



2017 71st Annual Vienna Halloween Parade

Enclosed you will find the 71st Annual Vienna Halloween Parade registration packet and instructions. This information is necessary for submitting a parade entry application. Please call the Vienna Parks and Recreation Department at 703-255-6360 for any further information. The parade application can also be found on our website at www.viennava.gov.

For returning parade applicants and for any new participants, **entry deadline is Friday, September 22, 2017.** **Application acceptance is based on entertainment, variety and adherence to the theme and guidelines. Photographs are encouraged. Submitting an application does not guarantee your group/organization acceptance to participate in the parade.**

This year's parade is scheduled for **Wednesday, October 25, 2017**, at 7:00 p.m. The parade route is approximately 1/2 mile long and lasts 1-1/2 hours. Please make sure your group is prepared with warm clothes, comfortable shoes, and flashlights. **The Parade is rain or shine!**

This year's theme is "THE GREAT OUTDOORS!"

The categories for judging parade entrants are as follows: Youth Band, Adult Band, Float with Music, Float without Music, Youth Performers, Adult Performers, and Antique Vehicles. Floats will continue to be judged on creativity and theme interpretation. **This year's Award Ceremony will be held during the November 13, 2017 Town Council meeting at 8 p.m. A reception will also be held prior to the meeting, beginning at 7:30 p.m. at the Vienna Town Hall. Winners will be notified in advance by EMAIL only.**

To participate, you must submit a completed **REGISTRATION FORM**, **NARRATIVE** (*No changes and/or additions will be taken after October 13, 2017*), **WAIVER**, and, if you are entering a float, a **FLOAT POLICY** form with a detailed sketch and description.

ALL entries are subject to the approval of the Parade Committee and must abide by the enclosed **REGULATIONS AND PROCEDURES**. As a reminder, it is against State Law to release balloons into the air. It is also against parade rules to hand out or throw candy, literature, balloons, etc. Any violation of the laws and/or rules and regulations will result in a future parade ban and possible criminal charges.

All applicants will be notified of entry status by October 6, 2017. If accepted, your LINE-UP NUMBER and detailed information will be included in the packet. **PLEASE DO NOT CALL THE PARKS AND RECREATION DEPARTMENT UNLESS YOU HAVE NOT RECEIVED YOUR LINE-UP PACKET BY OCTOBER 13, 2017. Share your line-up information with your participants to help eliminate the large number of calls we receive.**

With 71 years of parade tradition to uphold, the Parade Committee is striving for outstanding, creative entries. We look forward to receiving your application.

Enclosures:

1. Registration Form
2. Narrative
3. Waiver
4. Float Policy – return only if you are entering a float

**All documents must be submitted to
Vienna Parks and Recreation by
Friday, September 22, 2017 – NO EXCEPTIONS
127 Center St. S. Vienna, VA 22180**

Regulations and Procedures – read, save and ABIDE!

For Office Use:
Line up #

71ST ANNUAL VIENNA HALLOWEEN PARADE-2017
"The Great Outdoors"

Deadline for Consideration: Friday, September 22, 2017 – No Exceptions

I/we the undersigned, do hereby submit an application to participate in the 2017 Vienna Halloween Parade scheduled for *Wednesday, October 25, 2017. We understand that as participants we must follow the entry rules as attached and that our entry will contribute to the theme of the parade. Failure to complete all required forms (including narrative) may result in notification delay. An email confirmation will be sent to you within two weeks of application receipt.*

NAME OF ORGANIZATION (How the parade announcer will identify your organization):

Name of Contact (one contact per group only): _____

Address of Contact: _____ City _____ State _____ Zip _____

Phone # of Contact: (Day) _____ (Evening) _____ **E-MAIL:** _____

of Participants in Entry: _____

*ALL GROUPS including Walking Groups must follow Parade Theme. Non-Performing Groups are limited to 50 participants. Performing Groups are limited to 75 participants. **LIMIT 2 VEHICLES.** Each unit will be allowed 50'-75' feet. No Vehicles other than those in the parade will be permitted on Line-up Street.*

CATEGORIES: Check One That Applies

____ Youth Band ____ Float with Music ____ Youth Performer ____ Antique/Classic Vehicle (Limit of 20 per entry)
____ Adult Band ____ Float w/o Music ____ Adult Performer ____ Walking Group (Non-Judging, 50 person limit)

DO YOU WANT YOUR ENTRY TO BE JUDGED? (Walking Groups are Non-Judged) _____ Yes _____ No

Please Describe Your Entry:

If a Float: Length of Float _____ Width of Float _____ Height of Float _____ (Float Entry Form must be completed)

Number of Vehicles _____ (Limit is TWO) Length of Vehicle _____ Width of Vehicle _____

Awards Ceremony: Vienna Town Council Meeting, Monday, November 13, 2017 8:00 p.m. Winners will be notified in advance via email.

