

**Robins**  
REGIONAL CHAMBER  
**CHRISTMAS PARADE**  
SATURDAY, DECEMBER 1, 2018

## APPLICATION FOR ENTRY

***PLEASE READ ALL INFORMATION PRIOR TO COMPLETING THE FORMS. INCOMPLETE FORMS WILL NOT BE CONSIDERED. EACH PAGE HAS A SPACE FOR YOUR INITIALS CONFIRMING YOU HAVE READ AND UNDERSTAND EACH PAGE.***

On behalf of the Robins Regional Chamber we are pleased to announce one of the biggest parades in the Southeast: The 2018 Robins Regional Christmas Parade! The Parade will be held on Saturday, December 1, 2018 at 10:00 a.m. beginning at the parking lot of McConnell-Talbert Stadium on South Davis Drive across from Warner Robins High School.

- This is the official 2018 Robins Regional Chamber Christmas Parade packet. ***PLEASE NOTE ALL DATES AND DEADLINES AS THEY WILL BE ENFORCED.***
- Incomplete applications or those without payment will **NOT** be accepted.
- Read **ALL** Rules and Regulations – even if you believe they don't apply to you, your group or unit.
- Parade packets are available October 1 through November 1, 2018 with deadlines and costs. Early bird discount valid through October 18<sup>th</sup>. ***NOTE: ENTRY FEES INCREASE WITH EACH DEADLINE.*** The deadlines and costs are listed on the application. ***ABSOLUTELY NO APPLICATIONS WILL BE ACCEPTED AFTER November 1<sup>st</sup>.*** The earlier you submit your packet the better the opportunity for participation!

## THEME

2018 marks the 75<sup>th</sup> anniversary of the City of Warner Robins – the town that World War II built. This year's Christmas Parade will serve as the culminating event of our community's year-long celebration of this milestone anniversary. Our goal is to highlight all of the unique attributes that make the Robins Region so special.

Parade participants are encouraged to **SHOW OFF!** We want this to be our most festive event yet. Entries should be "Christmasy" while highlighting what makes your organization, business, club an important piece of the fabric of our community.

## ROBINS REGIONAL CHRISTMAS PARADE RULES, REGULATIONS, & GUIDELINES

**APPLICATIONS:** Entry forms MUST be completed and submitted according to the following guidelines.

- Early Bird Discount (\$50 off) good thru **October 18, 2018**
  - Automatically applied to COMPLETED online & paper apps received by deadline
- Deadline for Registration is **Thursday, November 1, 2018**
- There will be NO exceptions for applications received after registration deadline. No cancellations on leased floats after November 1, 2018
- **CANCELLATION POLICY (For all units EXCEPT Leased Floats):** Full Refund given until November 1, 2018. After November 1, 2018, partial refund will be given, with a charge of \$25.00 for processing fee, until November 17, 2017. No Refunds will be issued after November 16, 2018.
- Applications will be reviewed by the Parade Committee. Applicants will receive a second mailing confirming their acceptance and line-up details after November 16<sup>th</sup>.

**Vehicles:** Any self-propelled conveyance, not otherwise defined as float, upon which a set or display may be constructed and/or within which participants may ride, all motorized units of less than two (2) ton capacity shall be defined as “vehicles.” (Note: All trailers and/or towed vehicles shall be defined as “floats.” See Creative Float Section below.) Vehicles shall be limited to pick-up trucks of less than two (2) ton capacity, convertibles, antique autos or any VIP auto. **Cars, jeeps or any other vehicle club shall be limited to 10 units per applicant.**

**Marching Unit:** Marching units shall be limited to bands and to units which show unusual or colorful displays of costume and drill or performance routines. The Chamber encourages as much color and excitement as possible throughout the parade.

