

# **PARTICIPATION GUIDELINES**

## **WRPQ740 Radio-TV43 HOLLY JOLLY LIGHT PARADE**

Hosted By: Downtown Baraboo, Inc.  
Produced By: Fan Faire Promotions LLC

November 22, 2008

### **ENTRY SELECTION**

1. All parade participants, including floats, costumed characters, walking units, mascots, equestrian units, etc. must be approved in advance by the parade selection committee.
2. Entries must submit the enclosed entry form of their proposed entry by November 5th. There is no fee to have an entry in the parade, except for a commercial mascot.
3. Walking groups must be dressed in costume or in a uniform (band, etc.)
4. Only those participants who have been pre-approved and selected will be allowed in the parade line-up on the day of the event.

### **FLOAT CATEGORIES**

#### **Theme**

Float designs must be in keeping with the current theme of the parade which is

**“CHRISTMAS AROUND THE WORLD”.**

Floats might depict a country’s traditional Christmas celebration or a special location (i.e. Christmas on the Beach). The sponsors will be bringing Santa in on the last float so no other floats may have a Santa or Mrs. Claus on them.

#### **Commercial Entries**

##### **Definition:**

Any for-profit business entry is considered “Commercial”. Commercial entries carrying business products are not allowed in the parade (i.e. no company trucks with lights or flatbeds carrying product). Commercial representation is available with no entry fee by entering a float in keeping with the theme and putting a sign with your name on the entry.

Commercial Mascots/Costumed Characters may be entered for a \$25.00 entry fee.

##### **Judging:**

Commercial entries shall be judged and one entry shall be awarded a Traveling Trophy. Judges will take into consideration: Use of Lights, Interpretation of Theme, and Creativity.

## 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 theme.

### Judging:

Non-commercial entries shall be judged for the following categories: (1) Best Use of Lights (2) Best Representation of Theme, and (3) Judges Choice. Each category shall receive a \$50.00 prize.

### Sponsorship:

If you have a sponsor for your non-profit entry, please note that on your application along with contact information for the sponsor so that we may include them in our advertising.

## FLOAT DESIGN

1. **Construction:** Floats may be constructed on flatbeds, hay wagons, trailers or other towed vehicles. Pick-up trucks with riders will not be considered floats. Floats shall be constructed and decorated so that viewing from either side is equally appealing to the eye.
2. **Props/Characters:** Props can be shaped by cutouts of inexpensive plywood, Styrofoam or other building materials like chicken wire. (Remember, your float materials must hold up under possible adverse weather conditions so cardboard may not be the best choice of building material). People in costumes on your float enhance representation of your theme.
3. **Music:** You are encouraged to incorporate music into your theme and are asked to note such on your application. Please be aware that a boom-box alone on your float will not be heard by the audience.
4. **Signs:** The float should bear the name of the organization and/or sponsor on both sides of the float. All signs must be easily readable (recommend minimum 4-inch letters). Commercial logos on the signs are acceptable.
5. **All floats, walking units, equestrian units, etc. must be lighted.** LED necklaces, bracelets or light strings give the best light for walkers. Glow sticks may be used, but there must be several per person to make an impact. Flashing reflector lights pinned on clothing or even black spotlights aimed on white clothing works. It is recommended that units/walkers using small battery powered lights should carry spare batteries in case of battery failure in cold weather. Also, remember to test your generators with all lights, sounds, etc. beforehand!

## SAFETY ISSUES

1. **NO CANDY MAY BE THROWN FROM ANY VEHICLE** for safety concerns. If you wish, you may have walkers alongside your float handing out candy, coupons, or flyers as long as they are not political or advocacy group related.
2. No alcoholic beverages of any kind allowed in or on the float or tow vehicles.
3. It is recommended that riders (especially children) either be seated while riding on a float or have a hand-hold of some kind.
4. Portable generators should be securely mounted with adequate clearance separating any part of the generator from combustible fabrication or decorating material.
5. It is recommended that one fire extinguisher be located near each generator.