



Dear Parade Participant,

Thank you for your participation in the City of Woodstock's Christmas Jubilee Parade of Lights!

Your application has been accepted and we look forward to seeing you Saturday, December 3rd!

Listed below are key details that will help make the day run smoothly. Please read the important rules and instructions and share with the float driver, parents, and others in your group. It is your responsibility to ensure that **everyone in your group** knows the rules and instructions before they arrive to line up. Always check the website *before* heading out to any event!

It is our hope to have a safe and happy parade for all from start to finish! Thank you for your participation this year!

Have Fun!

Marybeth Stockdale



Special Events Coordinator
City of Woodstock
Parks and Recreation Department
mstockdale@woodstockga.gov
770-592-6000 ext. 1952

105 East Main Street, Suite 142 • Woodstock, GA • 30188 • 770-592-6000 ext. 1952

mstockdale@woodstockga.gov

www.WoodstockParksandRec.com

City Sponsored Event

www.WoodstockConcertSeries.com

Christmas Jubilee Parade of Lights & Festival

PARADE PARTICIPANT - Instructions, Rules & Codes Of Conduct

Saturday, December 3, 2022

5:30 pm

APPLICATIONS

- Application must be submitted by the deadline of **MONDAY, NOVEMBER 21, 2022**, no day of event drop-ins.
- You must sign the waivers at the bottom of this application to participate.
- You will receive an e-mail confirmation of acceptance.
- All entries will be limited to ONE decorated vehicle with/without a float, your second vehicle will be turned away.
- Contact us if you have a special condition requiring an extra vehicle. Must be pre-approved.
- If necessary, Residents and Businesses within the city limits of Woodstock will be given priority.
- We accept applications of politicians that serve Woodstock and/or Cherokee County ONLY.
- Please work with us to keep the parade as enjoyable and fair as possible for everyone, and to keep the parade true to its original intent – to allow the entire community to participate in a city-wide event that delights both children and adults. If we all keep in mind that the primary audience is children, we know we will have a great parade!

CANCELLATIONS

If you must cancel, let us know ASAP. Failure to notify us of a cancellation may put you on the waiting list for the next parade. The City of Woodstock reserves the right to cancel the event at any time for any reason. You will be notified by e-mail and phone if necessary.

WEATHER POLICY

- It is a rain or shine event, unless inclement weather rolls in.
- Check our website or Facebook page for delays or cancellations www.WoodstockParksandRec.com
- You will be notified via e-mail and phone call, if necessary, in the event of a delay or cancellation.
- Every effort will be made to put on the event including a delay in starting the parade due to severe weather. We will plan for the parade to go on as usual until then. **THE EVENT WILL NOT BE RESCHEDULED.**

CHRISTMAS JUBILEE PARADE OF LIGHTS*

- Entries, including walkers, **MUST** be LIT UP to enter parade.
- Do **NOT** dress as Santa, it confuses the kids. We have but ONE Santa in the parade. Santa hats are allowed.
- Be careful of the kids. Use glow sticks, necklaces, bracelets, or flashlights to light up the kids as they walk.
- No headlights, running lights only!

PERFORMANCES & DEMONSTRATIONS

No stopping the parade for any reason including performances or demonstrations. Stopping the parade for any reason will ban you from future parades. The only exception are high school marching bands.

MARCHING BANDS

- At parade line up, feel free to find an area for staging and rehearsal.
- At 5:00 pm, the bands must be brought to the front of the school so as to be assigned a spot in the parade lineup.
- Have a representative bring announcement form to staff at the entrance to the lineup area.
- At parade end, please have buses and trailers wait along the outer edge of the parking lot or in the loading dock area at the back of Sam's Club so we don't interfere with their customers or the end of parade flow.
- Vacate this space quickly so the next band can use that area, too.

SAFETY

- Please help make our parade a safe one.
- Parade participants will not engage in behavior that unreasonably endangers the safety of any person at the event. This includes riding on or clinging to a parade unit in a manner likely to cause injury.
- Walkers must walk along the sides of moving vehicles. Drivers may not see you in front of them.
- Walkers stay close to your vehicle or float.
- Bring bottled water and dress with weather conditions in mind.

FIRE EXTINGUISHERS

All parade floats and displays with a generator must have a fire extinguisher on the float/display with them.

DRONES

All unmanned aerial systems and vehicles, drones, or other flying devices are strictly prohibited during the event.

ALCOHOL

For safety reasons, alcoholic beverages are not allowed to be consumed at any time by parade entries during the parade. Any participant believed to be under the influence of any intoxicating or impairing substance will not be allowed to participate in the parade.