I/We agree to follow the rules and regulations for the parade and will abide by any Committee decision that affects our participation. I/We have attached the Float Policy (if applicable).

Signature: _____ *Date:* _____

Print Name: _____

**RETURN THIS COMPLETED FORM WITH YOUR NARRATIVE & WAIVER BY SEPTEMBER 22, 2017.
COMPLETED APPLICATIONS DO NOT GUARANTEE ACCEPTANCE TO PARTICIPATE**

**SEND TO: Vienna Parks & Recreation Department
2017 Halloween Parade Entry
127 Center St. S. Vienna, VA 22180
FAX TO: 703-255-6399**

Office Use Only: Date Received _____	Forms Attached: ____ Float Policy ____ Narrative ____ Waiver
Date Confirmation Sent: _____	Entered in Excel _____ Narrative # _____

***Return by Friday, September 22, 2017 – NO EXCEPTIONS.
No changes and/or additions are permitted after October 13, 2017***

(Please **TYPE** or **PRINT** your entry description)

GROUP NAME FOR ANNOUNCER: _____

NAME OF CONTACT PERSON: _____

DAY PHONE: _____

EVENING PHONE: _____

E-MAIL: _____

What you write below will be read by the parade announcer when your parade entry passes the reviewing stand. (We reserve the right to edit.) Help us give your entry the credit and attention it deserves by including the name of your organization in your narrative. **Please remember this parade is for children.** (Imagine that you're reading your comments aloud to 30,000 people ranging in age from three to ninety-three. Does it capture and hold everyone's attention for a moment? If so, it's probably perfect!) Your comments should be **UPBEAT, INTERESTING, and BRIEF (approx. 50 words)** for the benefit of the spectators, judges and your fellow parade participants.

**RETURN THIS COMPLETED FORM WITH YOUR REGISTRATION FORM & WAIVER
BY SEPTEMBER 22, 2017**

Vienna Parks & Recreation
2017 Vienna Halloween Parade
127 Center St. S.
Vienna, Virginia 22180

WAIVER
VIENNA HALLOWEEN PARADE
Return by September 22, 2017– NO EXCEPTIONS

The undersigned agrees to save and hold harmless from any and all damage or injury **THE TOWN OF VIENNA** and the **VIENNA BUSINESS ASSOCIATION (ITS OFFICERS AND DIRECTORS)** as a result of participation on Wednesday, October 25, 2017 in the 71st Annual Vienna Halloween Parade, sponsored by the Town of Vienna, in cooperation with the Vienna Business Association of Vienna, Fairfax County, Virginia.

(NAME OF ORGANIZATION)

(CONTACT NAME, printed)

(CONTACT NAME, signature)

(TITLE)

(DATE)

**RETURN THIS COMPLETED FORM WITH YOUR NARRATIVE
& REGISTRATION FORM BY SEPTEMBER 22, 2017.**

Vienna Parks & Recreation
2017 Vienna Halloween Parade
127 Center St. S.
Vienna, Virginia 22180

**FLOAT POLICY
VIENNA HALLOWEEN PARADE
“The Great Outdoors”**

Return by September 22, 2017 – NO EXCEPTIONS

**NOW IS THE TIME TO PLAN YOUR FLOAT FOR THE
71st ANNUAL VIENNA HALLOWEEN PARADE!**

1. Prepare a sketch or a drawing of your proposed, colorful, and entertaining float.
2. Submit the drawing, along with the signed form below, to the Parks & Recreation office by Friday, September 22, 2017.

Any business, club, organization, school, individual or political party may submit a float application to the Parade Committee for approval. A float is hereby described as any vehicle, decorated in a colorful and entertaining motif, **which follows the theme of the parade**. This vehicle is to be decorated **to the extent that it is not recognized as a vehicle**, with the exception of the ‘cab portion with driver’ (if applicable). **The maximum height for all floats is 14 ½ feet from the ground.**

FLOAT DIMENSIONS: _____Length _____Width _____Height

TWO VEHICLES ONLY

I am/We are applying to participate in the 2017 Vienna Halloween Parade. I/We have enclosed the sketch of our float and understand that this sketch and application are subject to the 2017 Parade Committee’s approval. I/We agree to abide by the Committee’s decision.