**Creative Float:** A free-standing, self-supporting and stable platform on which an appropriate set or display is constructed. If designed to be towed by a vehicle, the float should have two or more wheels, a stable connecting device or hitch, with positioning beneath the float to provide stability for the display and passengers. The applicant is responsible for the stability of the float (whether moving or at rest) and for ensuring the placement of the display and passengers upon the float provide a stable, safe platform. If self-propelled, the float shall be a truck of no less than two (2) ton capacity, having a suitable bed or platform upon which a set or display may be constructed. **\*Maximum trailer length of 20 feet unless disclosed on application. Additional fee for extended trailer will be assessed. Once the parade has begun, no one is allowed to get on or off the float until the float has reached the termination zone.**

**Float Leased From Chamber:** Floats may be leased from the Chamber at a cost of \$500.00. Leased floats are supplied with a driver and a towing vehicle. Decorations can be added to enhance the float for your unit's theme. Signage fee is included in the lease price. For more information, call the Chamber at 478.922.8585. **Only 12 Leased Floats are available. Once the parade has begun, no one is allowed to get on or off the float until the float has reached the termination zone.**

**Unit Safety Officer:** Each parade unit sponsor, regardless of the type, must designate at least one person of mature judgment to be their “Unit Safety Officer” and supervise the safety and conduct of everyone associated with that unit. The unit’s driver may not be designated as the Unit Safety Officer; although the driver is ultimately responsible for the safety and conduct of his passengers. The Unit Safety Officer briefs all participants, and accompanies the unit throughout the parade. The Unit Safety Officer insures that children are never left alone or unsupervised; permitted to wander about the staging areas; or permitted to leave the staging area without adult supervision. **Unit Safety Officer MUST attend a mandatory Safety Briefing or the unit will be disqualified with NO refund.**

**Stay Put/Hold On:** Passengers on a float or vehicle must remain seated at all times during the parade. There will be no dangling of legs over the side or sitting on the edge of a float or vehicle. Passengers must be able to hold onto something substantial to protect them from sudden acceleration, stopping or turning corners. **Once the parade has begun, no one is allowed to get on or off the float until the float has reached the termination zone.**

**Give-Away Items:** **NO** items of any description whatsoever will be thrown, tossed or distributed in any manner from any person, float, vehicle, towing vehicle or marching unit to or toward or within the spectators. There will be no physical contact between the parade participants and the spectators during the parade.

**Drivers:** **All drivers must be licensed, willing to accept responsibility for the safety and conduct of their passengers and attend a safety briefing.** Drivers should drive at a steady speed, maintaining a 25-50 foot interval, and not exceed 4 miles per hour. They should be particularly careful when turning, stopping or starting to avoid injuring their passengers.

**Safety Briefings:** Three Safety Briefings have been scheduled for your convenience. The designated safety officer **MUST** attend one of the briefings. The **MANDATORY** Safety Briefings are scheduled for Tuesday, Nov. 27th at 3:30p.m.; Tuesday, Nov. 27th at 5:30 p.m.; and Wednesday, Nov. 28th at 7:30 a.m. All briefings will be held at the **Flint Energies Member Service Center at Carl Vinson and Russell Parkway**. Space is limited and registration is required (see application form). Zone line up cards will be assigned at these meetings. If your unit does not have a card, you **MAY NOT** be allowed to participate in the parade.

**Cooperation of Participants:** Prompt and full cooperation is essential to assemble and coordinate a parade of this magnitude. **The unit sponsor will ensure their Unit Safety Officer and Driver are briefed and given copies of these rules.** Units are expected to arrive at their designated assembly areas between 8:00 a.m. and 9:00 a.m. on the morning of the parade and follow the instruction of their guides. They will be directed to their assigned location and will not move until directed to do so. Failure to be in place and ready to go at the appointed time or disruptive, unsafe or non-cooperative conduct will result in the unit being eliminated from the parade.

**Drone Usage:** The use of aerial drones during this event is **strictly prohibited**. Drones in use during this event will be disabled by the Warner Robins Police Department.

**Prohibited Units:** With the exception of Masonic or Shrine units and formally organized vehicle clubs, the following are prohibited from entry and will not be accepted: three-wheeled and four-wheeled “all-terrain” vehicles; dune buggies, race cars, go-carts and all other off-road vehicles; campers, camper trailers; non-motorized bicycles, tricycles and the like; skateboards; and any other vehicle judged by the Chamber as being unsuitable or inappropriate for the parade. Horses, whether ridden or draft animals, will be permitted only if provisions are made to clean-up immediately after them and will be staged at the end of the Parade following Santa Claus.

**Prohibited Display:** All displays will be in good taste and inoffensive to the community at large. There will be **only one “Santa Claus”** in the parade, and this will be reserved for the Official Chamber of Commerce unit at the end of the parade. No other person(s) fully or partially costumed in such a way as to create the impression of “Santa Claus” will be permitted to enter the parade and the vehicle or float upon which he/she would have ridden may also be barred.