HORSES & OTHER ANIMALS

- Horses must wear a parade diaper or have someone behind them to clean up "accidents".
- Do not stop the parade to allow the petting of horses.
- All animal units must be registered by parade application.
- Participants must provide street cleaning services following horses and dogs in assembly areas and along the parade route.
- Caged animals and/or animals on a leash deemed dangerous to the public are not permitted

CHILDREN

- Parents/guardians are responsible for the safety of their children.
- Please, children under age 6 should not walk the parade, they may not be able to keep up with the pace.
- Children participating in the parade must be under the supervision and direction of a responsible adult at all times.
- All entries, in which children are to be a part, are to be made by an adult, who assumes, by virtue of placing the entry, full responsibility for the safety and action of the children participating in their unit.

DRIVERS

- Motor vehicle operators driving in the parade must hold a valid operator's license and insurance. This includes golf carts, lawn mowers, or other motorized vehicles.
- Check vehicle batteries to make sure they don't die at the parade start. Keep lights turned off when vehicle is not running. Notify event staff immediately if your battery dies while in the parade line up.
- Be extremely careful of kids both walking in the parade and on the sidelines.
- Keep moving - Drive at a slow and steady pace. No stopping the parade.
- Stay as close as safely possible to the unit ahead of you.
- Drivers shall not operate unit at a speed or in such a manner that unreasonably endangers the safety of occupants, spectators, or other participants.
- Do not stop to unload passengers prior to the end of the parade.
- Do not turn back into the parade at any time.

CANDY THROWING

- Please do not whip candy from the floats into the crowds. You might hit somebody who is not watching.
- Toss or roll the candy to the curb so kids don't run out into the street to get it.
- Preferably, walkers should hand candy to children on the side of the road.
- Please do not have kids drop candy from the float. Kids cannot reach it from the side of the road, and it becomes a hazard.
- No throwing confetti, streamers, bouncing balls, or Frisbee's.
- Consider candy or small toys and trinkets instead of candy.
- Have help from the vehicle or float if you need to refill your handouts, especially water bottles, fans, etc., so as not to slow down the progress of the parade.

FLOAT DECORATING CONTEST

Judges at the Grandstand will select the Best Holiday, Most Original, People's Choice, and the History & Heritage Award for the float best representing Woodstock! Trophies will be awarded at the beginning of the City Council meeting on Monday, **December 12th** at 7:00 pm.

FLOAT SIZES

- Traffic lights are 13.6 feet from the ground.
- Floats can be no wider than 12' wide.
- No limousines or trailers longer than 30 feet.
- The parade route is 1.3 miles long.

DECORATIONS

- Float and/or vehicle must be decorated, or they cannot participate.
- Only final touch decorating is allowed in the lineup area. Bring everything *with* you. You will not be allowed to drop anything or anybody at the front of the school or on the side of the road, this includes riders, decorations, ice, water, candy, etc. No exceptions! Use the back parking lot of the school or the church across the street to gather your participants and/or finish decorating your float. Join the parade lineup when you are ready.
- Decorations are REQUIRED in keeping with the spirit of a parade. Please don't enter a vehicle with just a flag or a Santa hat and no other decoration. Vehicles that are not fully decorated add nothing to enjoyment of the parade. The only exceptions to this rule are antique vehicles.
- While decorating, please be aware that we have received phone calls from people complaining that they did not come to the parade to watch a commercial. We love to support our local businesses, but please, keep your parade entry festive!
- All entries must be suitable for family audience.
- Holiday music is STRONGLY ENCOURAGED!!!

PARADE LINE UP

WHERE: Line up in the front parking lot at Woodstock Elementary School at 230 Rope Mill Road, Woodstock.

WHEN: **3:00 pm** Line up begins - Any earlier, you will not be allowed in.

5:00 pm Line up ends - Any later, you will be turned away.

5:30 pm Parade start - Be ready.

7:15 pm Parade end - Approximately.

HOW: Order of lineup is first come, first served. No requesting, reserving, or changing spots. Do not enter line up area prior to 3:00 pm. You will be asked to leave and re-enter.

DROP OFFS: There will be no drop offs whatsoever in the parade lineup parking lot, in front of the school, or on the side of the road. Make arrangements prior to arrival. This includes riders, decorations, ice, water, candy, etc. No exceptions!

WALKERS & RIDERS: Walkers or riders in the parade must be dropped off at the **back of the school** and take the shortcut on the side of the building to join the line up at the front of the school.

It is best to have a common meeting place where walkers and riders can meet and then join the float before getting in line.

Do not attempt to drop children off at the front of the school – it is extremely dangerous. Parents must park across the street or behind the school and walk their children to floats already in line.

PARADE ROUTE: The parade starts at Woodstock Elementary School at 230 Rope Mill Road and continues down Rope Mill Road to Main Street. It then travels south on Main Street and ends at Sam's Club just before Highway 92 at 9464 Main Street. The route is approximately 1.3 miles long.

