



2011 Holiday Parade

October 30, 2011

Dear Parade Participants:

The Town of Blacksburg would like to personally invite you or your organization to be a participant in the 2011 Holiday Parade to be held on **Friday, December 2 at 7:00 p.m.** (A rain date has been scheduled for Saturday, December 3, at 1:00 p.m.) This year's theme is "**Light Up The Night**"

In conjunction with the parade the Town will kick off the holiday season in downtown Blacksburg with shopping, a tree lighting ceremony, and pictures with Santa Claus.

Safety will be our main concern for participants and spectators so please obey all requests concerning the parade. Please see attached rules and regulations before deciding on your entry type.

The deadline for entering the parade is Monday, **November 21**, at 5:00 p.m. While we encourage you to hand out balloons, candy, etc. with your logo, **no solicitation** of materials will be permitted. Also, for continuity sake, we ask that you **please do not have a Santa** in your parade entry; the Town will provide one.

Be sure to mark your calendar for Friday, December 2, 2011 at 7:00 p.m. Fill out the enclosed entry form and return it to the address on the parade entry form, and help make "**Light Up The Night**" a memorable parade. I will forward detailed information to all participants the last week of November with directions and line-up positions.

If you have questions or concerns, please call me at 961-1191 or e-mail me at rhall@blacksburg.gov.

Sincerely,

Randy Hall
Community Programs Supervisor
Town of Blacksburg



2011 Blacksburg Annual Holiday Parade

Friday, December 2 at 7:00 p.m.

Rain Date: Saturday, December 3 at 1:00 p.m.

Theme: Light Up The Night

Parade Entry Deadline: Monday, November 21 at 5:00 p.m.

ORGANIZATION NAME: _____

CONTACT PERSON: _____

(This person will receive line-up information)

ADDRESS: _____

(Where to mail parade line-up information)

E-MAIL ADDRESS: _____

DAYTIME TELEPHONE: ____ (____) _____

WOULD YOU LIKE YOUR ENTRY TO BE JUDGED? _____ YES _____ NO

Number of People in Your Entry: _____

ENTRY TYPE: (Check Box)

FLOAT
(Under 13ft. high)

(Please specify – Youth or General float)

MARCHING UNIT
(Please Specify)

(4-H, Boy Scouts, walkers, etc)

MOTORCADE
(Only 1 vehicle per business)

(Please specify: Cars, Fire Engines, Tractors, etc.)

OTHER
(Please describe: Horses, etc)

A Parade Information Packet will be mailed to your organization's **contact person** prior to the parade (Last week of November). Please make sure that his/her address is on the registration form, as all information will be mailed to that address. **The contact person is responsible for informing all members of their organization about line-up position and other detailed instructions.**

A RAIN DATE HAS BEEN SCHEDULED FOR SATURDAY, DEC. 3 AT 1:00 P.M.

(More info provided in Parade Packet)

RETURN ENTRY FORM TO (Form must be received by 5 pm on Monday, Nov. 21):



Mail: Department of Parks and Recreation
c/o Randy Hall, Community Programs Supervisor
615 Patrick Henry Drive, Blacksburg, VA 24060

Fax Number: 540-951-8313 or **email:** rhall@blacksburg.gov

Blacksburg Parks and Recreation Department

Parade Safety: Rules, Regulations, and Helpful Hints

- All decorative materials utilized on parade floats shall be **flame-resistant**.
- All motorized apparatus utilized for parade floats shall be provided with a **portable fire extinguisher** with a minimum 2-A: 10-B: C rating, to which the operator shall have ready access.
- Any parade float utilizing special effects designed to create smoke, flame, heat, or sparking conditions shall be approved prior to utilization.
- **Adult supervision** should be provided to all children.
- All floats must be **less than 13 feet high**.
- **NO Headlights during parade route.**
- A rope should be placed around any truck bed, as a **safety support** to hold onto, where parade participants will be riding.
- Bring a flashlight.
- The Town will pass out glow sticks (while quantities last) prior to start of parade.
- While we encourage you to give out candy, etc., we ask that you **please hand out candy, etc., to spectators (for safety reasons) instead of throwing.**
- Please **DO NOT** have a Santa in your parade entry. (The Town of Blacksburg will provide one.)



If you have questions or concerns, please contact Randy Hall at (540) 961-1191 or rhall@blacksburg.gov