

# 67th Annual Downtown Monroe **CHRISTMAS** **Parade** *"Christmas Outside of the Box"*

The 67<sup>th</sup> Annual Downtown Monroe Christmas Parade  
will take on a new look for 2020.

Welcome to our first Christmas Parade in Place!

This year parade participants will line Broad Street along the usual parade route and will remain in place while spectators will walk the parade route. The event will officially begin at 6:30 pm and end at 8:00 pm. The new layout will give participants the opportunity to interact with spectators and really show off your creativity with floats, decorating of vehicles and costumes. We can't wait to see what you come up with to wow our community and make the 2020 Parade in Place one to remember!

There will be some important factors to note. Arrival of participants can begin at 4:00 pm. (Details will be given at the mandatory meeting.) All vehicles and participants must be parked in their assigned parade location by 5:30 for judging. Entries must still be mobile and contained to a vehicle, truck or trailer. Participants may stand around entry during the time spectators will viewing but must be able to disperse quickly when the event ends. Walking groups, bands, dance groups, chorus groups etc. are still allowed, but must be able to disperse quickly when the event ends. All entries and participants must remain in the assigned location for the duration of the event. Exit instructions will be given at the mandatory meeting.

Please call or email if you have questions. We look forward to celebrating the season with you!

Leigh Ann Walker

[lwalker@monroega.gov](mailto:lwalker@monroega.gov) 770-266-5334



2020 Christmas Parade in Place  
**"Christmas Outside of the Box"**  
Thursday, December 3rd, 2020  
at 6:30PM

[www.monroedowntown.com](http://www.monroedowntown.com)

## **APPLICATION**

Registration is limited to the first 50 entries. No applications accepted after November 19<sup>th</sup> or once capacity is reached.

Official Entry Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Circle the entry organization type:      Business      Non-Profit      Band      Military

Contact person responsible for entry: \_\_\_\_\_

Contact phone # 1: \_\_\_\_\_ Contact phone # 2: \_\_\_\_\_

Email (required): \_\_\_\_\_

Type of Unit (check all that apply and provide numbers of each):

- ☐ Marching Unit /Band: \_\_\_\_\_ approximate number of people
- ☐ Truck: \_\_\_\_\_ number of trucks
- ☐ Car: \_\_\_\_\_ number of cars
- ☐ Float: \_\_\_\_\_ number of floats
- ☐ Walkers: \_\_\_\_\_ approximate number of people
- ☐ Animals \_\_\_\_\_ approximate number of animals
- ☐ Other: \_\_\_\_\_

\_\_\_\_\_ (initial here) A representative from our float will attend the mandatory parade information meeting on Monday, November 30<sup>th</sup>, at City Hall (215 N. Broad Street), at 6:00 pm.

\_\_\_\_\_ (initial here) I understand the parade will be a parade in place and I will fully communicate the new process to my group.

**Please use page 2 to describe your entry. Page 2 may be sent separately from the Application (page 1). See page 3 for entry pricing. Payment, Application (page 1) and Agreement (page 4) must be received by stated dates in order to qualify for specified pricing and to secure parade participation.**

**NOTE: The Monroe DDA's Parade Committee will review all applications and reserves the right to limit number of entries. The DDA also reserves the right to accept or refuse any application for participation.**

**Please return application to:  
Monroe DDA, PO Box 1249, 215 N Broad Street, Monroe, GA 30655  
or e-mail: [lwalker@monroega.gov](mailto:lwalker@monroega.gov)  
Call (770) 266-5334 with any questions.**

2020 Christmas Parade in Place  
"Christmas Outside of the Box"

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**ENTRY DESCRIPTION – used for broadcast**

Please give as much information as possible describing your group or business.

This is a commercial for you!

**Due by: Thursday, November 19<sup>th</sup>.**

Official Entry Name: \_\_\_\_\_

Details of Float Construction/Description:

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Length of float and towing vehicle combined \*REQUIRED\*: \_\_\_\_\_

Number of people in your entry: \_\_\_\_\_

Participants on float and their descriptions (You may list up to 5 names):

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Description of Business, Club or Organization:

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Tell us about your entry:

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The parade will be broadcasted live on the City of Monroe Channel 16 and then rebroadcast through the month of December. For the broadcast, please complete the requested information for our announcers to use for describing your group/business.

