

## Christmas Parade Rules – Please read & initial each line

\_\_\_\_\_ **All** vehicles that will be operated in the parade **MUST** have automobile liability insurance. Proof of automobile insurance must be submitted at the time the application is submitted. **Applications will not be accepted without proof of insurance.**

\_\_\_\_\_ There is only **ONE** Santa in the parade – he has already accepted our invitation to attend. No other entries may dress in a full Santa costume. However, we do encourage dressing in Santa hats, elf or other costumes to fit the parade theme!

\_\_\_\_\_ **All** entries **must** incorporate the parade theme in some way! Entries should actively participate and engage the spectators according to entry type. Entries that do not incorporate the parade theme and/or promote the parade theme are prohibited.

\_\_\_\_\_ Staging information will be emailed to the contact person **NO LATER** than November 29, 2023. This includes the time in which each entry is to arrive at the staging area. **Contact persons are responsible for informing their participants of the entry's row and unit number.**

\_\_\_\_\_ All entries must pick up their Row/Unit Card at check-in. **This card must be placed on the passenger side under the windshield wiper so that the number is visible at all times. A lead walker in marching/walking units must visibly display the Row/Unit card.**

\_\_\_\_\_ **Vehicles in the staging area and along the parade route may not be left unattended at any time!** An authorized adult must be with the vehicle in the staging area in the event the vehicle must be moved. Only parade vehicles will be allowed in the staging area – no temporary vehicles or drop-offs will be allowed!

\_\_\_\_\_ **No selling of any merchandise, fund-raising items, food, or drinks** is allowed in the staging area or along the parade route.

\_\_\_\_\_ All vehicles are limited to **one (1) attached trailer**. Trailers may not be attached to other trailers. All trailers must be insured, inspected, licensed and lighted in order to participate in the parade.

\_\_\_\_\_ Participants **jumping on or off a moving vehicle will cause that entry to be immediately removed and disqualified** from the parade. NO EXCEPTIONS! If someone must get on or off an entry, that vehicle must come to a complete stop first.

\_\_\_\_\_ **Nothing can be thrown into the crowd** (including candy or confetti) from any vehicle, float, or marching unit. However, wrapped candy and promotional materials, may be **HANDED** to spectators by walking next to parade entry and giving items to spectators by the curb.

\_\_\_\_\_ All dogs in the Animal category must be dressed up, on a leash and walk with the designated group. Those bringing animals are responsible for cleaning up after the animals.

\_\_\_\_\_ A distance of 2-3 car lengths should be maintained between parade units at all times. Vehicles should travel at approximately 2 miles per hour (walking speed). The adult in charge of the unit is responsible for keeping the unit moving along the parade route. Parade Marshals will monitor the distance between vehicles. **Please cooperate with instructions given by the Marshals.**

\_\_\_\_\_ Entries may come to a stop in front of the reviewing stand for no more than 15 seconds to be judged. **Entries will be judged on originality/creativity, presentation of the theme, effort/participation, spirit/enthusiasm, and representation of the organization. Please be respectful of time in the judging area.**

**PROFILE INFORMATION SHEET, INITIALED RULES SHEET, COPY OF INSURANCE (IF APPLICABLE), AND THE ENTRY FEE** of new, unwrapped toys and a check of \$25 or more payable to: **Network of Community Ministries** must be dropped off by **Monday, November 20, 2023** at the **Heights Recreation Center**, 711 W Arapaho Road, Richardson 75080  
Hours of Operation: Monday-Thursday 6am-10pm, Friday 6am-9pm, Saturday 8am-5pm, and Sunday 11am-5pm  
*Gifts made through the Christmas Parade represent a gift to Network of Community Ministries, a 501(c)(3).  
The value of your gifts may be tax deductible.*

**Multiple toys and larger donations are highly encouraged for groups. Please no skateboards, bicycles, or scooters.**  
Please review the Parade Rules with all participants.

For more information, contact: Margie Trame at [Margaret.trame@cor.gov](mailto:Margaret.trame@cor.gov) or 972-744-7853 or Heidi Scalice at [Heidi.scalice@cor.gov](mailto:Heidi.scalice@cor.gov) or 972-744-7851.