

2024
**Mechanicsville Rotary
Christmas Parade
APPLICATION FORM**

THE MECHANICSVILLE ROTARY CHRISTMAS PARADE,
WILL BE HELD ON SUNDAY, DECEMBER 8, 2024
BEGINNING AT 2:00 PM

THIS YEAR'S THEME IS "A Child's Christmas"

IF YOUR GROUP DESIRES TO PARTICIPATE IN THIS EVENT,
PLEASE COMPLETE AND RETURN THIS APPLICATION

APPLICATION MUST BE **POSTMARKED** BY NOVEMBER 1, 2024. **NO ENTRANCE FEE REQUIRED.**

UPON OUR RECEIVING APPLICATION, YOU WILL RECEIVE AN E-MAIL CONFIRMATION

APPLICATIONS MUST BE **MAILED** BACK TO: Mechanicsville Rotary Christmas Parade
FAX OR EMAIL APPLICATIONS
WILL NOT BE ACCEPTED!

P.O. Box 992
Mechanicsville, VA 23111

Signing this application is your agreement to adhere to all rules and regulations. This agreement also includes that nothing will be thrown or tossed including candy, from or within your unit or group. Throwing or tossing of anything can result in your unit being ejected from the parade.

IT IS YOUR RESPONSIBILITY TO NOTIFY EVERYONE WITHIN YOUR GROUP OR UNIT, CONCERNING OUR "NO THROWING OR TOSSING" SAFETY RULE. Handing out candy is the only acceptable method

ORGANIZATION OR GROUP NAME _____
CONTACT PERSON _____
ADDRESS _____ ZIP CODE _____
PHONE NUMBER (HOME) _____ (WORK or CELL) _____
SIGNATURE _____ (EMAIL) _____

ALL FIELDS ARE REQUIRED WITH COMPLETE CONTACT INFORMATION

UNIT SIZE AND NUMBER OF PARTICIPANTS (Due to space limitations there may be limits to number of vehicles per unit)

NUMBER OF VEHICLES WITH UNIT _____ HOW MANY VEHICLES WILL BE PULLING A TRAILER _____

IS THIS AN EQUESTRIAN UNIT (YES OR NO)? _____

WHAT IS LENGTH OF TRAILER OR TRAILERS _____ FT. WILL THIS UNIT HAVE MUSIC PLAYING (YES OR NO) _____

APPROXIMATE NUMBER OF MEMBERS WITH GROUP _____ NUMBER THAT WILL BE **WALKING OR MARCHING** _____

MEDICAL TREATMENT RELEASE FORMS ARE REQUIRED FOR ALL PARTICIPANTS UNDER 18 YEARS OF AGE. ON PARADE DAY, ALL FORMS ARE TO BE IN THE POSSESSION OF SOMEONE WITHIN YOUR GROUP OR ORGANIZATION

Unit numbers will be provided to you at your staging area, on parade day.

**PLEASE PROVIDE A VERY SHORT NARRATIVE ABOUT YOUR GROUP TO BE USED BY THE MEDIA and/or EMCEE
*PLEASE PRINT OR TYPE (WE RESERVE THE RIGHT TO EDIT CONTENT)***

FOR ADDITIONAL INFORMATION AND FORMS, PLEASE VISIT OUR WEBSITE AT: www.mechanicsvillerotary.org
OR CONTACT David Fuller (804-690-5666) and Bret Atwood, Parade Chairs or (E-Mail) parade@mechanicsvillerotary.org

THIS YEAR'S PARADE IS LIMITED TO THE FIRST 100 UNITS



2024 MECHANICSVILLE ROTARY
CHRISTMAS PARADE

New This Year

NEW Parade Theme:

"A Child's Christmas"

Application Deadline – November 1, 2024

All Applications must be Postmarked by **November 1, 2024** and mailed (USPS) to:

Rotary Club of Mechanicsville
PO Box 992
Mechanicsville, VA 23111

No e-mailed or faxed Applications will be accepted

Staging Times

Divisions 1, 2, 3, 4 and 5 between 12:00 and 12:30

Division 6, 7, 8 between 12:45 and 1:15

Division 6 stages at Mechanicsville Elementary School

Drop Off and Parking

Parade participants may be dropped off at Hanover Green Drive and Mechanicsville Turnpike (the Post Office side). Only vehicles participating **IN** the parade are allowed on Hanover Green Drive. There will be no parking on Hanover Green Drive.

Street Closures

Hanover Green Drive will be closed to thru traffic at 12 noon.

