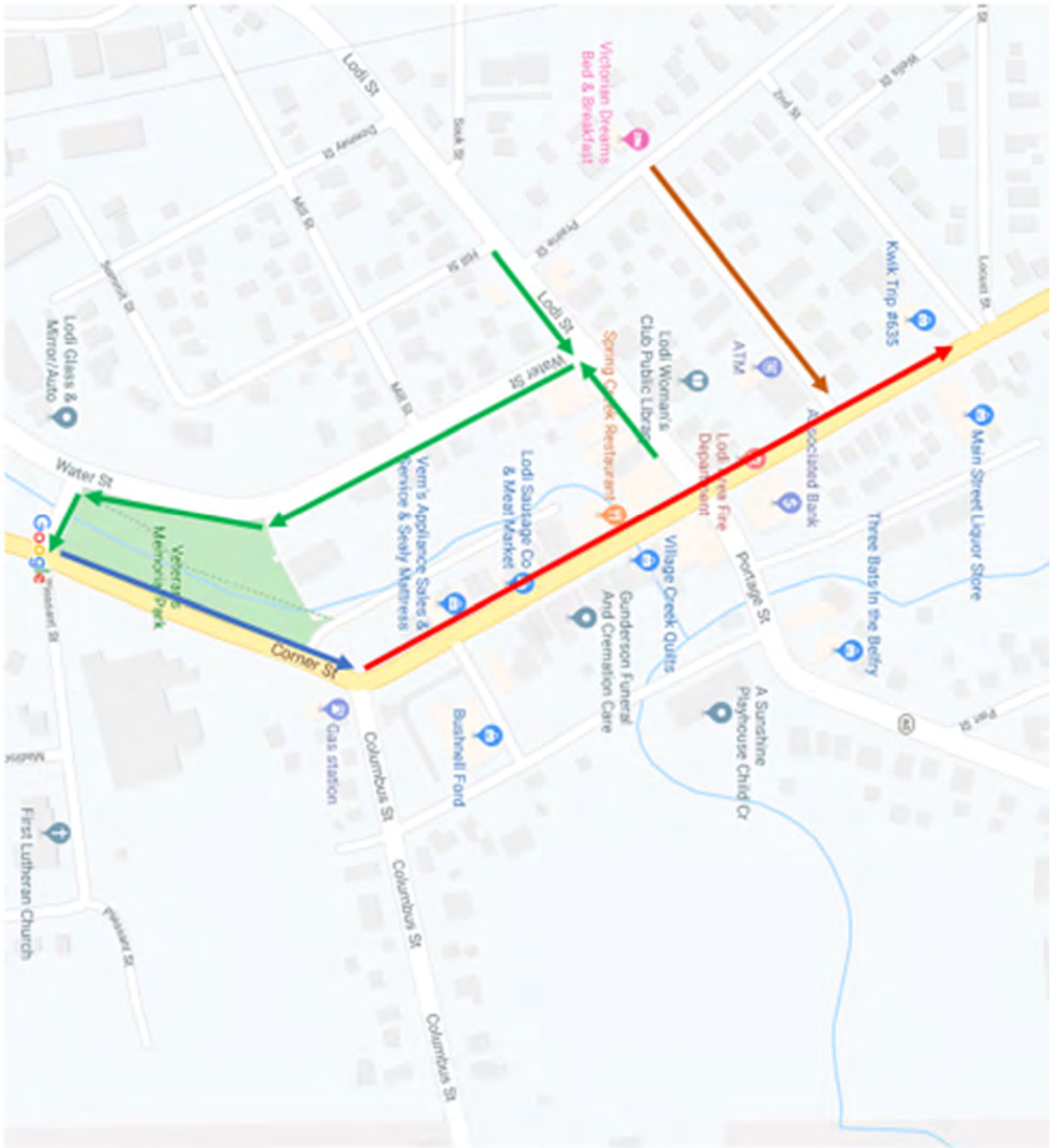
Address:

Phone:

Email:

Description of unit(s) including size:

Will you have music on the float (Circle one answer): Yes No



- Route to Parade Staging Area
- Parade Staging Area
- Parade Route
- Post Parade Parking