**Preparation:** Floats should be **completed prior to arriving** at the assembly area. Cosmetic repairs or touch-ups are expected after floats arrive, but major construction work will not be allowed and may cause the float to be eliminated from the parade.

**Signage:** All Vehicle and Float Entries will be provided with two official parade signs. Please complete the sign form with your application. Fewer words allows for larger type size and better legibility.

**Decorations:** Decorations, costumes and signs will conform to the spirit of the season, and generally accepted community standards of good taste and decorum. The Chamber reserves the right to rule on their acceptability, and may direct they be changed, eliminated, or the unit be disqualified from participation. The Chamber strongly encourages participants to wear Christmas costumes and/or colors.

**Music:** Units are strongly encouraged to provide music for their entry. Christmas music from units along the parade route gets parade viewers in the holiday spirit. For performances using music, please take special care to ensure the music playing is audible for performers and spectators alike. This may require special PA equipment, Standard car stereos are not suited to provide quality sound at the volume required for performances. Special exceptions may be made for Marching Band units and other school affiliated performance groups to play non-Christmas selections, but all other units providing music must play music that supports the Parade theme or be Christmas/Seasonal related.

**Pickup Areas:** Pickup areas for parade participants are still being determined as adjustments have been made from last year’s route. The Parade will end at the intersection of Watson Blvd. and Houston Road. Your unit will be assigned an area by the time of the safety briefings for the safety officer to notify participants.

**NOTE:** In the event of inclement weather, the parade **WILL** go on. No cancellation or refund of payments will be made.

## SAFETY BRIEFING SCHEDULE

Safety Briefing for Unit Safety Officers and/or Drivers at Flint Energies

- Tuesday, November 27th | 3:30 pm
- Tuesday, November 27th | 5:30 pm
- Wednesday, November 28th | 7:30 am

## PARADE DAY SCHEDULE | Saturday, December 1, 2018

- 7:00 am Official Chamber Parade Volunteers report to their zones.
- 7:30 am Vehicles, floats, and marching units **begin to report to** their designated **assembly areas** and are guided into position.
- 8:00 am. At **LEAST one member** of each unit **MUST** be in the unit's designated staging area.
- 9:00 am Davis Drive closed to traffic. **Deadline for all units to be in their assembly areas.** Units arriving after this time may lose their place in the parade.
- 9:30 am 30-minute warning. All units must be ready to go. On order, floats leave assembly area and are guided to departure line at Davis Road. On order, vehicles leave assembly area and are guided to departure line at Davis Rd. On order, marching units move to their departure lines.
- 9:45 am 15-minute warning. On order, units begin moving in numerical sequence to start point.
- 10:00 am Parade begins.
- 11:15 am (Estimated) Lead elements reach termination point at Watson Blvd. & Houston Rd. Follow instructions of guides. Once stopped, vehicles remain in place until the end of the parade.
- 12:00 noon (Estimated) Parade is completed.



## JUDGING CRITERIA FOR PARADE ENTRIES

Please carefully read the following information concerning the judging criteria for the Robins Regional Christmas Parade.

1. The entries in the Chamber's Christmas parade are judged according to a set of criteria as follows:

- Represent Theme
- Costuming
- Originality
- Overall Appearance

2. Entries are judged while going through the parade route to be critiqued. Judges are seated in the VIP viewing area at the corner of Davis and Watson just past the TV trailer. Make sure the members in your entry are looking in the right direction 😊 Once the parade is complete, judges scores are turned in to the Chamber staff. The Chamber will notify award winners and announce on social media and our website. We will also provide this information to area media outlets.

3. Overall awards will be given in the following categories:

- Religious
- Business
- Civic (Non-Profit Organizations)
- Best Band (performance)
- School Spirit (dance, jump rope, musical art, etc.)

4. There will be an extra special award once again this year, known as "The Grand Marshal Award." This will be awarded to the unit dubbed "Best in Show." This award will be judged by the Parade Committee and awarded by the Robins Regional Chamber. The winner of this award will have priority placement in next year's Christmas Parade!

***Best Wishes to ALL participants...don't forget to BE CREATIVE!!!***