

Cobourg Santa Claus Parade

Policies & Regulations

Sunday November 22, 2009 @ 2:00pm (Rain, Snow or Shine)

NOTE: The Santa Claus Parade Committee does not wish to place many restrictions on parade participants. The following policies are established as the minimum regulations for enjoyment and safety reasons. We require your cooperation in observing them. Parade participants are responsible for their own safety and the parade committee will not be held responsible for any incidents.

PARTICIPANT GUIDELINES:

1. Only 1 Santa. No other Santa Claus (or any portrayal of Santa) but the one at the end of the parade will be permitted.
2. All participants must use a Christmas theme in their decorations, music, float design and/or costumes.
3. Entries must be entertaining to a family audience, especially for children.
4. All participants must complete a Parade Entry Form (both sides) and have mandatory attendance at pre-parade meeting.
5. Parade participants shall not consume alcohol and will refrain from smoking during their participation in the parade.
6. An entry may be refused up to the start of the parade should the entry not meet parade guidelines or greatly differ from the approved entry form.
7. Any entries received after deadline date will not be accepted.
8. **For safety reasons, throwing or handing out of candy or any other objects is not allowed.** *If caught, you will be removed from the parade.*
9. No entry will hand out literature, pamphlets, leaflets, brochures, flyers, coupons or any other written or printed materials to parade spectators.
10. There will be no premature exiting of the parade route.

NON FLOAT/FILLER GUIDELINES:

1. Entries should be decorated using a Christmas theme.
2. Please ensure your group stays together.
3. Walking/Dancing groups must have their van or any other vehicle *in front* of its walkers/dancers.
4. Entries using music must play Christmas music.
5. All non-float/filler vehicles must be decorated. ** Exceptions only for Vintage/Antique **
6. If you are performing or dancing, do so while in motion. Stopping will create unnecessary gaps in the parade.
7. Animal Entries: All entries **are required** to clean up behind their animals along the route. Please be courteous to the other participants.
8. Minimum age for walkers is five (5) years old.
9. Name of group/entry must be prominent and easily identifiable.

FLOAT GUIDELINES:

1. All floats must be decorated in a Christmas theme.
2. Please ensure vehicles towing floats are decorated as well.
3. No entry shall exceed 12 feet in height.

4. **AUTOMOBILES for commercial advertising ARE NOT acceptable as a float entry.** These will be classed as filler entries and must be decorated..
5. Name of group/entry must be displayed and easily identifiable.
6. No candy or any other objects to be thrown or handed from a float. Violators of this policy will be immediately removed from the parade.
7. Entries using music must play Christmas music.
8. Floats with generators or other possible fire hazards must provide suitable fire extinguishing equipment.
9. Any floats with small children must have at least one (1) adult present for supervision.

JUDGING CRITERIA:

Judging stations will be situated along the parade route. Judging is based on four categories. Each category is rated out of five for a total score of 20.

- Effort – Adherence to the rules, theme, organization and planning
- Theme – Adherence to entry's chosen theme and effective presentation of that theme
- Appearance and Originality – Presentation, overall appearance, audience response, originality
- Participation – from the children and audience, and the group members enthusiasm

SPECIAL NOTICES:

1. Each entry must identify a float captain who is responsible for reporting to. This area is marked on your parade application map. Entry numbers and all other pertinent information will be given out at the pre-parade meeting/reception.
2. Each Entry/Float Captain must attend pre-parade meeting. *This meeting is Mandatory* and non attendance may result in entry disqualification for the parade.
3. We ask that all floats arrive no later than 12:30pm. All Non Float/Fillers by 1:00pm. This will enable the stagers to ensure all entries are checked-in and in their proper places for a prompt start to the parade.
4. Parade starts at exactly 2:00pm (rain, snow or shine) with or without you.
5. **END OF PARADE ROUTE – All vehicles must turn right onto William Street.**

Any vehicles not needing to drop off passengers may turn right again on Ontario Street and leave the parade route.

Those floats needing to drop passengers are asked to proceed up William St. towards University Avenue. Please drop passengers off before the stop lights at University. This is to ensure the safety of the parade participants. Drop off areas will be specified for you.

6. **ENTRY/FLOAT CAPTAINS** – Please inform all parents and participants of these rules. We suggest that float captains arrange a meeting place with parents in one central location (ex. The Library) and that they escort the children out of the loading area to meet their parents for pickup.

**** If you have any questions please call*

Parade Marshall Robin Lee at (905) 373-6005 or

Debra McCarthy (DBIA) at (905) 377-8024

*After the pre-parade meeting/reception, any questions are to be directed to your Float Captain and not the parade committee. ****

**MANDATORY Pre-Parade Meeting:
Wednesday November 18, 2009 @ 7:00pm, Lions Community Centre.**