



Parade Entry Information and Guidelines

Date

Friday, December 6, 2019 @ 6:00P.M.
Sacaton, AZ

Parade Theme

“Cowboy Christmas”

Parade Coordination

The River of Lights Parade is produced and coordinated by the Communications and Public Affairs Office-Special Events with coordination with Public Safety Divisions, Department of Transportation, and Recreation Programs. For more information on this event please contact Alie Walking Badger at 520-562-9713 or Shannon Redbird 520-562-9859 or email special.events@gric.nsn.us

Parade Route

The parade route will be approximately one and a half miles long (1 ½) beginning at Skill Center and Casa Blanca Roads. The parade will travel east down Casa Blanca Road, through Sacaton Road, and end on Church Street. All units will turn left onto Church Street to the de-staging area.

Registration Information

Registration opens November 4, 2019 and deadline for all entries will be **WEDNESDAY NOVEMBER 27th at 5pm.** Parade applications can be emailed to special.events@gric.nsn.us, faxed to 520-562-9712 or hand delivered to the Communications and Public Affairs Office located inside the Governance Center 526 West Gu U Ki Sacaton, AZ 85147.



Parade Check-In and Lineup

Check-in will begin at 4:30-5:30pm at Sacaton Middle School (150 Skill Center Rd.) parking area, lineup will be along Skill Center Road each entry will be assigned a number that will coincide with their lineup for parade. Units will begin staging at **4:30pm until 5:30pm, entries that come after 5:30pm will NOT be judged and will be placed at the end of the parade lineup.** The parade will begin promptly at 6:00pm.

Entry Categories

Each entry must register under one of the following categories performance group, band entry, community entry, departmental/enterprise entry, or other (a defined list of each category is below). If you are still unsure which category your entry qualifies under, please contact the Special Events Coordinator prior to turning in registration. All entries must list a category to be judged, if entry does not wish to be judged they may enter as other.

Performance Groups

This entry is for walking groups that are performing along the parade route (dancers, cheer groups, traditional groups, color guard etc.)

Band Entry

This entry is an ensemble of musicians that play music for entertainment at events and in parades. A band typically includes brass, woodwinds and percussion, to qualify for this category your entry must have at least two of the aforementioned.

Community/Family Entry

Community/Family entries are: an individual, family, Church, School or organization, club or neighborhood group, car clubs, Boys & Girls Club, Girl Scouts, etc.

Departmental/Enterprise Entry

Departmental or Enterprise Entries that are located within Gila River Indian Community and surrounding areas .

Other

Any group or business not defined in any other category.



Parade Script

Every entry must provide a parade script when registering their entry. The parade script should include information that will be used to identify and describe your entry for the spectators and judges on the route. Your parade script should be a brief narrative 25 words or less and typed or written in legible handwriting so they can be reproduced for parade announcers to read.

Awards

One Winner will be chosen for each of the following award categories.

Governor's Award	<i>Best presentation of theme (All Categories)</i>
Lt. Governor's Award	<i>Best Departmental/Enterprise Entry</i>
Community Award	<i>Best Community/Family Entry</i>
Kids Choice Award	<i>Best presentation and use of lights (All Categories)</i>
Judges Award	<i>Best overall entry (All Categories)</i>

Winners will be contacted through email or phone by Wednesday December 11th.
(Only one award per entry will be allowed.)

Judging Criteria

Quality

- Workmanship on entry
- Demonstrations attention to detail

Originality

- *Creativity*
- *Quality and uniqueness of decoration*
- *Innovation in decoration and design concept*

Theme

- *Best interpretation/use of theme*

Overall

- *Overall presentation*
- *General appearance, eye appeal (effective use of color, materials, and lights)*
- *Use of holiday sound or music*



