



Saturday, December 14, 2019

Holiday Parade Information Sheet

Application Deadline November 22, 2019

Early Bird Deadline – October 25, 2019

2019 Suffolk Holiday Parade

Thank you for your interest in the City of Suffolk's Suffolk Holiday Parade! We are excited about this year's event and look forward to your participation. It is our goal to give you as much information up front to assist you with your application so that we can ensure a quality line-up of parade participants.

Please take time to study the application guidelines before you finalize your unit design and complete your application. **INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.**

Important Dates to Remember

Friday, October 25, 2019: Early Bird Application Deadline

Friday, November 22, 2019: Application Deadline

Thursday, December 5, 2019: Parade Participant Meeting (**Mandatory**)

Saturday, December 14, 2019: Downtown Suffolk Holiday Parade

Application Process

- Mail completed applications to: Suffolk Parks & Recreation, Attn: Holiday Parade, 134 South 6th Street, Suffolk, VA 23434
- Email completed applications to: cprice@suffolkva.us
- Complete application and submit online at
- Fee(s): \$25 (submitted by October 25, 2019; mailed in applications must be post-marked by October 25, 2019 to receive the Early-Bird Rate), \$50 per entry (submitted after October 25 and by November 22, 2019)
- Method of payment: Payments can be made in person at the Parks and Recreation Administration building at 134 South 6th Street by Cash, Credit Card (Visa or Mastercard), Check or Money Order (made payable to Ronald H. Williams, Treasurer). Check or money order payments may be mailed in. to Suffolk Parks & Recreation, Attn: Holiday Parade, 134 South 6th Street, Suffolk, VA 23434
- Questions regarding application/parade units can be directed to Chelsea Price at 757-514-7267
*If applications are emailed, simply put the entry fee in the mail with a note.

Parade Theme

The unit uniquely incorporates this year's theme "*Home For The Holidays*".

Judging & Prizes

ALL UNITS WILL BE JUDGED. The Judges are a panel of five to seven people who are active in the Suffolk community. Bands judging will include a band specific judge.

Judging categories & associated prizes:

Best Marching/Walking Unit (non-band)	\$200
Best Animal Unit (including equestrian)	\$200
Best Float Unit	\$200
Best Performance Unit	\$200
Best Motorized Unit	\$200
Best Band (School)	1 st Place: \$300 2 nd Place: \$200 3 rd Place: \$100
Best Band (Non-School)	1 st Place: \$300 2 nd Place: \$200 3 rd Place: \$100
Best Themed Entry	\$100
Best Light Display	\$100

Judges Criteria are: use of lights, effective display of theme (*Home For The Holidays*), costumes and decorations, formation, and creativity. Musical Selection will be included in criteria for all band categories as well.

Parade Line-Up Information

Instructions for lineup will be sent following application acceptance. The parade lineup area will be in the Lakeside neighborhood area. The parade will start at Henley Place and West Washington Street, walking down Washington Street, turning left on to North Main Street, and ending at Finney Avenue. The grandstand will be in front of the Suntrust building on Main Street.

Lineup will open at 4:00 p.m. and close at 6:15 p.m. Units must be in place no later than 6:15 p.m. Those who arrive late will forfeit their space in the parade. Please plan to carpool within your unit; car permit passes will be limited. NO EXCEPTIONS.

All groups must arrive together (either by carpool, separate vehicles with one behind the other, or park and walk to lineup), and **QUICKLY** drop off all participations at their lineup spot. ALL VEHICLES THAT ARE NOT PART OF THE UNIT MUST PROMPTLY LEAVE LINEUP. Parking for those picking up participants after the parade can be found at the Plaza West Shopping Center, located off of Constance Road. Parade participants will NOT be able to walk back through the disbandment area to watch the duration of the parade.

Roll call of units will be conducted at 6:30 p.m. by your Unit Leader and reported to Parade Marshalls. ALL UNITS SHOULD BE IN PLACE. Once this is complete, any unit that has not arrived will be eliminated from the parade and will NOT be allowed into lineup (fees will also be forfeited). The parade will step off promptly at 7:00 p.m.

Application Acceptance Process & Criteria

All units must submit an application to be considered for the 2019 Suffolk Holiday Parade. It is important that time and effort is put into the application and sent in as complete as possible. So units are aware, the following information is for you to know how units are accepted and what criteria are taken into consideration.

Judging Criteria

- **Costuming, Prop, & Participant Decoration**-Costumes need to catch the eye of viewers on the street as well as on television. While costuming should be fun and exciting, it should accentuate a unit's attributes, be comfortable and weather appropriate. All props should be properly decorated.
- **Formation**-All units must present a type of formation. A diagram chart must accompany the application (NOT negotiable!)
- **Lights & Theme**-All units are required to incorporate lights into their units. Be it on clothing or on items in the unit, all units must incorporate lights. It is also required for units to present their interpretation of the theme.
- **Choose a Category**-All units MUST choose ONE category to be considered in. If it is failed to supply this information on the application, one will be selected for you by parade staff.

