

# CITY OF PINE BLUFF

*Office of the Mayor*  
Shirley M. Washington

August 29, 2019

Dear Community Members,

As Christmas quickly approaches, the City of Pine Bluff is planning to kick off the holiday season with a joyous spirit. It marks a season where family and friends gather to celebrate the birth of Jesus Christ. We ask you to mark your calendars for the Pine Bluff Christmas Festival *Mistletoe Magic: Believe in Miracles* from December 5th - 8th. The Christmas Parade will kick off our holiday festivities on December 5th, beginning at 5:30 p.m.

This celebration will continue through December 8<sup>th</sup> as we gather at Saracen Landing for the Christmas Festival that will feature local entertainment, ice skating, special photo opportunities, Christmas market, and food trucks. Other family-friendly festivities are in the works and will be announced at a later date.

We would like to extend an invitation to all schools, church groups, businesses, community organizations and citizens at large to participate in *Mistletoe Magic: Believe in Miracles*. With your help, this holiday season can be one of the best yet.

The Christmas Parade and Mistletoe Magic Vendor Applications are enclosed. For additional information, please contact:

Mary Liddell (870) 643-2383

Leigh Cockrum (870) 692-1155

Sincerely,

Mayor Shirley Washington



## City of Pine Bluff Parade Application

Date: December 5, 2019

Time: 5:30 pm



**Application Deadline: November 15, 2019**

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization Name and Youth Partner, if applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Number of people expected to participate with your organization: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please describe your parade entry:

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This year's parade will be held on Thursday, December 5, 2019 at 5:30 pm. Please read the attached rules for this year's parade. By signing below, I state that I understand the above information and that I have read the attached rules:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email the completed application to Mary Liddell at [maryliddell@yahoo.com](mailto:maryliddell@yahoo.com) or deliver to the front desk of the Mayor's office. If you have any questions, you can contact Mary Liddell at 870-643-2383. Go Forward Pine Bluff can be reached at 870-939-6900 or emailed at [info@goforwardpb.org](mailto:info@goforwardpb.org).



## City of Pine Bluff Parade Application

Date: December 5, 2019

Time: 5:30 pm

**Application Deadline: November 15, 2019**

### **RULES AND REGULATIONS**

1. Entrants must observe all applicable rules and regulations and follow instructions from police and parade officials or be barred from the parade. The Christmas Parade Committee reserves the right to remove any entrant from the parade either prior to assembly, while assembling or any time during the parade.
2. Vehicles will not be allowed in the parade unless pulling a float. Exceptions will be considered for antique vehicles and other organized specialty car groups with prior approval.
3. **NO MATERIALS MAY BE THROWN ALONG THE PARADE ROUTE. WALKERS WILL NOT BE ALLOWED TO HAND MATERIALS TO SPECTATORS.**
4. Forward movement maneuvers only by marching units are permitted. No units may stop forward motion for performances except in the areas designated by the Christmas Parade Committee. This stop may not exceed 90 seconds.
5. A space of 50 feet between each unit will be enforced. All units are required to close gaps between units when instructed by parade officials. Failure to do so may warrant removal from the parade.
6. Alcoholic beverages are forbidden on any float, in any vehicle, or on the person of any participant. Participants consuming alcohol prior to or during the parade will be removed from the lineup. All city, county and AR State statutes concerning the consumption of alcoholic beverages will be strictly enforced by the police before, during and after the parade.
7. Drivers of any and all vehicles in the parade areas must possess a valid driver's license, be at least 18 years old, and possess all liability vehicle insurance.

8. **Livestock, reptiles, wild and domestic animals shall not be in the parade unless special written approval by the Christmas Parade Committee is obtained.** If approval is granted, all horses must have someone to clean up, if necessary, along the parade route.
9. Use of high intensity sound making devices is strongly discouraged. Sound of any type must be approved by the Christmas Parade Committee and must be at a compatible sound level. Only Christmas themed music will be allowed. Parade officials have the complete authority in this matter and reserve the right to withdraw any unit that does not comply with their instructions to turn down or turn off sound when instructed to do so. Failure to comply with the officials' instructions will result in immediate removal from the parade and jeopardize future participation.
10. The Christmas Parade Committee reserves the right to withdraw any unit of which costume or performance does not meet the Christmas Parade Rules and Regulations or conform to the standards of reasonable public taste and fit the parade theme.
11. Entrants that do not appear on parade day without prior notification to parade officials or entries that do not comply with the rules and regulations jeopardize future participation in the Christmas Parade.
12. Political campaigning is not permitted.
13. The Christmas Parade Committee's decision regarding all entries is final.
14. The Christmas Parade Committee does not accept the responsibility for travel, food, or lodging expense of any unit.
15. The Christmas Parade Committee reserves the right to accept or decline any entry.

