

Newport Christmas Parade Application

"Christmas Lights & Magical Nights"

Friday, December 2, 2022 - 6:30pm

Deadline to submit application is November 28, 2022
After November 28, 2022, Additional \$10.00 late fee

For Office Use Only:

Number: _____

Stage Time: _____

- Waiver Signed
- Payment Received
- Script Completed

Organization, Group, School Name: _____

Contact Person: _____

Address: _____

Contact Phone Number: _____ Cell Phone: _____ Email: _____

Please provide the number of entries for each category. This will be needed for parade staging.

\$5.00 Entry Fee for each

____ Marchers (up to 15 people)

____ Vehicle(s)

____ Horse(s)

\$10.00 Entry Fee for each

____ Float(s)

**Entries made after November 28th
add an additional \$10.00.**

For example, if you have a decorated truck with ten people walking along the route, you will pay \$10. If you have a decorated truck pulling a trailer of people riding on the "float", you will pay \$10. If there was also a group of people walking along the route passing out candy, your total would then be \$15. Parade entry fees are to be submitted with the parade application. Check or money order may be made payable to the Cocke County Partnership. Credit card payments are also accepted.

Please provide a detailed description of what your entry will consist of for staging purposes.

Parade Script for FB Live Streaming Broadcast

Provide enough information for a 20 second description of your entry/organization/group. This must be completed by applicant. If space is left blank, you will not be included in the parade script.



Cocke County Partnership/Chamber of Commerce Christmas Parade Waiver

One waiver per entry required. Signer is responsible for their organization or group. Waiver must be received at the time you return your application to the Chamber of Commerce office to secure your spot in the parade.

The undersigned/organization assumes all responsibility for all risks of damage or injury that may occur to the undersigned/organization during their participation in the Christmas Parade. In consideration of being accepted as a participant in the event, the undersigned/organization hereby releases, discharges and agrees to indemnify and hold harmless the Cocke County Partnership/Chamber of Commerce, City of Newport, Cocke County, Cocke County High School, Cocke County Board of Education and their members and agents from all claims, demands, rights of causes of actions, present or future, whether known, anticipated or unanticipated, and resulting from or arising out of or incident to the undersigned's/organization's participation in the Christmas Parade.

I have read and understand and signed the foregoing Assumption of Risk Agreement and release this _____ day of _____, 2022.

Responsible party for the participating organization.

Parade Theme

THEME: "Christmas Nights & Magical Lights"

Deadline for entries will be November 28th, 2022

Participants Guidelines

- All participants (floats, vehicles, marchers & horses, etc.) **are encouraged to** incorporate the parade theme in their music, float design, and/or costumes.
- Entries must be entertaining to a family audience, primarily children.
- **No Santa Claus replicas may be part of any entry other than the Official Santa Claus Parade Float.**
- Participants in the parade shall not be consuming or giving the impression of consuming alcoholic beverages and/or narcotics and shall refrain from smoking during participation in the parade.
- All participants must complete the "Parade Script for Television" included on the parade application for their group/entry.
- Any entry may be refused up to the start of the parade should the entry not meet parade guidelines or differ from its approved entry form.
- Staging will begin @ 4:30pm in 15-minute increments at the CCHS parking lot. **You will be notified of what time you need to be at the parking lot to line up the week before the parade.** No one will be permitted to approach any part of the Coker County school building.
- **If you arrive before your designated time, you will be redirected to find another parking lot until your assigned line up time. No Exceptions.**
- **YOU MAY ARRIVE EARLY TO DECORATE YOUR FLOAT OR ENTRY BEFORE YOUR TIME, but you will be required to park in an adjacent lot. All decorating must be completed prior to your assigned line up time.**
- Route of Parade – Begins at Coker County High School Parking Lots and will end at Lincoln Avenue Baptist Church. (DUE TO SAFETY AND TRAFFIC CONTROL: we ask that everyone follow the route to completion at Lincoln Ave. Baptist Church). Horses, Tractors & 4 Wheelers that will be returning to Coker County High School: you **MUST** continue to the end of the parade route and an escort will be waiting to provide a safe return back to Coker County High School.
- Reckless behavior will not be tolerated. (Burn outs/squealing tires) Failure to abide by these rules may result in removal from the parade and exclusion from future programs.
- Four wheelers – Must have a valid Driver's License. If driver is under 18 a parental consent form must be signed.
- All horses will ride together at the conclusion of the parade following Santa and Mrs. Claus.

Parade Guidelines will be strictly enforced.

DEADLINE: November 28th, 2022 @ 4:00 p.m.

Entries accepted the day of the parade add an additional \$10.00.

Late entries will not be in the parade script and will be at the end of parade.

Performance Requirements

- **All performances will take place in front of First Baptist Church only and are limited to 3 minutes.**
- In an effort to keep the parade moving at a steady pace, if there are technical difficulties with music and you are not able to fix the difficulty within a reasonable amount of time (2 minutes) please continue the parade route.

Float Requirements

- All floats are encouraged to incorporate the Parade theme – “Christmas Nights & Magical Lights”
- Automobiles/floats are encouraged to be decorated with string lights, pre-lit wreaths, light up garland etc. (Including automobiles hauling floats).
- Signage shall be restricted to a total of 2 signs per float. Each sign *must not exceed 3 x 8 feet* the sign should state the name of the group and theme to be easily identified by the media. Any acknowledgments should be in smaller lettering below the group name.
- Music is strongly encouraged. Please play Christmas music only.
- **Floats with generators or other possible fire hazards must provide suitable fire extinguishing equipment on the float.**
- Candy can be distributed from the floats or marchers in a safe manner.
- Participants must ride on the float. No one is to sit on the edge of the float /trailers with their feet dangling over the side. It is strongly recommended that children be securely seated and supervised on the floats.
- **There will be no premature exiting of the Parade route.**

Judging Requirements

The judging will take place at the Parade starting location (Cocke County High School Parking lot). Entries will be judged according to the criteria below. Judging is based on four categories. Each category is rated on a scale of 1 to 10 for an overall score of 40. Judging will begin promptly at 6:00pm and will continue until the last group has been staged. Everyone needs to be on the float ready to be judged.

- **Effort** - Adherence to the rules, theme, organization and planning
- **Theme** - Adherence to the chosen theme, effective presentation of theme
- **Appearance and Originality** - Style, presentation, overall appearance, and originality
- **Participation** - From children on float, community spirit, enthusiasm from members of the group

Overall Awards

Winners will be awarded as follows: 1st Place Overall, 2nd Place Overall, 3rd Place Overall & Best Non-Profit.

A plaque will also be awarded as the Mayor’s Choice Float. The Judges will decide tie breakers. All decisions will be final.