



2022

Athens Clarke-County Downtown Parade of Lights Guidelines and Rules



Parade Theme: “An Out of this World Holiday”

Parade Date: Thursday, December 1, 2022 at 7:00 pm

Application Deadline: Tuesday, November 1, 2022 at 5:00 pm. **(Applications and payment must be RECEIVED by this time.)**

Application Fee: \$40 (Pay Online at www.accgov.com/parade or by Check, payable to Athens-Clarke County at 205 Old Commerce Road Athens, GA 30607 ATTN: Parade)

The Athens-Clarke County Unified Government and Athens Downtown Development Authority are proud to present the ACC Downtown Parade of Lights. The theme for this year is **“An Out of this World Holiday.”**

The mission of the ACC Parade of Lights is to include as many local, non-commercial, community entrants that are float-based or performance units with the inclusion of as many lights as possible to escort Santa Claus to the lighting of the Community Tree at City Hall.

The ACC Downtown Parade of Lights is a “rain or shine” event. If safety becomes an issue for participants and spectators due to dangerous weather, the parade may be cancelled by the Athens-Clarke County Leisure Services Department. Cancellation will be confirmed the day prior to the event at by 2:00 pm by email. If the event is cancelled, refunds for card payments will be issued automatically; refunds for check payment will need to be requested in writing within 7 days of the event. Application fees cannot be given as credits for subsequent year’s application fees.

The ACC Downtown Parade of Lights is contingent upon local COVID-19 case numbers and may be modified or canceled to ensure public health and safety.

Timeline and Process

- October 1, 2022: Application for entry released and available to the public.
- Application and \$40 fee accepted for 1 month.
- Tuesday, November 1, 2022 at 5:00 p.m.: Application deadline closes and no more applications will be accepted.
- Friday, November 4, 2022: Lineup finalized and emails sent to selected and declined applications
- Wednesday, November 30, 2022 by 2:00 pm: Deadline for ACCGov Leisure Services to cancel the event due to predicted dangerous weather.
- Thursday, December 1, 2022: Parade Day
 - 5:00 pm – Hancock Ave closed and Line-up starts
 - 5:45 pm – All floats in place and judging starts
 - 6:00 pm – Line-Up area closed to vehicles **(no more floats allowed)**
 - 6:15 pm – All performing units checked into lineup.
 - 7:00 pm – Parade Starts

General Guidelines

1. The application fee of \$40 must accompany a fully completed application for entry submitted online to be considered for entry into the parade. Payment is accepted online (accgov.com/parade) or by check (Leisure Services at 205 Old Commerce Road Athens, GA 30607 ATTN: Parade. Check made payable to “Athens-Clarke County” Applications will not be accepted after the published deadline. Photos or clearly detailed drawings are recommended. Acceptance of entry into the parade is contingent upon entry meeting the requirements below,

overall parade length, and parade mission. The ACC Downtown Parade of Lights is a float-oriented parade; priority will be given to those entry types.

2. The Parade Committee reserves the right to refuse an application if the entry does not meet the requirements and the application fee will not be refunded.
3. The Parade Committee will set the marching order of the parade.
4. **Absolutely no objects, including candy, shall be handed, thrown or dropped from floats, vehicles, or other entries.** *Note: Failure to comply with this rule will jeopardize future acceptance in the parade and possible action for endangerment can be pursued. This is a safety issue.*
5. A maximum of 10 adults may walk alongside or behind a float or performing unit and can *personally hand out* Candy or promotional items (pens, cups, sunglasses, etc) to the spectators along the route; No handbills or literature can be handed out as it immediately becomes litter.
6. "Special characters" (ie. Frosty the Snowman, the Grinch, etc.) must be in full costume. **No entry can display Santa Claus or Mrs. Claus.** *More than one Santa confuses the children.*
7. Use of holiday music is encouraged, and must be approved by the Parade Committee prior to the event.
8. Entries should carry or include easily readable signage to assist the judges with identification.
9. Any verbal language from an entrant (megaphone, PS, or yelling) must be holiday themed and encourage the holiday spirit of the parade. No campaigning, self-promotion, or other off-topic language is allowed for this family friendly community event.
10. Power Sources are necessary for a parade of lights. It is the entrant's responsibility to make sure the power source and any accompanying fuel is secured, safe, venting away from people, in working order, and poses no risk to parade spectators, entrants, or other participants.
11. Anyone driving in the parade must be over 18 years of age and provide a copy of his/her driver's license and proof of insurance at request.
12. As many lights should be used on the entry as possible in order to make this a "parade of lights." Flashlights, glow sticks, etc. are encouraged.

