



2012 Christmas Parade  
Monday, November 26, 2012  
Parade begins promptly at 7:00 p.m.  
Line-up begins at 6:15 p.m.

September 7, 2012

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## An invitation to be a part of something special!

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It's time to begin planning for the **2012 Christmas Parade in Old Town Winchester**. The planning committee is continuing the nighttime tradition for this year's Old Town Christmas Parade to be a community spirited event designed to bring anticipation, laughter and smiles to a lot of faces. All civic organizations, clubs and schools are welcomed to participate. A little imagination and a lot of spirit is all it takes!

The parade is a memorable event that is Winchester's own. The Christmas Parade is a gift to the local community and area residents. Our goal is to spark a cheerful holiday spirit through the individual and group expression in the lighted floats and displays entered in the parade.

So many people have commented that the Old Town Christmas Parade & Tree Lighting Ceremony play a big part in their family traditions for building memories and look forward to the single nighttime event with lots of lighted festive floats and a variety of magical units. The festive evening activities will also include a Christmas Movie on the Mall beginning at dusk, performances by the Blue Ridge Choristers and Tops of Virginia Singers waiting for Santa's arrival at the Tree and leading the community carol sing to light our Tree.

Please note that several aspects of the parade format have changed slightly from the past several years based on in-put from the community. **All units are required to provide \$1 million certificate of liability insurance listing the City of Winchester (15 North Cameron Street, Winchester, VA 22601) as additionally insured. NEW! THIS YEAR: An endorsement page from the insurance carrier must also be provided (a notation on the certificate of insurance is not sufficient).**

Please review the Parade Guidelines carefully as it may affect your organization's style and desire to participate. Be sure your group is aware of the schedule before committing.

**If your group is interested in participating in the 2012 parade, please complete and return the enclosed entry form and provide the necessary insurance information by Friday, October 12, 2012.**

Please return the forms by US mail or fax it to the Winchester Parks & Recreation Department, Attention: Leslie Bowery, 1001 East Cork Street, Winchester, VA 22601. Fax number is 540-678-8791. If you have any questions, call Leslie Bowery at 540-662-4946 extension 1816 or email: [lbowery@ci.winchester.va.us](mailto:lbowery@ci.winchester.va.us).

<b>Entry:</b>	
Name of Group or Organization:	Sponsor:

<b>Contact Information:</b>	
Name:	Cell phone:
Address:	Work phone:
Email:	Home phone:

<b>Entry Description:</b>
<p><b>Total length</b> (i.e., length of car + length of float = total length) _____</p> <p><b>Type &amp; number in unit</b> (i.e., 20 scouts, 5 cars, 2 wagons, 6 horses, etc.) _____</p> <p> <input type="checkbox"/> Float                      <input type="checkbox"/> Band                      <input type="checkbox"/> Marching/Walking  <input type="checkbox"/> Decorated Vehicle (limited number)      <input type="checkbox"/> Truck (limited number)                      <input type="checkbox"/> Other _____         </p> <p><b>Special consideration:</b></p> <p> <input type="checkbox"/> Music                      <input type="checkbox"/> Noise Maker      <input type="checkbox"/> Other _____         </p> <p><b>Classification:</b></p> <p> <input type="checkbox"/> Children                      <input type="checkbox"/> Civic                      <input type="checkbox"/> Shrine  <input type="checkbox"/> Military                      <input type="checkbox"/> School                      <input type="checkbox"/> Other _____         </p> <p><b>Insurance Attached:</b></p> <p> <input type="checkbox"/> Yes                      <input type="checkbox"/> No                      Mailed/Faxed to WPRD by: (date) _____         </p> <p><b>NOTE: Nighttime parade:</b> Floats and Decorated Vehicles <b>MUST</b> include Christmas Lights.</p>

