



Parks & Recreation Department

Greetings,

The City of Leander Parks and Recreation Department would like to invite you to join us for the 2016 Christmas Parade on December 3rd, 2016 in Old Town Leander. This great annual event captures the small town feel of our growing city and features a lighted parade starting at 5pm as well as a festival put on by the Leander Chamber of Commerce. More information on the Old Town Christmas Festival can be found at <https://oldtownleander.com/old-town-christmas-festival/>. The parade is open to walking groups, decorated vehicles, decorated floats, performance groups, equestrians and other unique entry types.

As the City grows and improves, so do our events and programs! This year's parade theme is "Leander in Lights" and will feature awards to parade entries in the following categories:

- Best Overall Float
- Brightest Float
- Best Performance
- Best Themed Entry (story line or scene)
- School Prizes
 - Best Participation
 - Best use of Artistic Mediums
 - Best Variety of Artistic Mediums
 - Most Unique Use of Lights

Attached you will find the 2016 Parade Entry Form and once your parade entry is completed you will automatically be eligible to win one of the awards listed above. Groups will be judged at 4:30pm before the parade begins.

One of the great things about the City of Leander is the dedication of our City Leaders to create and maintain a one of a kind community that fosters a high quality of life for all of our citizens here in Leander. The Mayor, City Council, and the other volunteers that help with our various boards and commissions throughout the city are featured in the parade.

In years past we have enjoyed the participation of car clubs, Boy Scout and Girl Scout troops, ROTC and JROTC Groups, Military and Veteran groups, church groups and local businesses. If you or anyone you know are interested please have them call the **Leander Park and Recreation Department at 512-528-9909** for more information.

Sincerely,

Megan Pumphrey
Recreation Supervisor
City of Leander



2016 CHRISTMAS PARADE ENTRY FORM
December 3rd, 2016
Parade Theme: "Leander in Lights"

Contact Person: _____

Cell Phone: _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Applicant/Group Name: _____

Entry Type:

- Walking/Marching Unit
- Decorated Vehicle
- Vehicle w/Trailer
- Classic or Exotic Car
- Equestrian/Animal Unit
- Other
(Please Specify _____)

Group Type:

- Scout Group
- HOA
- Youth Activities Group
- Church
- Local Business
- Non-Profit
- School Activities Group
- Political
- Individual
- Other
(Please Specify _____)

Description of Entry: _____

Who will be participating in your entry? _____

Do you plan on having animals in the Parade: Yes No

Will your group be performing at the Grand Stand: Yes No

Number of Vehicles involved in Entry: _____

Will Entry be Lighted? Yes No

Estimated Overall Length: _____ Approximate number of walkers in walking units: _____

Applicant Signature: _____

Date: _____

Please return this form along with a signed copy of the Parade Rules and Regulations:
by email to: mpumphrey@leandertx.gov, or **by mail to:** Leander Parks & Recreation, PO Box 319, Leander,
 TX 78646, or **in person** at the Leander Parks and Recreation Department located at 406 Municipal Drive,
 Leander, TX 78641. (Office Hours: Monday – Friday, 8am-12pm & 1pm-5pm)

2016 Leander Parade Rules and Regulations

PARADE ENTRY REQUIREMENTS & INFORMATION

1. The City reserves the right to accept or reject any applicant.
2. Signed entry form must be returned by 3pm, December 2nd for placement in the parade.
3. Parade Rules and Regulations form (attached) must be signed and returned with Entry Form.
4. All entries must have a person 21 or older who agrees to be responsible for the safety of those participating in their entry.
5. Line up information will be sent via email to the contact person listed on this application at least a week before the event date. The Parade begins at 5pm with lineup beginning at approximately 3pm.

Welcome to the Parade!

To ensure the safety and enjoyment of our participants and spectators, all persons participating in the annual Christmas Parade & Tree Lighting must abide by the following rules & regulations. Failure to do so may result in the removal of the individual or organization from the parade.

1. **For safety reasons, no candy, toys, souvenirs, or promotional items may be thrown from an entry. You may have persons walk along the edge of the roadway and distribute items to the crowd.**
2. No "live" Santa Claus may appear on any entry – the "real" Santa is at the end of the parade!
3. All entries using a generator must have a fully functioning fire extinguisher onboard.
4. No confetti, glitter, or other material may be thrown from an entry.
5. A minimum distance of 20 feet must be maintained between all entries. Motorized vehicles should not exceed 5 mph.
6. All riders on floats, trailers, vehicles, etc. must remain seated while in motion. Any participant whose entry requires standing must have a firmly anchored stand to brace against. Any display must be firmly anchored.
7. No dangling of legs, arms, or body parts from vehicles, floats, etc. Entries should be designed to minimize dragging of any material on the pavement.
8. All participants on motorized floats or in vehicles must remain on float or in vehicle until stopped at the end of Brushy St. Participants will then need to utilize the Leander Middle School walkway to return to their cars or to the City Hall area. Vehicles will be directed on a route to return to the staging area from that point.
9. Walking participants are able to exit the parade route at the corner of Brushy & South St. to the left or right and then watch the parade from South St. Walking participants wishing to be picked up by parents should exit the parade by continuing down Brushy St. to the back walkway to the Leander Middle School parking lot. Please confirm arrangements with your group organizer.
10. There must be at least one adult supervising all entries carrying or walking minors.
11. Floats/trailers must not carry more riders than can be safely seated.
12. If your entry involves animals of any kind, the applicant must ensure that animal waste will be picked up and disposed of properly.

I, the undersigned agree to be responsible for the safety of all persons participating in this parade as part of my entry. I agree to follow and enforce all rules & regulations stated above in addition to directives given to me by parade staff.

Entry Name: _____

Signature: _____ Date: _____

Print Name: _____