Entry Requirements

Floats

1. Floats must have a maximum height of 13 feet; maximum length of 55 feet; maximum width of 12 feet. These parameters include the *entire entry* – float, tow vehicle, and hitch.
2. Floats must be decorated so that their physical characteristics will be hidden and unrecognizable as a trailer, flatbed, etc. Skirting shall extend to a point no higher than 6" from the ground and is required on all floats. Each float must promote the parade theme and/or the holiday season.
3. Anyone driving in the parade must be over 18 and provide a copy of their driver's license and proof of insurance at request.

Performing Units

1. Organized Performing Units, such as marching bands, gymnasts, twirlers, etc., must have entertainment value for the parade viewers. *Groups of individuals walking are not permitted.*
2. Organized Performing Units should keep their formations to no more than 8 people wide, in that some of the parade route is narrower than other portions.
3. Organized performing units are encouraged to perform a short routine for the judges at the Stage. Performances should not exceed 30 seconds. All performances and music should be "family friendly." If the unit needs music to be amplified from the judging standing, music must be emailed to mortontheatre@accgov.com by **Monday, November 28, 2022. Music should be in a .wav or mp3 format.**

Stand-Alone Vehicles

1. Cars, trucks, farm equipment, and motorcycles are not accepted as entries with the exception of Classic Cars. A Classic Car is defined as being 45 years old or older and maintained in a way that keeps it true to the original

manufacturer specifications. A limited number of Classic Cars will be allowed for the purpose of transporting the Mayor, Commissioners, and/or Parade Marshal. If these vehicles are not needed for this purpose, they may be entered as entries in the parade on behalf of a car club and must pay the parade fee.

2. Anyone driving in the parade must be over 18 and provide a copy of their driver's license and proof of insurance at request.
3. Public Service vehicles may be allowed as entries but must be decorated such that their physical characteristics are hidden.

Animals

1. Entries with large animals and horses are by invitation only. Horses should have buns, and riders should dress in holiday attire.
2. Entries with other animals must have prior approval.
3. Insurance will be required for the groups to participate in the parade.

Rules for Parade Line Up

Floats (including Animals & Stand-Alone Vehicles)

1. Selected floats will be given an assembly time and spot assignment.
2. Floats may begin assembling on Hancock Street no earlier than 5:00 p.m. but need to be in place no later than 5:45 p.m. for judging. Entries not in place by this time may not be judged or eligible for awards.
3. The parade line up will be posted on accgov.com/parade the day before the parade. Entrants will also receive the parade line up and instructions via email.
4. Floats arriving after 6:00 p.m. may not be allowed to participate in the parade.

Performing Units

1. Performing Units may begin assembling on Hancock Street no earlier than 5:00 p.m. but need to be in place no later than 6:15 p.m. Arriving after this time places the entrant at risk of not being allowed to participate in the parade.
2. The parade line up will be posted on accgov.com/parade the day before the parade. Entrants will also receive the parade line up and instructions via email.
3. Performing Units should gather at their assigned location, but off the street where the painted number indicates. There is usually a parking lot or other open space for members to congregate while waiting for the parade to begin.

Acknowledgment of Rules

It is the applicant's duty to share these guidelines and rules with all members of the group participating in the event and their guardians (if minors). All people on or with the accepted units on the night of the parade will be held to the same standards regardless of the applicant sharing these rules with them. By submitting the application, the applicant and your entire group are admitting having read this document and complying with its outlined expectations.