

November 25, 2008

TO: Entries in the 2007 West Bend Christmas Parade

FROM: West Bend Christmas Parade Committee

RE: Christmas Parade Line-Up Information
Parade Date: Sunday, November 30, 2008 – 5:00 p.m. step off

Thank you for participating in the 56th annual West Bend Christmas parade attached you will find several very important documents. The first is the parade line up which will list your entry number and the location of lineup. Below you will find a description of each lineup area and how your float and any participants should enter the area. For the safety of everyone it is very important that you follow the directions. The third item is guidelines for your driver please make sure they have this information before coming to the parade.

As a reminder please remember that if you are giving out candy during the parade that you must have walkers handing it out along the route. Also there is **no distribution of literature along the parade route**. If you do this your entry will be removed from the parade route.

Again thank you for helping make this the best parade in the state and helping to carry on the tradition for all to enjoy

Silverbrook Drive Staging Area

- A number in the staging area will be placed to indicate the space reserved for your use. Line up is on Silverbrook Drive between Hwy 33 and Main St. Step-off is at the corner of Main St & Silverbrook Dr.
- Floats and vehicles pulling floats must enter the parade line up area from Washington Street Family Video where they will be directed to their reserved space.
- All participants need to be in a place in the staging area no later than 4:15 p.m.
- Only parade floats and their vehicles will be allowed past the barricades on Washington Street!
- People marching, walking or riding on floats must be dropped off in the parking lot adjacent to the softball diamond in Regner Park through the Park Ave entrance, no later than 4:30 p.m. You will not be allowed past the barricades on Washington Street!
- Entries must pertain to the holiday season and the Christmas theme, “Rockin Around the Christmas Tree”. Because this is an evening parade, lights and music are required n all floats or pulled entries. Please test your equipment.

Main Street Staging Area

- A number in the staging area will be placed to indicate the space reserved for your use. To get to your lineup take Park Ave to South Main St and you will be directed into your designated position in the parade. **Note: You will not be allowed to enter from any other direction!**
- All participants need to be in place in the staging area no later than 4:15 p.m.
- Only parade floats and their vehicles will be allowed past the barricades on Main Street!
- People marching, walking or riding on floats must be dropped off in the parking lot adjacent to the softball diamond in Regner Park through the Park Avenue entrance, no later than 4:30 p.m. You will not be allowed past the barricades on Main St!
- Entries must pertain to the holiday season and the Christmas theme, “Rockin around the Christmas Tree”. Because this is an evening parade, lights and music are required on all floats or pulled entries. Please test your equipment.

Regner Park parking lot Staging Area (Animal Units)

- A number in the staging area will be placed to indicate the space reserved for your use. To get to your lineup take Park Ave to South Main St and you will be directed into your designated position in the parade. **Note: You will not be allowed to enter from any other direction!**
- All participants need to be in a place in the staging area no later than 4:15 p.m.
- Only parade floats and their vehicles will be allowed past the barricades on South Main Street!
- People marching, walking or riding on floats must be dropped off in the parking lot adjacent to the softball diamond in Regner Park through the Park Avenue entrance, no later than 4:30 p.m. You will not be allowed past the barricades on Washington Street!
- Entries must pertain to the holiday season and the Christmas theme, “Rockin Around the Christmas Tree”. Because this is an evening parade, lights and music are required on all floats or pulled entries. Please test your equipment
- A special staging area for animals is located in the Regner Parking lot in the park. (Follow lineup directions to get there per above paragraph) Your staging number will be posted to indicate the space reserved for your use. After unloading your animals, you may transport your vehicles/trailers to the dispersal area in the parking lot behind Badger Middle School. You will need to arrange for transportation back to the staging area. After the parade, please be prompt in loading your animals as a city sanitation truck will sweep the dispersal area to clean it up for use the very next day by students and staff. Remember: animal units must provide their own clean up along the parade route. Chaperones and/or walking assistants are also required to keep animals under control at all times.

River Shores parking lot Staging Area

- A number in the staging area will be placed to indicate the space reserved for your use. To get to your lineup take Hwy 33 to River Shores Drive you will be directed into your designated position in the parade. **Note: You will not be allowed to enter from any other direction!**
- All participants need to be in a place in the staging area no later than 4:15 p.m.
- People marching, walking or riding on floats must be dropped off in the parking lot adjacent to the softball diamond in Regner Park through the Park Avenue entrance, no later than 4:30 p.m. You will not be allowed past the barricades on Washington Street!
- Entries must pertain to the holiday season and the Christmas theme, "Christmas at our House". Because this is an evening parade, lights and music are required on all floats or pulled entries. Please test your equipment

Parade Route

Main Street south from Silverbrook, crossing Hwy 33 on 7th Ave, left on Cedar St, right on Main St., to Oak St to Badger Middle School parking lot. Please continue to the back of the parking lot to ensure other participants can follow. Note: A 25' to 35' space should be maintained between units.

Judging

If you have selected the option to be judged during the parade, A sign with your unit number must appear on both the front and left side of your entry along with the sponsoring business or organization name. Use a white board, no smaller than 11" x 17", with bold, black letters. Judges will be on bleachers in front of the Husar building (137 N Main St) on the east side of Main St. Be sure they see your number and entry. If the judges are unable to identify your entry, you will not be judged.

Dispersal

All units will turn right at Oak St and turn into Badger Middle School parking lot just after the tennis courts. You must continue to the back of the parking lot. No drop off will be allowed on Oak between Main and 5th Ave.

Miscellaneous

As requested by the West Bend Police Department, no candy may be thrown from any entry along the route. Candy may be handed out. Per the City of West Bend Municipal code No literature may be handed out along the parade route violators may be ticketed by the West Bend Police Department. In the event of a cancellation due to severe weather conditions, please listen to WBKV radio for an announcement. It is your responsibility to inform participants on your entry. We will also notify the local media if cancellation is necessary.

Because you will be representing our Community as well as your Organization or Business, please remember that reckless behavior or operation of any float or vehicle in the parade is prohibited. Please be considerate of other entries in regards to music volume and other entry sounds (i.e., blowing horns). We encourage you to smile and wave along the route. Drivers can smile as well! The West Bend Community Christmas Parade Committee appreciates your efforts to help make our parade one of the best in the area. Thank you and have a wonderful holiday season!