



Downtown Holiday Parade

Participant Application*



Parade Date: Friday, December 6th

Start Time: 6:30 PM

Parade Route: State Street from Sola Street to Cota Street

Deadline for Applications: Wednesday, October 23rd by 5:00 PM

Detailed information will be sent with your confirmation on November 15th

Please fill out the entire application and submit **with payment** via email, fax or mail to:

Santa Barbara Downtown Organization

Post Office Box 240

Santa Barbara, CA 93102

PHONE: 805-962-2098 ext. 22 FAX: 805-962-3286

Organization: _____

Person in Charge: _____ Email: _____

Mailing Address: _____ Zip Code: _____

Phone: _____ Number in Group: _____ Children: _____ Adults: _____

Costume Description: _____

Type of Entry: Walking Unit Band Float Other (describe): _____

Type of Activity to Perform (check all that apply): March Ride Sing Dance
Play Instruments Other (describe): _____

Will there be music with your entry? Yes No

Will there be a vehicle with your entry? Yes No Purpose of vehicle(s) _____
Float, people carrier, music, etc.

Entry Fee Classification: For-Profit \$50 Not-For-Profit \$25

How will you be paying? Cash or Check Credit Card (Visa/MC only)
Card number _____ exp ___/___ Zip code of card _____

Payment must be received with application by Wednesday, October 23, otherwise entry form is invalid.

Liability Release: *I hereby certify that the entry named above is eligible to be entered into this event. I hereby release and hold harmless the Downtown Organization, its officers, members, agents and the City of Santa Barbara on whose grounds this event is held, from any loss, damage, or injury resulting from participation of the above entry at this event.*



Signature of authorized representative

Date

Print name

Title

***Applications accepted on a first come, first served basis. The Downtown Organization reserves the right to limit the number of entries to assure a pleasant experience for everyone.**



Downtown Holiday Parade
 Friday, December 6, 2013
PARADE RULES

*Each participant in the parade must comply with the following rules. Should any participant refuse to obey the rules, their entry will be disqualified from awards and their group may not be invited to participate in the future. **Please read and initial each rule below:***

_____ 1. The Parade Application, Entry Fee and Announcers Script must be submitted by their respective deadlines to be eligible:

Parade Application and Entry Fee due:
Wednesday, October 23rd by 5:00pm

Announcers Script due: **Wednesday, November 13th**

_____ 2. The Parade Committee reserves the right to refuse or remove any entry, which, in their opinion, does not conform to parade rules. All entries **MUST** be of a "Holiday Theme." This year's theme is **Holidays in Paradise.**

_____ 3. Entries with vehicles, including those pulling floats, must be festively decorated, including lots of lights. No company vehicles will be allowed in the parade unless all commercial information is covered or decorated.

_____ 4. Entries with floats must be safe for passengers/spectators. Floats are limited to a maximum height, width and length of a fire truck (call for details).

_____ 5. Entries with animals must be bagged for excrement while in the assembly area and on the parade route.

_____ 6. No objects may be thrown, sprayed or distributed along the parade route. **NO CANDY! NO SILLY STRING! NO HANDOUTS!**

_____ 7. No Santa Claus imitations permitted. There is only **ONE** official Santa Claus at the end.

_____ 8. No advertising or political signs are allowed. No vendors. No selling of goods.

_____ 9. Corporate/business sponsorships may only be identified with discreet signage. Sponsorship recognition may not dominate entries.

_____ 10. No vehicles are allowed in the assembly area for parking, drop off or pick up. Only entries with approved vehicles displaying a Vehicle Pass will be admitted.

_____ 11. If your entry is not in formation (gathered at your numbered station) at the start time of the parade, you maybe bumped to the end or denied at the discretion of the officials. The parade order is at the discretion of parade officials and is set weeks in advance.

_____ 12. This is a **FORWARD MOVEMENT PARADE. STOPPING OR REVERSING DIRECTION** along the parade route is not permitted.

_____ 13. Performance groups must perform "on-the-go". Limit your performance in front of the judges stand to no more than 20 seconds.

_____ 14. The parade has a designated disband area at the end of the parade route. You must move to the furthest empty spot before disbanding. For entries with children, the person coordinating the entry should designate an area at the far end of the disband area for children to be picked up. Remember to assign an adult to chaperone any children in your entry. All entries carrying unrestrained passengers must unload in the disband area.