Parade Category Descriptions and Requirements

Animal Units

- This category includes equestrian groups and other animal clubs.
- Maximum of 20 horses and/or animals
- Costume or uniform (pictures can accompany application)
- Equestrian units must include a current Coggins Test with application (due no later than November 7)
- Horses will be placed throughout the parade lineup and route. HORSES MUST BE DIAPERED OR SOMEONE FROM YOUR UNIT MUST BE DESIGNATED TO THOROUGHLY CLEAN UP. ☺

Motorized Units

- This category includes motorized, uniquely self-propelled vehicles and motorcycles.
- Maximum of 15, two-axle vehicles per unit
- Maximum of 3, three-axle vehicles per unit
- Incorporation of costuming, lights and theme.

Marching/Walking Units

- Minimum of 15 and maximum of 100 costumed participants

Float Units

- This category includes any completely decorated or disguised unit powered by a motorized vehicle. Tow vehicles must be illuminated and included in the unit's plan for decoration according to the parade theme.
- Description or drawing of appearance
- Not to exceed these dimensions: 48' in length (including tow rig and trailer), 13' in height, 12' in width
- Tow vehicles must be decorated with lights and theme related materials.
- All exposed parts (including wheels) should be covered.
- Floats using generators must have a fire extinguisher.
- Each float operator must have a valid driver's license (copy should be included with application).
- Walkers are limited to ten and must be in costume.

Band Units

- This category is broken into two sub-categories. Please note that flag, drill, dance teams, as well as NJROTC units that normally accompany bands can be combined with Band Unit.
- Music Selection
- Will have 60 seconds to perform (The 60 second time will be enforced and any time over will be deducted from the acts score. A warning light will be given at the 50 second mark)

Performance Units

- This category is for dance, JROTC, or the like units
- Minimum of 20 and maximum of 100 choreographed and costumed participants.
- Well planned choreography and performance
- Will have 30 seconds to perform (The 30 second time will be enforced and any time over will be deducted from the acts score. A warning light will be given at the 20 second mark.)

Please also note that on December 5 at 6:00 pm a **MANDATORY** parade applicant meeting will be held at the East Suffolk Recreation Center. A representative from each unit is *required* to attend.

Float Building Information

For units who will be entering floats, please read the following information as it may be helpful to you in your design. Please note that building a float will cost your organization time and money. Here is some information you may find helpful as you prepare to build your float.

Design

- The first step in planning any float is to thoroughly read all of the information. The next step is to borrow a float trailer, which will determine the size of the float. In general, each float must be completely covered on all exposed parts, including the wheels of the vehicle. Floats should be constructed and decorated so that either side is equally appealing.
- In all phases of float design, try to keep the format as fun and as eye appealing as possible. If the theme is humorous make sure that no one can be offended by it. All floats must reflect the theme and must not be predominately commercial in nature. All entries must send a picture or sketch of the float with the application. Floats not meeting standards for appearance will NOT be allowed in the Parade.
- No unit may have Santa or Santa-like figures or representation on their floats. Only the float designated the "official" Santa float is allowed to feature these elements.

BUILDING SPECIFICATION

- The maximum dimensions of the unit shall not exceed: 48' in length, 12' in width, and 13' in height.
- No part of the frame, when fully decorated and loaded, can be lower than 6 inches from the ground.
- The deck must be entirely covered with a decorative material. To calculate the amount of material needed, calculate the length times the width of each differently colored area.
- All props and structures on the deck must be fireproof, of sound construction and be professional in appearance. It is recommended that everything attached to the deck be covered with floral sheeting (or a similar type material). Props should be shaped by cutouts, plywood or wallboard. Forms should be covered with chicken wire using brads, nails, staples, etc. The decorative covering should then be cut and stapled, pinned or hog-ringed to cover the prop. The amount of decorative material used for covering float areas is figured the same way as the deck covering.
- The skirts should consist of the floral sheeting or other decorative material. Festooning and fringe should be used on the skirt to outline the form and shape. Petal festooning should be used to cover the fringe line, where the skirt ends, to the wide header of the fringe. Festooning is also ideal for wrapping poles, creating canopies, or forming letters in any script.
- Floats may bear the name of the organization or business and the name of the theme depicted by the float. All signs must be of high quality and easily readable to spectators.
- Letters on each float should fit into the overall size context of the float. In most cases, the letters should be no more than 14 inches high. Size of logos should be uniform with other words displayed on the float.

GENERATORS

- All generator ground wires should be in compliance with SECTION 150.6 of the National Electrical Code. All electrical lines should be fuses on larger than 15 amps. All generators MUST have gas tanks of sufficient size to supply the unit for the duration of the parade. There will be no refueling during the parade.
- Each float must also be equipped with a minimum one ten-pound ABC type fire extinguisher.

FLOAT RIDERS AND WALKERS

- For floats which have standing riders, seat belts or safety railings must be incorporated. Flooring must have adequate strength to safely hold all riders. No sharp projections shall be present about the perimeter of the float from a height of ground level to seven feet above ground.
- Any float riders under 12 years of age must be accompanied by an adult
- Float sponsors may use up to 10 walkers with their floats. They must be costumed to comply with the general theme of the float and be spread out along the float.
- Riders and walkers should not use cell phones AT ALL except during an emergency.
- Riders and walkers should not wear long hanging clothing items such as scarves.

ALL FLOATS MUST

- Be complete and ready to go prior to reporting to inspection area.
- Report at their designated division location by the time designated on your parade orders on the day of the parade. The pulling unit and driver will remain with the float placement in the parade by the parade officials. No other vehicles are allowed with the float.