This form must be received by Thursday, November 19th  
by email: [lwalker@mornoega.gov](mailto:lwalker@mornoega.gov) or  
mail: Monroe DDA PO Box 1249, Monroe, GA 30655

General Information, Requirements and Fees  
**Please keep this information, do not turn in with parade application.**

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1. All entries must be one float or one vehicle only. These are called units. Any applicant that has more than one unit must pay the additional unit charge per unit. (i.e. a float pulled by a truck, plus an accompanying car would be considered two units and would pay one entry fee PLUS one "Additional Unit Fee) \*See fee schedule below.
2. All entries MUST be decorated according to the parade theme, "Christmas Outside of the Box". In addition, entries are encouraged to illuminate their entry using batteries, wiring, generators, AC converters, etc.
3. Please plan to arrive at your assigned location NO LATER THAN 5:30 p.m. on the day of the parade.
4. The Monroe Downtown Development Authority reserves the right to refuse participation to any entry at its sole discretion, including but not limited to any entry containing political and social statements or issues.
5. To avoid the possibility of injury to spectators or participants, **participants are not allowed to throw candy or other items from any float or vehicle in the parade, but this year, you may hand out candy or fliers to spectators.** This policy will be strictly enforced. **Participants must stay within their assigned location for the duration the parade in place. (5:30-8:00)**
6. Animals participating in the parade must be harnessed or leashed at all times. Entries are responsible for the removal of any animal waste made throughout the parade in place and ensure location is clean prior to leaving
7. Vehicles:
  - Only individuals 18 years of age and older will be allowed to drive automobiles, trucks, floats, tractors or motorcycles
  - All drivers must have personal liability insurance and must submit a copy of insurance with parade application.
  - No sitting on the sides of pick-up trucks, or standing in the bed of pick-up trucks while vehicles are traveling to & from parade in place location.
  - Drivers will not speed, squeal/spin tires, or drive towards spectators while vehicles are traveling to & from parade in place location.
8. No Santa can be used on any float or entry, live or mannequin. The official Santa will arrive at the end of the parade.
9. Children that are riding bicycles must have adult supervision in front, back and sides of formation, and be wearing a helmet while riding.
10. Only FLOATS will be judged. For judging criteria see page 5.

**There will be a MANDATORY MEETING on Monday, November 30<sup>th</sup> at Monroe City Hall**

**215 N. Broad Street, Monroe 30655 at 6:00pm**

**A representative from each entry MUST be present!**

This is when you will receive your line up number and location

Failure to follow these guidelines will result in removal from the parade.

### **Fees and Deadlines**

<b><u>Entry Deadlines</u></b>	<b><u>For Profit</u></b>	<b><u>Non-Profit</u></b>	<b><u>+ Additional Vehicle Fee</u></b>
	(entry includes one vehicle + float/trailer)		
<b>Oct. 10<sup>th</sup> through Nov. 19th</b>	<b>\$65</b>	<b>\$45</b>	<b>\$10</b>

**INDEMNITY AGREEMENT**  
**For the 2020 Downtown Monroe Christmas Parade in Place**

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“The undersigned, Individually and on behalf of any organization represented thereby (referred to collectively as “Applicant”), agrees to indemnify, save and hold harmless the City of Monroe Downtown Development Authority, the City of Monroe, Walton County and any Sponsor of said event, as well as any officer, director, employee, representative or agent of City of Monroe Downtown Development Authority, the City of Monroe, Walton County, or any Sponsor of said event, from and against any and all suits, actions, losses, damages, causes of action and claims of liability of any character, type or description, including, but not limited to, expenses of litigation, court costs, attorney’s fees, and/or expert witness fees for any death or injury (real or alleged) to any person, organization or property, arising out of or occasioned by, directly or indirectly, any act or omission of Applicant and/or its officers, directors, employees, representatives. participants and agents related to or affecting Applicant’s participation in the Downtown Monroe Christmas Parade and/or any other activity or matter contemplated by this application and this Indemnity Agreement, and/or acts of any other participants or attendees of the 2020 Downtown Monroe Christmas Parade. The undersigned warrants that he/she has full authority to bind the Applicant and understands that City of Monroe Downtown Development Authority is relying on such representation as a prerequisite to the consideration of this application.”