_____ 15. No smoking or alcoholic beverages on any parade entry at any time.

_____ 16. A representative from your entry must sign in at the check-in area no later than 30 minutes before the parade. Check-in will be on the NW corner of Sola and State Street beginning at 5:15pm and ending at 6:00pm.

_____ 17. Parents of children above the age of 5 wanting to chaperone their children must walk behind the entry, be dressed in a holiday theme and be included in the entry count submitted to parade officials. There is a limit of one parent for every 10 children. Otherwise, they must walk on the sidewalk.

_____ 18. All persons participating in the parade must agree and sign the "Parade Hold Harmless Form" and be in costume with an appropriate holiday theme. Performing units with uniform are excluded from wearing costumes, but are encouraged to decorate their uniforms.

_____ 19. All rules, instructions by parade officials or police must be obeyed at all times.

----- **cut and return below portion with printed application** -----

I acknowledge and agree to follow the above rules and I take responsibility for making sure all participants in my entry are aware of the rules and the consequences if they are broken.

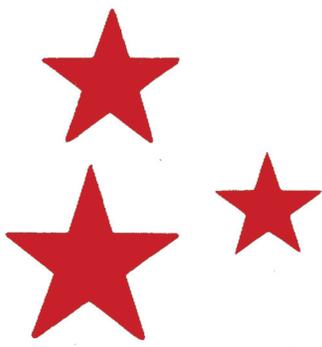


 Signature of authorized representative

 Date

 Print name

 Title



2013 Theme

Holidays in Paradise

PARADE ENTRY SUGGESTIONS & TIPS

The Downtown Organization encourages you to gather family, friends, co-workers and community groups to celebrate the spirit of the holidays. Be festive and creative while exhibiting community pride in the Downtown Holiday Parade. Here are a few suggestions:

General Guidelines:

Create festive holiday themes. If using a business sponsor, please make sure their name or logo does not dominate the decorations or theme of your entry. If you are planning to have electrically amplified sound, please make sure it doesn't overpower other parade entries or announcers. We prohibit any sales or marketing efforts by parade participants for membership or products. Refer to Parade Rules for more detail.

Floats:

Use a flatbed trailer or truck for your base. Use lightweight materials for your construction such as wood, cardboard, styrofoam, or paper mache. You can utilize a small (quiet) generator to power lights to add brilliance. If your float is going to carry people, make sure they have something to hold onto to prevent them from falling while the float is in motion.

Walking Groups:

You can utilize cardboard to make signs for decoration or cutouts for people to carry. You can use multiple helium filled balloons to float a sign or appropriate decorations for people to pull along with strings. Small, battery operated blinking and/or colored lights can help enhance the decorations. You can use wagons or lightweight pull along platforms.



Put your thinking caps on and start those creative juices flowing. **The most theme oriented entry will receive a \$250 cash prize** in addition to the Grand Prize trophy! Other trophies will be awarded to: *Most Creative, Most Spirited, Best Senior High Band, Best Junior High Band, Best Elementary School Band, Best Performance Group and Best Drill Team.*

Theme Ideas:

Here are some keywords that may help you get an idea for your entry: beach, palm trees, sun/sunshine, sand, waves/surf/surfing, dolphins, mountains, bikes, fun, joy, ocean, sailing/water sports, anything Holiday related.

Animal Entries:

All parade entries with animals must have a plan for the removal of animal waste. **Horses are required to wear proper gear** that guarantees the parade route will stay clear of horse droppings.

Please distribute all parade information to each participant in your entry

FREQUENTLY ASKED PARADE QUESTIONS



Q: When and where is the parade?

A: The parade is on **Friday, December 6, 2013 at 6:30 p.m.** on State Street. The parade starts at Sola Street and proceeds south ending at Cota Street.

Q: Where are the parade formation and disband areas?

A: Formation begins on Sola Street and continues up to Arrellaga Street. Disband is on Cota Street and State Street down to Haley Street. Each entry will be assigned a disband area based on their type of entry.

Q: Is there designated parking for parade entries?

A: There is designated parking at the end of the route for school buses and other large vehicles carrying participants and their equipment if prearranged. There is public parking in the downtown area as well.