<b>Special Instructions:</b>
<ol style="list-style-type: none"> <li>1. Return application to Parks &amp; Recreation office by October 12, 2012. Mail or fax to address below.</li> <li>2. Organization needs to provide general liability policy with \$1,000,000 combined single limits by an insurer licensed to conduct business in the Commonwealth of Virginia with a rating of A- or better. The insurer must list the City of Winchester as an additional insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.</li> <li>3. Units must report to assigned positions no later than 6:30 p.m. or may forfeit opportunity to be in parade.</li> <li>4. No entry other than the last entry will be allowed to have Santa Claus on their float, vehicle or in their band or group. Santa is featured at the end of the parade.</li> <li>5. Candy or favors may not be thrown while on the parade route. If the group would like to distribute candy or favors, please have someone walk beside the unit and hand them directly to the public.</li> <li>6. The parade will be held on the day scheduled unless there is severe inclement weather. Weather announcements will be made on local radio and cable stations in addition to the City of Winchester's website (<a href="http://www.WinchesterVA.gov">www.WinchesterVA.gov</a>). <b>If the parade is canceled, it will not be rescheduled.</b></li> </ol>

<p><b>Signature of Applicant:</b> _____</p> <p style="text-align: center;"><i>Signing this form verifies that you have read and understand the Parade Guidelines (attached).</i></p>
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<p><b>FOR OFFICE USE</b></p> <p><b>Date received:</b></p> <p><b>Location assigned:</b></p> <p><b>Confirmation of assigned location:</b></p>	<p>Winchester Parks &amp; Recreation Department          1001 East Cork Street          Winchester, VA 22601          Fax: 540-678-8791  <b>Questions? Call Leslie Bowery at 540-662-4946, x1816.</b></p>
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## Parade Guidelines

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Thank you for your interest in the 2012 Christmas Parade. Please review the Parade Guidelines carefully before committing as some requirements or procedures may be different from previous years.

1. Incomplete applications or applications returned after the deadline will not be guaranteed participation in the parade. Return application to Winchester Parks & Recreation Department office by US mail or fax no later than October 12, 2012.

→ 2. **All units are required to provide:**

- a. **Certificate of Insurance** - \$1 million certificate of liability insurance listing the City of Winchester (15 North Cameron Street, Winchester, VA 22601), as additionally insured.
  - b. **NEW! THIS YEAR** - An endorsement page from the insurance carrier must be provided.
3. The parade committee will review all applications for participation. Your organization will be notified by October 26 if you are not included in the line-up for the 2012 Christmas Parade. There will be a limited number of cars and trucks permitted in the line-up. **Decorated floats are strongly encouraged.**
4. The parade is being formatted to last approximately 1.5 hours.
5. All children, whether walking or riding in a unit, must have adult supervision.
6. The line-up position of each float/entry will be determined by the parade committee. Your organization's location assignments will be made and sent to you by November 2, 2012.
7. Units must report to assigned positions no later than 6:30 p.m. or may forfeit to be in parade.
8. No entry other than the last entry will be allowed to have Santa Claus on their float, vehicle or in their band or group. Santa is featured at the end of the parade. **NO EXCEPTIONS.**
9. Candy, toys or other materials may not be thrown while on the parade route. If the group would like to distribute treats or favors, someone may walk beside the unit and hand out them directly to the public.
10. All entries **MUST** be decorated with a Christmas/Holiday theme. Entries are encouraged to make their unit's fire and rain resistant. Floats must be equipped with a working fire extinguisher.
11. Any music that is used must be holiday or Christmas themed. Any plans music or amplified sounds should be identified on your application form.
12. Drivers of units **MUST** carry a valid Drivers License and proof of automobile insurance.
13. **Animal Units:** Entries **MUST** have designated clean up personnel with the proper clean up equipment. Failure to provide this service will result in the entries disqualification.
14. Each unit must mark their line-up number (with large numbers) on plain white paper and attach it to the **LEFT** front corner of their unit or float for easy identification and line-up time.
15. Route: line-up on Cameron Street, begin on Piccadilly to left on Braddock St. to left on Cork St. and finish at the intersection of Cork St and Loudoun Street Mall. All units, except for marching children and Santa, will exit parade route at Cameron Street.
16. The parade will be held on the day scheduled unless there is severe inclement weather. Weather announcements will be made on local radio and cable stations in addition to the City's website. There will not be a cancellation date.