

## ***Rules, Regulations and General Information For the Mechanicsville Rotary/Ruritan's Christmas Parade 2011***

### **Safety 1<sup>st</sup>**

Safety is our primary concern. Please watch out for each other, to make this parade a safe and fun event.

### **Medical Forms**

**A medical release form is required for each child under 18 years of age.** The form is so treatment can be administered without delay and also, the form is for your protection as well. A member of your group must carry the forms with them so they can be readily available in case of an emergency.

### **Candy or Handouts**

For safety reasons, **NOTHING IS TO BE THROWN**. However, candy or handouts may be **passed** out along the parade route. **Violations of this rule will result in the removal of the unit from the parade and the violating group will not be allowed in next year's parade**

### **Unit Number Placements**

The first vehicle or person for your group or organization **MUST** display unit numbers, in order to be seen easily by the **announcer and the judges**. The placement should be in the automobile windshield or someone in your group on the left side, must display it.

### **Staging**

Staging times have been adjusted to the following schedule. Please be prompt. Arrive at your assigned time.

Divisions **1, 2 3, 4** and **5** be at your assigned staging area between **1:00 to 1:45 PM**

Divisions **7, and 8** be at your assigned staging area between **2:00 to 2:45 PM**

Division **6** can arrive at **2:00 PM** at the Mechanicsville Elementary School (YOU MUST BE READY TO BE ESCORTED TO HANOVER VILLIAGE GREEN DRIVE AT 2:45 PM).

There will be signs at each staging area, marking where each Division will stage. Please know which division you are assigned to and proceed to your designated staging area. A Parade Marshall will greet you and help you get situated. Also at this time and location, the Parade Marshall (Division Leader) will mark you present and accounted for and provide you with your **UNIT NUMBER**.

The staging area is only for parade participants. Please drop off the participants as quick as possible and move your vehicle to the disbanding area. You will not be allowed to park on Hanover Green Drive.

The Parade will step off promptly at 3:00 PM on Sunday, December 4, 2011

### **Disbanding**

The parade is officially over at the Christmas tree at Elm Drive. You are encouraged to use the Mechanicsville Recreation Center. Also if you park anywhere along Elm Drive, you must park off the street as not to restrict vehicle or pedestrian flow.

### **Parade Safety Marshals and Staff**

Safety marshals and staff will be wearing orange vests, Parade t-shirts or Rotary and/or Ruritan jackets. Hanover County Deputy's will be in uniform.

### **Names of Participants riding in vehicles**

All vehicles carrying Beauty Queens or Officials must have signs displaying the persons' **name and title**. Also, vehicles must have organization name or business name displayed. **All signs are the responsibility of the unit.**

### **Christmas Theme and Parade Theme (New This Year)**

This year's theme is "**Memories of Christmas**" All units are requested to be decorated, to reflect the Parade Theme or a Christmas Theme.

### **Alcoholic Beverages**

Please refrain from the use of alcoholic beverages before, during and after the parade. Anyone disobeying this rule will be removed from the Parade. The entire unit could be removed at the discretion of parade officials.

### **Santa**

**No unit** other than the float designated by the Parade Committee as the "Official Santa Float," may have any individuals dressed as **Santa, Mrs. Santa or Santa-Like figures or representations thereof.** You will be asked to leave the parade area.

### **Float Riders**

Float riders under the age of 12, must be accompanied by an adult. Also each unit is responsible for the safety of all its riders. Provisions must be made to ensure their safety.

### **Walkers & Marchers**

Walkers are to be dressed appropriately reflecting the Christmas Season, The Parade Theme or costumed to comply with the theme of the float or group.

#### **Drivers**

All drivers must remain with their vehicles or units while in the staging area.

#### **Horses, Animals**

Any unit having horses and/or other animals **MUST** make arrangements to have droppings “scooped” **IMMEDIATELY**. Please, no autos or trucks should be used for picking up droppings. Droppings may not be dumped at the disband area.

#### **All Units**

Please keep the parade moving at all times. Remember that unless directed by Parade Officials or a Police Officer, there is to be **NO STOPPING**. **We are very limited on Daylight and must have everyone off and away from Elm Drive prior to darkness, for everyone’s safety.**

#### **Shuttle Busses**

There will be shuttle busses from the Mechanicsville Recreation Center to the Staging area on Hanover Green Drive.

#### **Fire/Rescue**

Fire and Rescue units should be playing music only. When they sound their sirens, they will be responding to an active call. At that time, please move your unit to the right to enable the emergency fire/rescue unit out of the parade. This should provide ease of exit and safety to all.

#### **Political Advertisement**

There is to be **no** political advertisement within the parade. This means either walking or on vehicles.

#### **Music**

All music played during the parade is to be **“Traditional”** Christmas music.

#### **Soft Drinks/Water/Food**

**There will also be mobile concessions along the parade route.** However, feel free to bring your own refreshments.

#### **Trash Receptacles**

For your convenience, trash receptacles will be placed along the entire route. Please do not litter.

#### **Restroom Facilities**

Check your parade route map for approximate locations of relief stations.

#### **Tree Lighting**

If you are disbanding on Elm Drive and want to go back to the Tree Lighting, Please stay to the **right** on Elm Drive and also stay to the **right** when you get to Mechanicsville Turnpike headed toward the Tree. When Santa arrives, he will disembark and turn on the tree lights and also spend time with the kids and adults.

#### **Awards**

Awards **WILL NOT** be presented at the tree lighting. **Each winning unit will be contacted that evening by a phone call, to the person submitting the application for that unit.** This is one the reason we need home phone numbers or cell phone numbers. Also, all winners will be listed in the Mechanicsville Local the following week.

**THE PARADE WILL BE HELD RAIN OR SHINE. THERE IS NO RAIN DATE. If parade is to be cancelled due to Safety reasons such as lightening, snow or ice, the person signing application will be notified by noon on parade day. That person will be responsible to notify all parties in their group or organization.**

**These rules and regulations are subject to change without notice**

**FOR FURTHER INFORMATION AND FORMS, PLEASE VISIT OUR WEBSITE AT:**

**[www.mechanicsvillerotary.org](http://www.mechanicsvillerotary.org)**

**or contact**

**Ronnie Planz on 804-779-7707      Email to [mrcparade@aol.com](mailto:mrcparade@aol.com)**