RIVER OF LIGHTS PARADE

General Parade Requirements and Guidelines

- Mandatory Orientation will be held on **Tuesday December 3, 2019** at 6:00pm. Entry representative must be present. Orientation will cover parade lineup, safety and clarification on parade requirements and guidelines.
- The River of Light Parade will provide a Santa Claus and Mrs. Claus for this year's parade any others are strictly prohibited.
- Proof of vehicle insurance for any motor vehicle in the parade must be submitted along with parade entry form. **Entries will not be accepted without proof of insurance.**
- All drivers must submit a copy of driver's license with application.
- **ABSOLUTELY NOTHING** is to be thrown, tossed, and launched, etc. to the crowd from any entry. This is to assure that children and spectators do not run into the road, or cause injury to those enjoying the parade.
- Walkers may hand out items to the crowd but must follow all safety guidelines.
- Chaperone ratio for walking groups is 1:15 (adult/children). All chaperones are encouraged to dress in total black.
- Parade entries must be appropriate, tasteful, and festive, promote the holiday spirit and parade theme.
- Entry contact person must assure that all participants that are walking are 8 years old or older.
- Participants that is younger than 8 may ride on parade float with proper supervision.
- Entries cannot exceed 13ft in height due to overhead wires.
- All equestrian/animal entries must provide a person and have a cleanup system to pick up waste along the route and to ensure there is a proper disposal of waste products.
- **ALL ENTRIES MUST PROVIDE A PERSON TO WALK (WALKING MARSHALL) AND LEAD THEIR ENTRY THROUGH THE PARADE.** Details for marshal will be given to the entry contact person at orientation along with line up number and info.
- If your entry breaks down during the parade, move the vehicle to the right side and allow the entries behind you to pass.
- Official parade space between entries is **30 feet**.
- It recommended that entry materials be flame- retardant.
- All wiring must be properly secured to prevent mechanical damage and injury to entry riders.
- Portable generators or compressors used on the float must be securely mounted on the vehicle or other substantial base.
- Religious expression is allowed, but proselytizing is prohibited. Please be sensitive to the faiths of others.
- The driver must have an unobstructed view of the road to the front and side.



RIVER OF LIGHTS PARADE

General Parade Requirements and Guidelines Continued

- Entries not abiding by the requirements will be pulled the evening of the event by parade organizers.
- All entries may be subject to inspection by the Gila River Police, Fire Departments, and/or Gila River Insurance Department.
- It is recommended that a fire extinguisher be provided on each entry or unit. If an individual is in an enclosed entry, there should be one extinguisher inside and another extinguisher outside.
- A handhold or other support must be provided for all entry riders who are required to ride in a standing position.
- **No alcoholic beverages** of any kind will be allowed in the staging area or on the float or parade unit. The consumption of any alcoholic beverage is strictly prohibited and all unit operators are subject to Driving Under the Influence (DUI) laws.

Children participating in the parade must comply with the following restrictions:

- Children walking must be at least eight years old or accompanied by adult.
- Children riding on a float must be secured by age appropriate vehicle child restraint.
- Entries with children must make prior arrangements for drop off and pickup.

Violation of any of the parade rules will result in disqualification from the parade.

Important Dates and Times

APPLICATION DEADLINE

WEDNESDAY NOVEMBER 27, 2019 BY 5:00PM

PARADE ORIENTATION

TUESDAY DECEMBER 3, 2019 6:00PM

Governance Center Conference Room TBD

All applications and questions can be directed to:

