

Northwestern | **HOMECOMING**

Parade Packet 2017

Homecoming Week is
October 1 – 7, 2017

Parade & Pep Rally on
October 6, 2017

Important Dates

- **FRIDAY, June 9**
 - Early-bird Parade Registration Deadline
No registration fee!
- **MONDAY, September 25**
 - Parade Registration Due
- **THURSDAY, September 28**
 - **Mandatory** Parade Meeting at 7:00 p.m.
 - Location to be announced later
- **FRIDAY, October 6**
 - Drugs and Alcohol Signature Form at Parade Check-In from 4:30-5pm

FRIDAY, OCTOBER 6

- **4:30-5:00 p.m.:** Parade Check-In all parade participants must be checked in by 5:00 p.m.
Lincoln Street between Orrington and Sheridan
- **5:00-6:00 p.m.:** Parade Staging
 - *Lincoln Street between Orrington and Sheridan*
- **6:00 p.m.:** Parade Kick-Off
Start at Lincoln/Sheridan, heading south to Chicago/Sheridan
- **6:45 p.m.:** Pep Rally Begins
Deering Meadow

2017 Homecoming Parade

General Parade Guidelines

Application is due MONDAY, SEPTEMBER 25 by 11:59pm

The following rules and guidelines are to be met by all entrants in the 2017 Homecoming Parade. Any violation of these guidelines will result in forfeiture of participation in the parade. Entry fees will NOT be refunded for any reason including inclement weather. Please retain these instructions and bring them to the **mandatory parade meeting at 7pm on Thursday, September 28**. Questions may be directed to chris.dekok@northwestern.edu

1. An entry fee is required of EVERY entry and must accompany the application. *NOTE: Entry fees are waived for groups that complete registration **before 11:59pm Friday, June 9***. There are three entry groups, each of which may occupy a space NO LONGER THAN 60 FEET IN LENGTH, 14 FEET IN WIDTH and 12 FEET IN HEIGHT. For floats en route to and from the parade staging area, please obey all traffic laws. Further descriptions of each class follows:

Group 1: Traditional float entries: may consist of a maximum of one motorized vehicle pulling one non-motorized vehicle. A maximum of 15 people may be on the float, 40 people present around the entry

Group 2: Walking and non-motorized entries: may consist of a maximum of 55 people on foot or person-powered (example: bicycle).

Group 3: Miscellaneous entries: those that do not fit into any of the above two categories. These entries will be considered unique and will be reviewed on a case-by-case basis by the Homecoming Council. All decisions by the Homecoming Council are final.

Entries exceeding the above restrictions must pay an additional entry fee for each additional entry space needed. Any entry which is found to be in violation of any parade or university policies and/or state or local laws during the parade or parade line-up will be removed without refund of entry fee.

2. **A MANDATORY MEETING WILL BE HELD FOR ALL ENTRIES.** A representative from your entry is required to attend. Failure to do so will result in loss of entry fee and disqualification from the parade. This meeting will be held at **7pm on Thursday, September 28**.
3. Each float/banner will be scheduled for a review time approximately one hour before the parade begins. If any float/banner is deemed unsafe or inappropriate by parade coordinators, they will be removed from the parade and no refund of parade registration fees will be given.
4. NO alcoholic beverages or illegal substances will be allowed on or near the entries prior to or during the parade. If alcoholic beverages and/or illegal substances or their containers are found, or the person operating any type of vehicle (example: motorized, bicycles, etc.) is suspected of having consumed alcohol, the entry will be pulled from the parade. Police assistance will be used if necessary.
5. Entries may not display advertisement for alcohol or tobacco (examples: banners, logos, etc.) on their float. Offensive music broadcast from the parade entry is prohibited. We welcome all members of the Evanston community to the Homecoming parade and ask that you be respectful of all in attendance.
6. **NO candy, leaflets or other items may be THROWN** from the entries at any time. **HOWEVER, candy, leaflets or other items may be HANDED out**, under the following circumstances: A minimum of two persons must be on each side of the entry, at the outermost edges of the street at ALL TIMES, to pass out items to spectators. Entries violating this policy will be removed from the parade and entry will not be refunded. This will be enforced by parade security and the University Police.

7. Entries must yield right of way to all emergency vehicles at any time during staging process and parade. In addition, each float **MUST** have a fire extinguisher and a working flash light which must be present upon check in at your assigned staging area. Single use fire extinguishers can be found at Home Depot for approximately \$20.00.
8. Proceed to your assigned location that will be given to you at the mandatory parade meeting in the parade staging area at 5:00pm so that line-up can be positioned properly. The parade will begin at exactly 6:00pm and the flow of entries will proceed according to the parade route and staging area maps.
9. DO NOT bring extraneous vehicles into the staging area. Additional vehicles will delay the start of the parade and will be towed at the owner's expense.
10. At the end of the parade route, please be considerate of those following you and clear the area quickly.

FLOATS: At Sheridan and Chicago Avenue, all Float participants will turn east and will be dismantled in the Locy Lot on Campus Drive immediately following the end of the parade. All floats must be dismantled and removed from the parking lot no later than 7:30 p.m.

BANNERS: Proceed through the Arch and head to Deering Meadow for the Pep-Rally

11. Each float/banner **MUST** be clearly labeled (organization name must be at least 4 feet wide by 2 feet long) with the full name of the organization it is representing (Fraternities and sororities spelled out, official names of residential colleges, etc.). Identification of each organization must be placed on both sides of a Float. **Each float MUST have at least a 3ft railing along the outside of the float.** The railing must be at least 3 feet in height. This is a requirement if your float is not enclosed.
12. No open flames, fire trucks (the only fire truck allowed on the parade route is the one provided by the Evanston Fire Department) or trollies are permitted. U-Haul trailers or flatbed trailers are not acceptable as the sole component of the float – if incorporating a U-Haul trailer or flatbed into the float, it must be an integral and necessary part of the float design and must include a railing.
13. All floats competing in float competition will be judged by a panel of judge consisting of students, faculty and staff. Each parade *Group* will be awarded “Best of Show” for fulfilling the requirements of: creativity, uniqueness, and school spirit. Prize winnings include:
 - **Class 1 - Float Winner:** **\$300***
 - **Class 2 - Banner Winner:** **\$150***
 - **Class 3 – Other:** **\$150***
 - **Best Wildcat Spirit:** **\$100***

*Total monetary prize is listed (if you are sharing a float, banner, etc with another group, for example, you would split the amount listed with the other organization).

NOTE: In order to win cash prize, your group **MUST** be a recognized student organization.

14. **Do not** stop in front of the judges station (will be located near Tech). If any entry cannot proceed at any point during the parade, (i.e.. mechanical breakdown, etc.) please exit the parade route at the nearest possible exit or move to the side of the parade route and immediately inform the next entry to continue around you.
15. A group liability waiver/sobriety agreement (see attached) must be signed by all participants and turned in at the parade check-in table on the day of the parade, Friday, October 6, between 5:00-5:30p.m.

Parade Registration

Please register for the parade at:

<http://alumni.northwestern.edu/parade2017>

PROHIBITED USE OF DRUGS AND ALCOHOL

By signing my name on the waiver below, I agree to not be under the influence of drugs or alcohol prior to or during the 2017 Homecoming Parade. I understand that use of alcohol or drugs will result in me not being able to participate in the 2017 Homecoming Parade and may affect my student group's eligibility to participate in future Homecoming parades. I also understand that I may be subject to further disciplinary action if deemed appropriate by the University. **ALL PARADE PARTICIPANTS MUST SIGN THIS FORM.**

DUE AT PARADE CHECK-IN ON OCTOBER 6

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