

TO: Entries in the West Bend Christmas Parade  
FROM: West Bend Christmas Parade Committee  
RE: Christmas Parade Line-up Information

Thank you for participating in the West Bend Christmas Parade. Listed below you will find several very important items you will need to be aware of to participate in the parade.

- A description of each line-up/staging area.
- How your float should enter the line-up/staging area.
- Where your participants should be dropped off.
- Parade Route information.
- Judging information.
- Dispersal information.
- Parade regulations/miscellaneous

The following rules must be adhered to by all participants:

- ✓ **NO DISTRIBUTION OF LITERATURE ALONG THE PARADE ROUTE.**
- ✓ **CANDY MUST BE DISTRIBUTED BY WALKERS. (NOT THROWN)**
- ✓ **ENTRIES MUST PERTAIN TO THE CURRENT HOLIDAY THEME.**
- ✓ **LIGHTS AND MUSIC ARE REQUIRED FOR ALL FLOATS OR PULLED ENTRIES.**
- ✓ **YOU MUST ENTER THE STAGING AREAS FROM THE DESIGNATED ENTRY POINTS.**
- ✓ **YOUR ENTRY MUST BE IN THE STAGING AREA NO LATER THAN 4:15 P.M.**

*Failure to follow these rules will result in your entry being removed from the parade.*

### **Silverbrook Drive Staging Area**

- Line-up is on Silverbrook Drive between Hwy 33 (Washington St.) and Main Street. Step off is at the corner of Silverbrook Drive and Main Street.
- Floats and vehicles pulling floats must enter the staging area from the intersection of Hwy 33 (Washington St.) and Silverbrook Drive.
- A number in the staging area will indicate the space reserved for your use. You will be directed to your area by staff when entering the staging area.
- Only parade floats and their vehicles can enter the staging area from the intersection of Silverbrook Drive and Washington Street.
- Persons riding, marching, or walking with floats must be dropped off at the Regner Park parking lot off of Park Avenue (Regner Park participant drop area).
- You must have your entry in the staging area by 4:15 p.m. and be prepared to start at 4:30 p.m.

## **Main Street Staging Area**

- Line-up is in the southbound lanes of Main Street from Park Avenue to Silverbrook Drive.
- Floats and vehicles pulling floats must enter the staging area from the intersection of Main Street and Park Avenue.
- A number in the staging area will indicate the space reserved for your use. You will be directed to your area by staff when entering the staging area.
- Only parade floats and their vehicles can enter the staging area from the intersection of Main Street and Park Avenue.
- Persons riding, marching, or walking with floats must be dropped off at the Regner Park parking lot off of Park Avenue (Regner Park participant drop area).
- You must have your entry in the staging area by 4:15 p.m. and be prepared to start at 4:30 p.m.

## **Regner Park parking lot Staging Area (Animal Units)**

- Line-up is in the Regner Park parking lot that is entered from Main Street.
- Floats and vehicles pulling floats must enter the staging area from Main Street travelling in a northbound direction.
- A number in the staging area will indicate the space reserved for your use. You will be directed to your area by staff when entering the staging area.
- Only parade floats and their vehicles can enter the staging area from Main Street.
- Persons riding, marching, or walking with floats must be dropped off at the Regner Park parking lot off of Park Avenue (Regner Park participant drop area).
- You must have your entry in the staging area by 4:15 p.m. and be prepared to start at 4:30 p.m.
- After unloading your animals you may transport your vehicles/trailers to the dispersal area on South Main Street near Decorah Road.
- You are responsible for cleanup of your animals in the staging areas, parade route, and dispersal areas.
- Chaperones or walking assistants are required to keep animals under control at all times.

## **Regner Park participant drop off area**

- Participant drop off is in the Regner Park parking lot that is entered from Park Avenue near 10<sup>th</sup> Avenue.
- Participants will walk to their unit's staging area from here.

## Rivershores Staging Area

- Line-up is on Rivershores Drive from Veterans Avenue to Main Street.
- Floats and vehicles pulling floats must enter the staging area from the intersection of Rivershores Drive and Veterans Avenue.
- A number in the staging area will indicate the space reserved for your use. You will be directed to your area by staff when entering the staging area.
- Only parade floats and their vehicles can enter the staging area from the intersection of Rivershores Drive and Veterans Avenue.
- Persons riding, marching, or walking with floats must be dropped off at the intersection of Rivershores Drive and Veterans Avenue.
- You must have your entry in the staging area by 4:15 p.m. and be prepared to start at 4:30 p.m.

## Parade Route

Main Street south from Silverbrook Drive to 7<sup>th</sup> Avenue, left on cedar Street, right on Main Street to Oak Street. The Parade ends at the intersection of Main Street and Oak Street.

## Dispersal

All units will continue south on Main Street from Oak Street and continue as far south as possible. Units will pull as close to the curb as possible when unloading.

## Judging

If you have selected the option to be judged during the parade sign with your unit number **must** appear on the front and left side of your entry along with the sponsoring entity or business name. Use a white board no smaller than 11" X 17" with bold black letters.

Judges will be on the bleachers in front of the Husar Building (137 N. Main St.) on the east side of the street. If the judges are unable to identify your entry, you will not be judged.

## Miscellaneous

No candy can be thrown from any unit.

**No literature may be handed out per City Code.**

Cancellation will be announced on WBKV radio.

Reckless behavior or operation of any entry is prohibited.

Be considerate of other entries when adjusting the volume of your music/sounds.

Smiling and waving by all participants is encouraged!