## **FLOATS**

1. Only vehicles pulling floats will be allowed in the parade. Exceptions will be considered for antique vehicles and other organized specialty car groups with prior approval. Vehicles that are pulling floats should be incorporated as much as possible into the float and decorated accordingly.
2. All entries must be decorated according to a Christmas theme. All banners must be neatly lettered and legible.
3. No decorations and float construction material may protrude from the side of the float. All electrical devices must be properly grounded.
4. All floats must have handholds or standup holds for each rider on the float. Any self-propelled float must have a spotter beside the float, who is in two-way communication (e.g. two-way radio) with the float driver.
5. Participants must be costumed according to the parade theme, with **no participant dressed as Santa Claus.**
6. No participants may jump on a float to ride and not interfere with any other unit in any way. Float capacity will not be exceeded. No participants will dismount from a float during the parade route. Participants will not have body parts, particularly legs and feet, extending past the sides, front or rear of the float. This is an extreme safety hazard.
7. The Christmas Parade Committee will secure Santa Claus for the parade. **No other Santa's are allowed to participate.**

## **BANDS – MARCHING/WALKING UNITS**

1. All marching units must maintain forward motion. Routines that cause gaps will not be permitted. Stopping or reversing motion will result in removal from the parade and will jeopardize future participation. Only Christmas theme music will be allowed.
2. No unit may stop forward motion to perform except in areas designated by the Christmas Parade Committee. Performance stops may not last more than 90 seconds.
3. If for any reason a gap of greater than 50 feet is created, marching units must increase their pace to close the gap.
4. Participants must be suitably costumed with no participant dressed as Santa. Walking groups must be dressed in uniform that easily identifies walkers as a part of the same group.
5. No vehicle may accompany marching units without written approval.

## **LINEUP**

All entries will be assigned a line-up number and receive further instructions about the parade upon receipt and approval of all applications. This includes band buses and other vehicles delivering people to floats.

## **KINGS/QUEENS**

Kings/Queens from any Elementary, Jr. High, High School, College or recognized pageant will be considered for the parade at the discretion of the Christmas Parade Committee. Eligible entries for consideration will include private/public, elementary/secondary, college institutions and recognized pageant winners. Kings/Queens must be at least 5 years old. Kings/Queens from the same school must ride on the same float. The driver must be at least 18 years old and have a valid driver's license and liability insurance. A maximum of 2 persons per vehicle (driver excluded). The King and/or Queen must have been selected as a part of an official school pageant. The King/Queen must attend the school they represent. All King/Queen entries must participate by float. Convertibles will not be allowed.

## **JUDGING CRITERIA**

1. Overall Appearance – overall impression of the float.
2. Festival Theme – does the float portray the festival theme?
3. Originality/Creativity – is the float unique from all the other floats? Does the float show originality in design, features and material chosen for construction?
4. Personalization – while conforming to the these, does the business, club or organization's message still come through? Can we tell who they are and what they are about through the float?
5. Spirit of Christmas – does the float have a Christmas spirit (no Santa Claus on the float)?
6. Extra Points – lights, moving parts, gimmicks, etc.