Gila River Indian Community- Communication & Public Affairs Office

***Ph:(520)562-9713 * Fax: (520)-562-9712 *Email: special.events@gric.nsn.us**

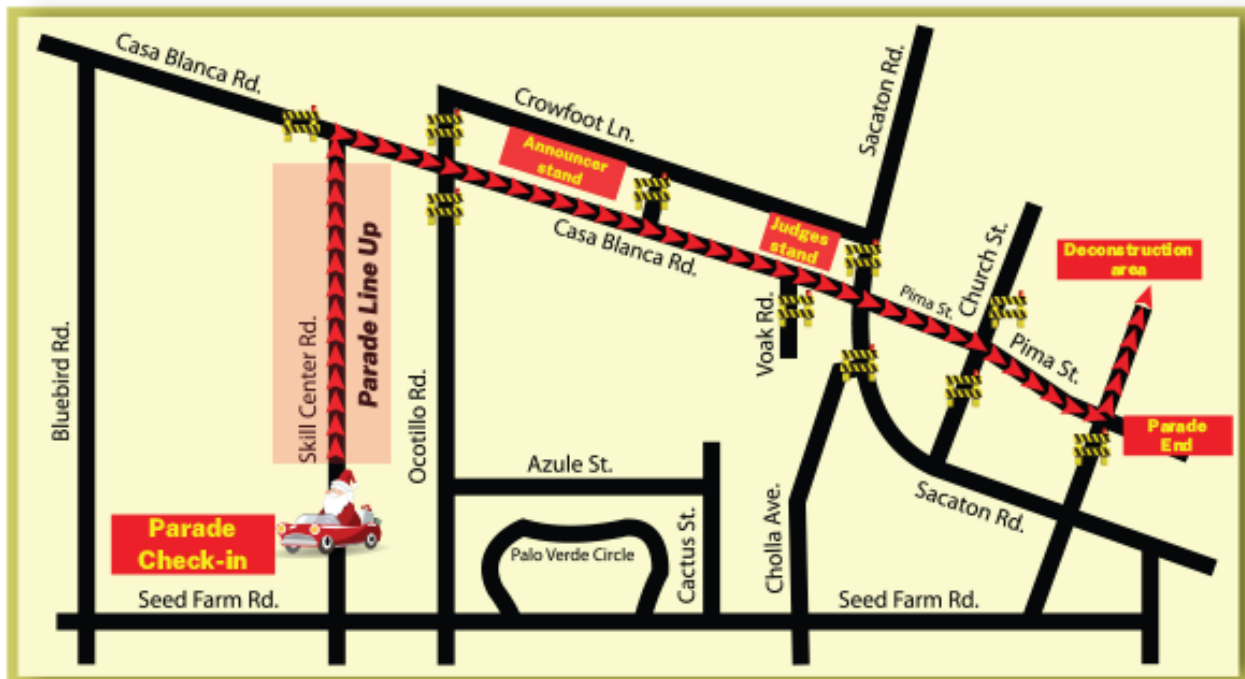


Parking and Seating

RIVER OF LIGHTS PARADE

Parking is available throughout the parade route please be respectful of blocking driveways. Seating along the parade route is on a first come basis. Bleachers will be placed by the across the Executive Key and across the Ira Hayes Park for spectators. Spectators are allowed to bring chairs, blankets, and coolers. **Alcohol and glass containers are prohibited.** Announcers stands will be located at the Executive Ke' area and Ira Hayes Park. A public notice for shut down of roads will be sent out the week of the parade.

Parade Route



*Parade line up will be on Skill Center Rd. De-staging area will be the District Three Ballfields.

*All floats containing children are encouraged to tell parents to pick their children up at the Sacaton Middle School.



* All arrangements for pickup and drop off must be made by the parade participant prior to event start date. Parade staff and volunteers will not be responsible for any children left unattended.

Parade Safety Officer

All entries are required to provide a person to walk (walking official) to lead/accompany the entry

Every entry MUST provide a walking marshal the night of the River of Light Parade, or that unit or group will be pulled at the discretion of Special Events Coordinator.

Walking Official (WM) must carry a lit wand which will be provided by CPAO at check in.

Entry number is issued at the event information table at check in before the start of the parade.

WM must be at least 16 years of age.

WM are required to walk approximately ten feet in front of the entry and, through communication with their entry, maintain the pace required to ensure no gaps are created.

WM must have the ability to listen, follow instructions and communicate issues to the parade marshals along the route.

WM must be able to provide instruction/direction to their entry. If your entry suffers a breakdown during the parade, move the entry to the right side and communicate with and allow the entries behind you to pass.

WM must notify the closest parade monitor of the breakdown (map and list will be provided).