The Parade Route will be closed to all traffic at 1:30 pm.

If you need further help or answers after viewing the Parade Packet and Forms provided, you may contact David Fuller (804-690-5666) or Bret Atwood, Parade Chairs, or e-mail parade@mechanicsvillerotary.org

Rules, Regulations and General Information
For the Mechanicsville Rotary Christmas Parade 2024
December 8, 2024 - Starting promptly at 2:00 PM

Safety 1st

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 person 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 **judges**. The placement should be in the left side of vehicle windshield or someone in your group on the left side walking.

Staging

Staging times: Please be prompt. Arrive at your assigned time.

Divisions **1, 2, 3, 4** and **5** be at your assigned staging area between 12:00 to 12:30 PM

Divisions **6, 7,** and **8** be at your assigned staging area between 12:45 to 1:15 PM

Division **6** at the Mechanicsville Elementary School (MUST BE READY TO BE ESCORTED TO HANOVER GREEN DRIVE AT 1:30 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 provide you with your **UNIT NUMBER**.

The staging area is only for parade participants. Please drop off the participants as quickly 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 2:00 PM on Sunday, December 8, 2024

Disbanding

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

Parade Safety Marshals and Staff

Safety marshals and staff will be wearing yellow jackets. Hanover County Deputies 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.** **All signs are the responsibility of the unit.**

Parade Theme

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

Alcoholic Beverages

NO ALCOHOLIC BEVERAGES before, during and after the parade. Anyone disobeying this rule will be removed from the Parade. Further, 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. 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. Walkers must be attentive when walking in front, behind and beside the floats or vehicles.

Drivers

All drivers must remain with their vehicles or units. It is the **DRIVER’S responsibility** to keep up with the unit in front of you. The parade should have no GAPS in order for the parade to move along smoothly and quickly.

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** or waiting for hand shaking or passing out candy.

Fire/Rescue

Fire and Rescue units will 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.

Confederate Flags or Emblems

There will be no displays of Confederate flags or emblems by participants of the parade.

Political Advertisement

There is no political advertisement or messaging within the parade, either walking or on vehicles.

Music

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

Soft Drinks/Water/Food

There will be mobile concessions along the parade route. 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.

Awards

Awards **WILL NOT** be presented at the parade. **Each winning unit will be contacted by phone to the person submitting the application for that unit.** 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 lightning, snow or ice, the person signing application will be notified by 11:00 AM 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

List of Categories to Be Judged

Mechanicsville Rotary Christmas Parade 2024

Best In Keeping With the Theme First Place
“A Child's Christmas”

Best In Keeping With the Theme Second Place
“A Child's Christmas”

Best Equestrian Unit (2 or more units must be entered to qualify for this award)

Best Large Motorized Unit (Commercial) i.e.: Large Flatbed, Tractor Trailer or large group of vehicles.

Best Large Motorized Unit (Non Commercial) i.e.: Large Flatbed, Tractor Trailer or large group of vehicles.

Best Small Motorized Unit (Commercial) i.e.: Vehicle pulling Small Trailer or a couple of vehicles.

Best Small Motorized Unit (Non Commercial) i.e.: Vehicle pulling Small Trailer or a couple of vehicles.

Best Scout Unit

Best Musical Unit (Non Band)

Judges Pick

Relief Stations

MRA

Elm drive

FINISH

DeGoff's

Edgeworth

Hanover Green Drive

Post Office

Jackson

Strain

Oak

Dunfee

Sawyer

Oatman

Rie-Bob Ct.

Rie-Bob Lane

Windsor Lane

HILLIS way

Moritz

Mechanicsville Rotary Christmas Parade

1.8 Mile Route

Windsor Subdivision

Windsor Subdivision

Mechanicsville Elementary School

Atlee Road

START

STAGING AREA

Mechanicsville Turnpike

7-11



STAGING TIMES 2024

Staging

Divisions **1, 2, 3 4** and **5** be at your assigned staging area between 12:00 to 12:30 PM

Divisions **6, 7** and **8** be at your assigned staging area between 12:45 to 1:15 PM

Division **6** at the Mechanicsville Elementary School (YOU MUST BE READY TO BE ESCORTED TO HANOVER GREEN DRIVE AT 1:30 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 provide you with your **UNIT NUMBER**.

The staging area is only for parade participants. Please drop off the participants as quickly 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 2:00 PM
on
Sunday, December 8, 2024

Disbanding

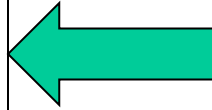
The parade is officially over at Elm Drive. If you use anywhere along Elm Drive, you must park off the street, as not to restrict vehicle or pedestrian flow.