PARADE END

TWO CHOICES:

- **Turn into Sam's Club Parking Lot:**
 - To drop off passengers and walkers.
 - To disassemble and make street safe your float.
 - Follow the float in front of you and move as far forward into the parking lot that you can.
 - Watch for staff to guide you.
 - Parking lot will be extremely crowded, use caution.
 - Please exit the parking lot as quickly as possible as other floats will be pulling in behind you.
- **Drive Straight to Hwy. 92 (preferred):**
 - If not unloading or disassembling.
 - If not dropping off passengers or walkers.
 - If safe to do so, continue to drive straight down Hwy 5/Main St. or to Hwy. 92 to reach your destination.

- We encourage all who safely can, to continue driving so as not to congest the parking lot further as Sam's Club will be open at that time.
- You will not be allowed to leave the parade at any point other than the end at Sam's Club. Doing so is dangerous and could cause serious injury to others in the parade.
- You will not be invited back if you stop the parade enroute to unload your riders. This will be strictly enforced.

IMPORTANT - BRING THESE WITH YOU TO THE PARADE LINE UP AREA:

PARADE ANNOUNCEMENT FORM

- Bring your Parade Announcement Form that you have printed from the website.
- Write clearly and limit to two lines.
- Leave it on your dashboard. We will pick up from you and give you an assigned number that will be posted on your driver's side bumper with blue painter's tape.
- If you do not have a vehicle, please flash your number to the Judges at the Grandstand so they can announce your entry.
- If your form is not ready, we will not wait and will just list the name of your float. Each unit must have its own announcement form.

GROUP WAIVER FORM

- Bring the City of Woodstock GROUP ACCIDENT WAIVER & RELEASE OF LIABILITY FORM/COVID-19 WAIVER OF LIABILITY FORM.
- It is your responsibility to have each participant sign this form before the event.
- We will collect these just before the parade begins.
- If you have children whose parents are not with them on the float, you must have the parent fill one out and return it to you prior to the parade lineup. Bring those waivers to go along with the one you collect during line up.

GENERAL RULES & CODES OF CONDUCT

The City of Woodstock reserves the right to refuse an entry into the parade if, in its sole judgement, it determines that the entry is controversial, unlawful, obscene, vulgar, defamatory, offensive to local community standards, or otherwise considered to be inconsistent with the standards, theme, quality, or purposes of the parade. Entries who are denied entry may appeal the decision of staff to the Mayor and Council.

Conduct on the part of any unit or individual that may embarrass the City of Woodstock will be cause for immediate removal from the parade by parade officials.

Entries whose sole purpose is to advocate for a particular candidate, political party, or religious belief, must do so in a positive manner which would not disparage any other entry, political party, candidate, or religious belief. Any entry that violates this rule is subject to removal from the parade. No individual or group of individuals may use the parade as a forum to display or distribute materials or voice or transmit audio materials in support for or against theirs or another's situation, policy, political, or social position. The City of Woodstock parades are not partisan. The City has determined there are adequate venues for public demonstration and protests and that active civil disobedience during the parade would be detrimental to the goals and purposes of the event. Entries who are denied entry may appeal the decision of staff to Mayor and Council.

Participants are responsible for maintaining order and responding to any order by parade officials or law enforcement personnel relating to their entry. Failure to comply will eliminate participation of the entry.

Parade participants agree to abide by all rules, instructions and decisions made by parade officials or law enforcement personnel. Failure to abide by rules, instructions and decisions are grounds for removal from the parade.

It is the responsibility of each entry sponsor to ensure that every entry participant is aware of and agrees to comply with these rules. Each entry participant must be made aware that they must follow the instructions and directives they receive from parade officials and law enforcement officers.

Submission of application signifies acceptance and compliance of rules and codes of conduct. Flagrant violations of these rules may prevent future participation by that organization and/or individuals involved. Failure to follow the directions received from parade officials will be considered a flagrant violation of parade rules.

I agree to the terms of this application and will instruct members of my organization/volunteers/guests to abide by its instructions, rules, and codes of conduct.

I agree to have every participant on my float/display, sign the Group City of Woodstock Accident Waiver & Release of Liability/COVID-19 Waiver of Liability prior to the start of the event. I agree to have the signature sheet ready to be picked up at the event by City of Woodstock staff before we will be allowed to participate in the event.

You will need to print a copy of the group waiver. The printable version of the Group Waiver and the Instructions, Rules, & Codes of Conduct can be found on our website www.WoodstockParksandRec.com under Special Events, Event Details, then the Christmas Jubilee page.

Failure to read and understand these directions could lead to disqualification from this and future events.

Please be patient with us and each other!

Thanks again for your participation!

See you next time!