Signature of Individual/Authorized Representative: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Title of Authorized Representative (if applicable): \_\_\_\_\_

Date \_\_\_\_\_

\*This form must be returned with Application (Page 1)\*

## Judging

Only floats will be judged. Judging begins at 5:30 pm. Floats must be in assigned location ready to be judged. Awards will be given for the following:

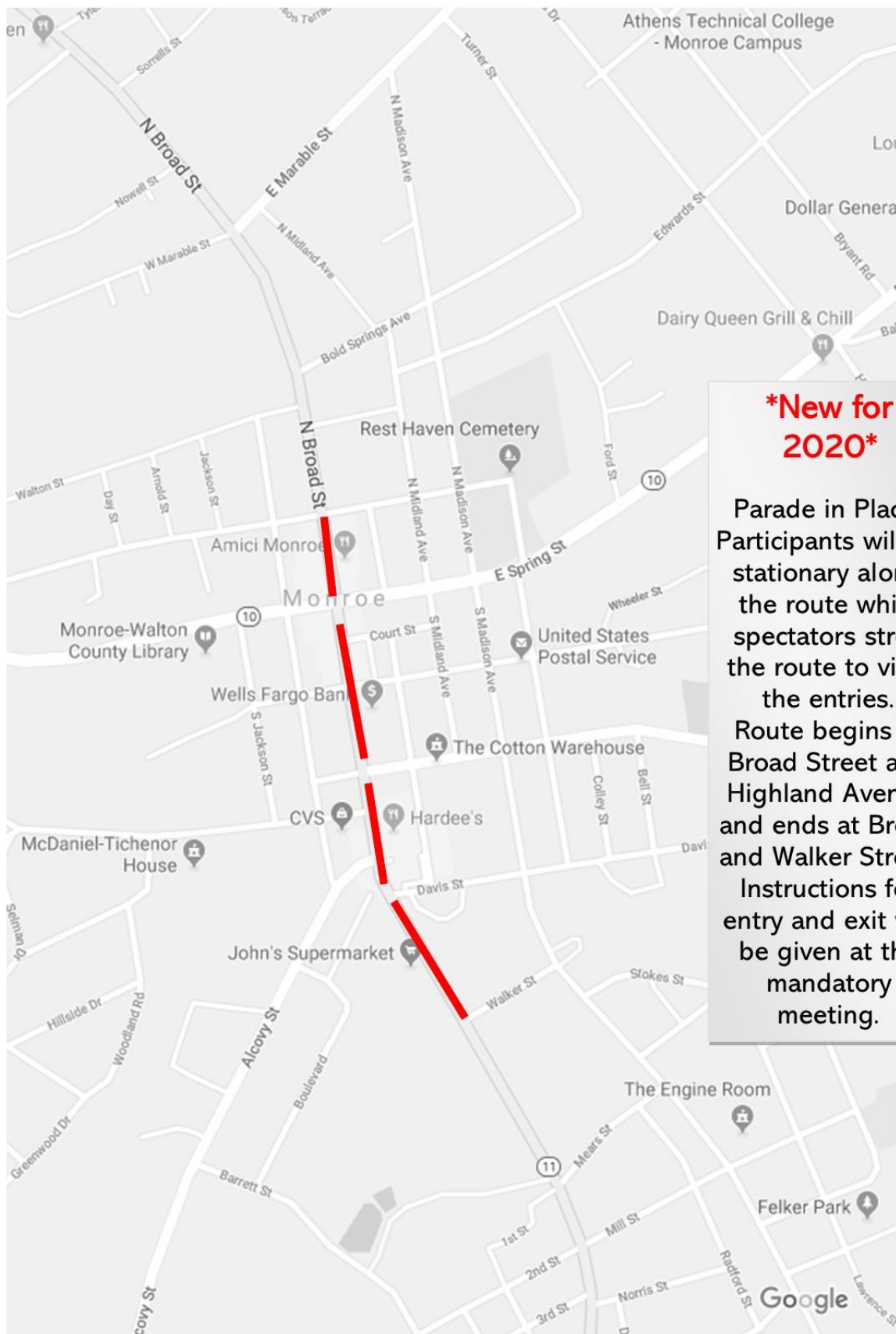
**Mayor's Award**-best overall float from a non-profit.

**Chairman's Award**-best overall float from business

**Superintendent Award** –best overall float from a school

An honorable mention in each category will be awarded.

**In order to be judged, floats must be lined up by 5:30 pm.**



**\*New for  
2020\***

Parade in Place!  
Participants will be stationary along the route while spectators stroll the route to view the entries.

Route begins at Broad Street and Highland Avenue and ends at Broad and Walker Street.

Instructions for entry and exit will be given at the mandatory meeting.