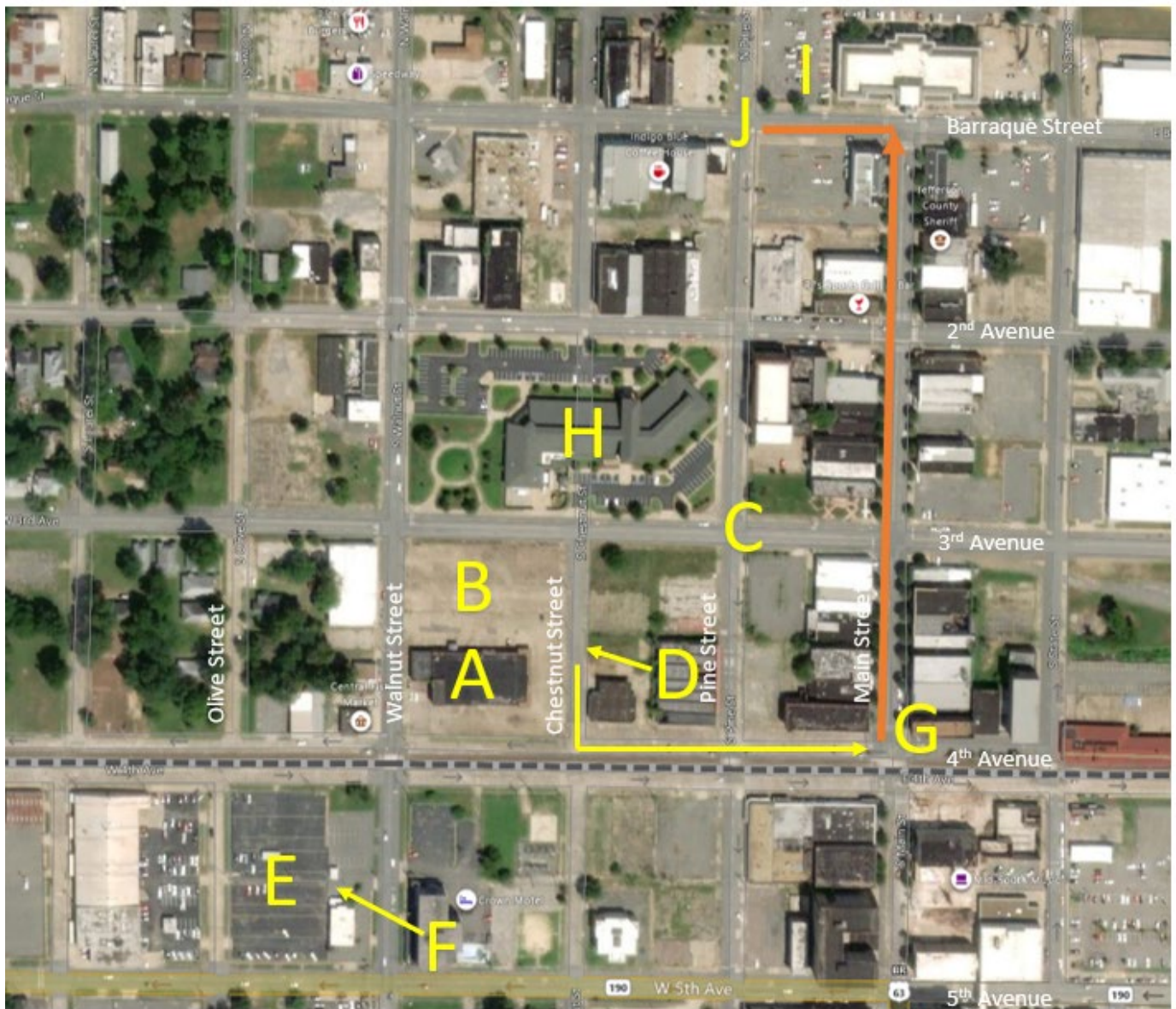
## **PARKING**

Parking for non-parade entries will be on the Smart Chevrolet lot at 5<sup>th</sup> & Olive. Park on the lot and proceed through the gate to your parade entry.

**FOR MORE INFORMATION**

For more information, contact Mary Liddell 870-643-2383 or email by [maryldll@yahoo.com](mailto:maryldll@yahoo.com) or Go Forward Pine Bluff at 870-939-6900 or [info@goforwardpb.org](mailto:info@goforwardpb.org)

# 2019 Christmas Parade Lineup and Parking



- |   |  |   |  |
|---|--|---|--|
| A | Bingo Hall, 4 <sup>th</sup> & Walnut                 | F | Gate   |
| B | Band Gathers, Bingo Hall parking lot                 | G | Parade Route Beginning Point, 4 <sup>th</sup> & Main |
| C | Float Line Up, 3 <sup>rd</sup> & Pine                | H | Donald Reynolds Center                               |
| D | Line Up Point Barricade                              | I | Jefferson County Court House                         |
| E | Smart Chevrolet Parking Lot, 5 <sup>th</sup> & Olive | J | End of Parade Route                                  |

Line up begins at 4:45 pm, everyone should be in line by 5:15 pm. The parade will start at 4<sup>th</sup> and Main (G) and continue to Barraque and end at Pine Street (J).

Bands will gather in the Bingo Hall parking lot (B). Floats/Trailers will begin lining up at 3<sup>rd</sup> & Pine (C).

A barricade will be set up at the Pine Street entrance (D) to the Bingo Hall parking lot to establish a beginning line up point. The bands and floats/trailers will flow into one line as the progression moves down 4<sup>th</sup> avenue (north side of tracks) to Main Street (G).

Parade entries will receive their parade position numbers early.

## PARKING

Parking for non-parade vehicles will be in the Smart Chevrolet parking lot at 5<sup>th</sup> & Olive (E). Proceed through the gate to your parade entry (F). This includes band buses and other vehicles delivering people to floats.