

2011 HOMECOMING PARADE

GENERAL PARADE GUIDELINES

Application is due Friday October 7, 2011 at 4:00pm

(Late fee of \$25 is applied if application is submitted after the deadline)

(PLEASE SEE APPLICATION ON pg. 34-35)

The following rules and guidelines are to be met by all entrants in the 2011 Homecoming Parade: Friday, October 21, 2011. Any violation of these guidelines will result in forfeiture of participation in the parade. Entry fees will NOT be refunded for any reason including inclement weather. Please retain these instructions and bring them to the **mandatory parade meeting at 7:00 pm on Monday October 17, 2011 in the Illinois Room of the IMU**. Questions may be directed to the Homecoming Parade Coordinators: Alissa Doling (alissa-doling@uiowa.edu) or Maddie Boepple (madeleine-boepple@uiowa.edu).

Completely fill out the application form. Incomplete applications will not be accepted.

1. An **entry fee** is required of EVERY entry and must accompany the application. There are four entry classes, each of which may occupy a space **NO LONGER THAN 60 FEET IN LENGTH AND 12 FEET IN HEIGHT**. Further descriptions of each class follows:
 - Class 1:** Traditional float entries: may consist of a maximum of one motorized vehicle pulling one non-motorized vehicle. A **maximum of 30 people** may be present on or around the entry
 - Class 2:** Walking and non-motorized entries: may consist of a **maximum of 60 people** on foot, person-powered, or animal-powered vehicles* (example: bicycles, big wheels or horse and carriage).
 - Class 3:** Motorized vehicles without floats (example: cars or tractors): The number of vehicles included in this entry space will be dependent on the size of the vehicles. In such entries there must be an interval between vehicles equal to the vehicle length (example: for a vehicle six feet in length, there must be a six foot distance between that and all other vehicle(s) in the entry). If the vehicles are of varying sizes the space between vehicles must be equivalent to the length of the largest vehicle in the entry.
 - Class 4:** Miscellaneous entries: those that do not fit into any of the above three categories. These entries will be considered unique and will be reviewed on a case-by-case basis by the Homecoming Council. All decisions by the Homecoming Council are final.
Entries exceeding the above restrictions must pay an additional \$100 entry fee for each additional entry space needed. Any entry which is found to be in violation of any parade or university policies and/or state or local laws during the parade or parade line-up will be removed without refund of entry fee.
2. **A MANDATORY MEETING WILL BE HELD FOR ALL ENTRIES.** A representative from your entry is **required** to attend. Failure to do so will result in loss of entry fee and disqualification from the parade. The position of each entry will be announced at this time and this list will be reviewed. The meeting will be held at **7:00 p.m. on Monday, October 17, 2011, location to be announced.**
3. **NO alcoholic beverages or illegal substances will be allowed on or near the entries prior to or during the parade. If alcoholic beverages and/or illegal substances or their containers are found, or the person operating any type of vehicle (example: motorized, bicycles, etc.) is suspected of having consumed alcohol, the entry will be pulled from the parade. Police**

assistance will be used.

4. **Entries may not display advertisement for alcohol or tobacco (examples: banners, logos, etc.) on their float.**
5. **NO candy, leaflets, food, pencils, or other items may be THROWN from the entries at any time.** HOWEVER, candy, leaflets or other items may be HANDED out, under the following circumstances: A minimum of two persons must be on each side of the entry, at the outermost edges of the street at ALL TIMES, to pass out items to spectators.
Entries violating this policy will be removed from the parade and entry will not be refunded.
This will be enforced by parade security and the Iowa City Police.
6. All entries with motorized vehicles must carry a **minimum 2A 10B: five pound fire extinguisher.** It must be shown upon request to parade personnel prior to and/or during the parade. In addition, entries must yield right of way to all emergency vehicles at any time during staging process and parade.
7. **All entries including children ages 12 and under will be required to have a ratio of one adult to every ten children.**
8. **Proceed to your assigned location in the parade staging area at 3:00 p.m.** so that line-up can be positioned properly. **The parade will begin at exactly 5:45 p.m.** and the flow of entries will proceed according to the parade route and staging area maps.
9. **DO NOT bring extraneous vehicles into the staging area.** Additional vehicles will delay the start of the parade and will be towed at the owner's expense.
10. At the end of the parade route, please be considerate of those following you and **clear the area quickly.** Explicitly follow the direction of parade personnel.
11. All floats will be judged by a panel of judge consisting of students, faculty, staff and community leaders. One float will be awarded "Best of Show" for fulfilling the requirements of: use of theme **"Paint The Town Black and Gold"** creativity and uniqueness, and school spirit.
12. **Under no circumstances will a group be allowed to stop during the parade.** (Specifically marching bands should not stop to perform). The parade will move at a constant flow and will only stop in the event that the preceding entry stops. If any entry cannot proceed at any point during the parade, (i.e.. mechanical breakdown, etc.) please exit the parade route at the nearest possible exit or move to the side of the parade route and immediately inform the next entry to continue around you.
13. * Any participants who wish to have animals in their entry must indicate use on the attached application. Entrants are responsible for the cleaning and disposal of any waste produced by the animals.

Failure to abide by the above policies will result in dismissal from the 2011 Homecoming Parade without refund.

Applications will not be processed without payment in full by the scheduled application deadline.

Group Type	Fee
Community group (non-student organization)	\$150
UI Student Organization	\$50

PARADE APPLICATION

2011 HOMECOMING PARADE APPLICATION

All applications must be submitted with full payment to the University Box Office, located on the first floor of the Iowa Memorial Union, or mailed to: University Box Office, 138 IMU, Iowa City, IA 52242. **Application deadline is October 7, 2011 at 4:00pm.**

Organization Name(s): _____

Type of Organization (Student Group OR Community Group): _____

Contact Person: _____

Email Address: _____

Street Address: _____

City/State: _____

Telephone -Work: _____

Home/Cell: _____

Competing in Float Competition: Yes No

Entry Class: 1 2 3 4
(See parade guidelines for definitions of classes)

Indicate Use of Animals: Yes No

If Yes, please describe: (See parade regulations)

Write a 2 to 3 sentence description of your entry and organization. This description will be used by the announcer during the parade so please be specific. Your time given here will save time on the part of the Parade Committee Volunteers and will ensure an accurate description of your entry for the viewing public. *Please give as much detail as possible. Description of float may be revised closer to parade date by Homecoming Council approval.

In the space below, please provide a sketch and written description of the float's design and theme. Please include the number of motorized and non-motorized vehicles (hay racks, trailers, etc.) and the number of people in the entry. Your application will not be processed without the sketch and description.

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I have read and fully understand the parade rules and guidelines, and agree to abide by them. I understand that any violations of the attached rules will result in possible removal from the parade and forfeiture of my entry fee.

Signature: _____

Date: _____ Amt. pd.: _____

Late fee MUST accompany all application submitted after 4:00 pm, Friday, October 7th, 2011, to the University Box Office, located on the first floor of the Iowa Memorial Union, or mailed to University Box Office, 138 IMU, Iowa City, IA, 52242

Office Use Only:

Paid: Yes No Amount \$ _____

Line Up# _____ Date Received: _____

Staff Receiving: _____