AGAIN THIS YEAR

If your unit is in an automobile club or a unit that does not need to go onto Elm Drive to drop off, you will be allowed to go straight at Elm Drive onto 360 WEST. You will **NOT** be allowed to turn **LEFT** at the light. **Straight ahead only.**

Signal Hill Road

STAGING AREAS FOR ALL DIVISIONS *EXCEPT* DIVISION 6



NOTE: These staging areas are approximate locations. They may be adjusted or moved depending on size and number of units that are staged. However, they will be clearly marked with the Division Number.

Division 1

Professional Building

Division 2

7308

Division 3

Division 4

7300

Hanover Green Dr.

Division 5

Division 8

Dr. Harrill Building

Division 7

Overflow for Division 7

Post Office

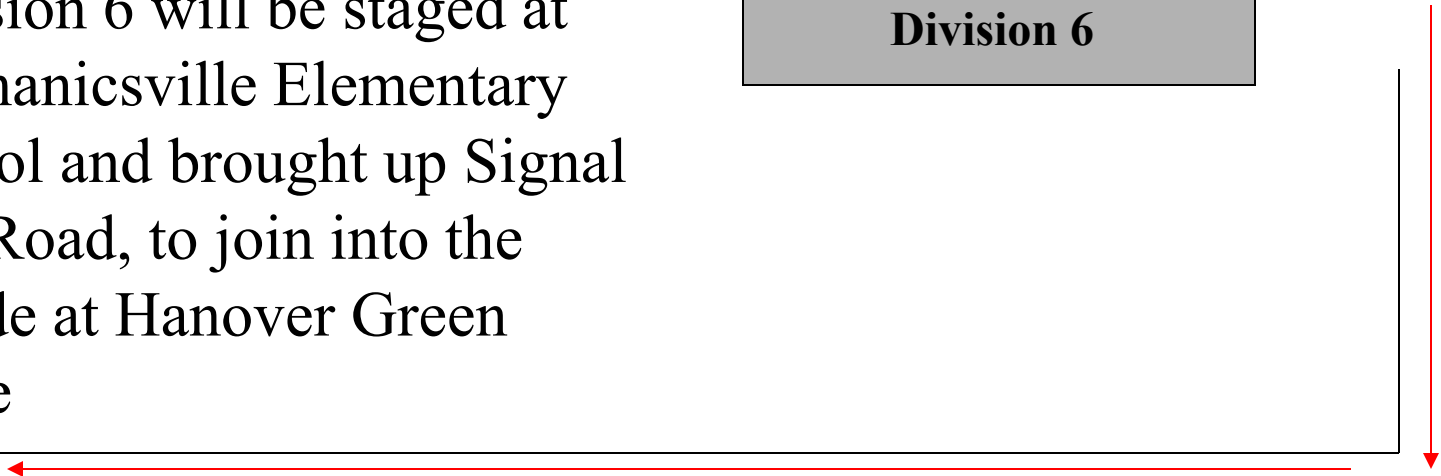
Atlee Road

Mechanicsville Pike

Mechanicsville Elementary School

Division 6

Division 6 will be staged at Mechanicsville Elementary School and brought up Signal Hill Road, to join into the parade at Hanover Green Drive