Q: Is there an entry fee?

A: Yes. The Downtown Organization requires a participation fee for administrative purposes. Fees must be received upon submission of application and participation agreement. The Cost for 2013 is \$25.00 for not-for-profit businesses or organizations and \$50.00 for-profit businesses and organizations. If you are unsure of your status please contact the Downtown Organization for clarification.

Q: Can anyone enter the parade?

A: Yes. The parade is open to all people, groups and organizations in the community, but the amount of entries is limited. The parade is designed as a community and family event. Please refer to the Parade Rules included on the Parade Entry Form requirements.

Q: Where do I pick up my children after the parade?

A: Coordinate a pick-up location with the person organizing your entry outside the disband area. (See map to be sent 2 weeks prior to event.)

Q: Does everyone in my entry have to register?

A: No. Only one representative from your entry should check in at the parade.

Q: Will I get a confirmation of my entry and parade number?

A: Confirmation will be sent to the contact person on your entry form on November 15th.

Q: What is meant by the statement in the Parade Rules that “All entries must be of holiday theme?”

A: All entries must be of a cultural, seasonal or parade theme consistent with the winter holidays.

Q: Can I display my company sign?

A: Yes. However, your company sign may not be the dominant feature of your entry. (See Rules)

Q: Can I pass out candy, literature, etc.?

A: **No!!!** The parade prohibits distribution of anything during the parade for safety and insurance liability reasons. The Downtown Holiday Parade is unique because it occurs at night when visibility is greatly reduced. Combined with the large vehicles and floats, this can become a dangerous situation when small children are present. (See Rules)

Q: Can we have Santa Claus in our entry?

A: **No.** The parade has an official Santa Claus. No other Santa Claus will be permitted, but inanimate caricatures will be allowed.

Q: Our entry is a children’s group, can parents walk along side during the parade?

A: Yes. However, adults often block spectators’ view of the children. Please try to limit the adult /child ratio to one (1) adult per ten (10) children. Parents of children over 5 years of age must walk at the rear of their child’s entry and all participating adults must be in a holiday themed costume.

Q: We have young children and want to be at the front of the parade. Can we request a specific order to march?

A: No. Unfortunately the majority of the entries are comprised of young children. The order of the parade is at the discretion of the parade officials.

Q: What happens if it rains?

A: The parade and tree lighting will only be cancelled due to heavy rain. Cancellation information will be available after 2:00 p.m. the day of the event by calling 805-962-2098. If the Parade is cancelled there will not be an alternate date nor will any entry fees be refunded.

Q: How can I volunteer to help with this event?

A: Contact the Downtown Organization at: volunteer@sbdo.org or call 805-962-2098 ext. 23.

Q: What if I still have questions?

A: Email the Downtown Organization at: info@sbdo.org

Please distribute all parade information to each participant in your entry

Santa Barbara Downtown Organization
“61st Annual Holiday Parade”
December 6, 2013

Parade Hold Harmless Waiver Form

The undersigned is aware and understands that Parade participation carries certain risks of injury and harm to participate, and voluntarily assumes the risks of harm arising out of, or connected with, participation in “61st Annual Holiday Parade.”

The undersigned hereby releases Santa Barbara Downtown Organization, its employees, agents, directors and/or officers, their heirs, executors and/or administrators of their estates, and any and all other persons and associations of said Santa Barbara Downtown Organization, its directors and officers, from any and all liability of every nature, known or unknown, from all claims and causes of action that may result by reason of injury to the undersigned which has been sustained, and from any and all damages to property belonging to the undersigned that may result because of his or her participation in the “61st Annual Holiday Parade.”

The undersigned also agrees to indemnify and hold harmless Santa Barbara Downtown Organization from any and all claims and demands for injury and damage to any other persons, including but not limited to, parade spectators.

Every person that plans to participate in the Parade must sign the Hold Harmless Waiver Form. Persons under the age of 18 should have a parent or guardians signature in representation of the minor participant. Only students that participate under their schools name and teacher are exempt from signing this document. The school’s representative may sign on the students’ behalf.

Please write Group Name on all sheets.

Group Name: _____

SIGNATURE	PRINTED NAME	DATE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

SIGNATURE

PRINTED NAME

DATE

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