Signal Hill Road

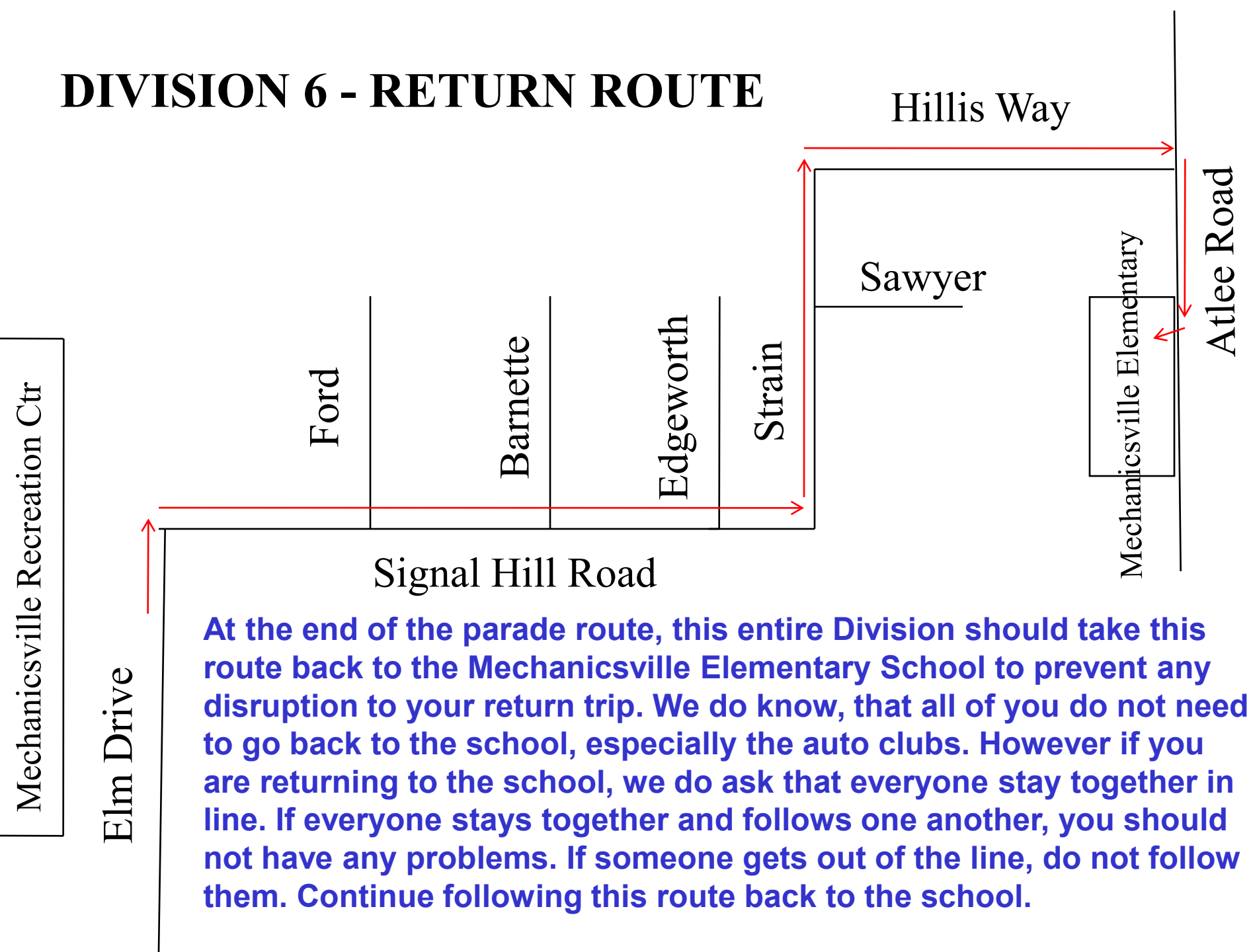
Hanover Green Drive

Atlee Road

Post Office

Mechanicsville Pike

DIVISION 6 - RETURN ROUTE



At the end of the parade route, this entire Division should take this route back to the Mechanicsville Elementary School to prevent any disruption to your return trip. We do know, that all of you do not need to go back to the school, especially the auto clubs. However if you are returning to the school, we do ask that everyone stay together in line. If everyone stays together and follows one another, you should not have any problems. If someone gets out of the line, do not follow them. Continue following this route back to the school.

SAMPLE MEDICAL RELEASE

Permission Form for Medical Treatment
Mechanicsville Rotary Christmas Parade

(Please print or type all information and attach a copy of both sides of your insurance card.)

Name _____ Birth Date _____

SS # _____

I, the undersigned, being the parent or legal guardian of the person named above, hereby authorize any necessary medical treatment for this person while participating in the Mechanicsville Rotary Christmas Parade. I guarantee payment of all charges incurred for medical treatment (physician, hospital, X-ray, lab, medications, ambulance, etc.) I give my permission for the above named person to receive first aid treatment have administered over-the-counter medicines as the need arises.

1. Allergies to food, medication, etc. (if none, so state)

2. Allergies to insect bites and stings. Please describe minor's reaction and medicine taking (If none, so state)

2. Special medical problems (If none, so state)

4. Medication taken regularly (If none, so state)

5. Date of last tetanus shot _____

Father's Name _____ Mother's Name _____

Parent's address _____

City _____ State _____ Zip _____ Phone _____

Father's work phone _____

Mother's work phone _____

Name of person if parents cannot be reached _____ Phone _____

Parent or legal guardian _____ Date _____

Insurance Company _____ Policy Number _____

Subscribed and sworn to me before this _____ day of _____