NAME OF ORGANIZATION: _____

CONTACT NAME: _____

ADDRESS OF CONTACT: _____

CITY OR TOWN: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER OF CONTACT: (DAY) _____ (EVENING) _____

E-MAIL: _____

If you are entering a float, you must
**RETURN THIS COMPLETED FORM WITH YOUR REGISTRATION FORM,
NARRATIVE, & WAIVER BY SEPTEMBER 22, 2017.**

Vienna Parks & Recreation
2017 Halloween Parade
127 Center St. S.
Vienna, Virginia 22180

REGULATIONS AND PROCEDURES - 2017

VIENNA HALLOWEEN PARADE

To provide an organized, entertaining and safe parade, the Town of Vienna has adopted the following regulations and procedures:

REGISTRATION AND APPLICATIONS:

1. Any person, organization, club, business, or group may apply to participate in the parade. All regulations must be followed. **NO GAPS BETWEEN GROUPS ARE PERMITTED.**
2. All units or individuals must be registered with the Parade Committee by the deadline date of **September 22, 2017.**
3. This parade is primarily to be viewed by children. All entries must be in good taste and contribute to the overall theme of the parade.
4. Registrations are subject to the approval of the Parade Committee. The Parade Committee may deny participation to any unit or individual not in accord with these Regulations and Procedures.

FLOATS:

5. All vehicles must comply with the parade's Float Policy with the exception of the following: police vehicles, fire equipment, OFFICIAL parade cars, and antique cars.
6. Any self-powered vehicle must be decorated, covering more than 75% of the vehicle. The pulling unit need not be decorated. All floats must reflect the theme of the parade.
7. It is important that floats arrive on schedule by the route designated.
8. Political entries must comply with the parade's Float Policy.
9. A political float cannot be decorated only with red, white and blue bunting and/or political stickers. It must follow the theme of the parade and be entertaining to the total audience, which includes children.
10. All auxiliary units must be registered and contribute to the theme of the parade.
11. For safety reasons, walkers alongside of floats are not permitted.

BANDS, MAJORETTES, MARCHING UNITS, SPECIALTY GROUPS:

12. All units must maintain movement along the parade route. Stopping for an individual or group performance or routine will not be permitted at any point along the parade route, including the Reviewing Stand. If a routine is to be performed, it must be at a moving pace at an advancing rate of no less than one-half step. Failure to comply will result in a disqualification and removal from future parades.

GENERAL:

13. **Tossing of or handing out of items (candy, literature, balloons etc.) along the parade route is strictly prohibited.**
14. Bicycles or motorized vehicles NOT REGISTERED WITH THE PARADE COMMITTEE are strictly prohibited.
15. All groups comprised of children are strongly encouraged to have adequate adult supervision. We recommend bringing flashlights as the side streets can be very dark.
16. Animal units must provide a clean-up crew to walk behind their animals.
17. Balloons may not be released into the air as described in the attached state law.
18. **Parents dropping off their children must have an adult to escort them to their line-up space. There is no place to park your car and walk children to their space.**

PENALTIES:

Any participants who are judged by the Parade Committee to be in violation of the above rules will be removed from the parade and banned from next year's parade.

If you have additional questions, please call the Vienna Parks & Recreation Department at 703-255-6360.

GRANDSTAND INFORMATION

2017 VIENNA HALLOWEEN PARADE

- IN AN EFFORT TO KEEP THE PARADE ENDING ON TIME, STOPPING TO PERFORM ALONG THE PARADE ROUTE IS STRICTLY PROHIBITED.
- GROUPS MUST CONTINUE WALKING ALONG THE ENTIRE ROUTE, PERFORMING IN MOTION. PLEASE PLAN YOUR ROUTINES WITH THIS IN MIND.
- AS PARTICIPANTS PASS THE REVIEWING STAND, THEY MUST CONTINUE MOVING.
- JUDGES WILL EVALUATE AN ENTRY AS THEY PASS THE REVIEWING STAND.

ALSO, WE WILL BE LIMITING THE NUMBER OF PERFORMING GROUPS WITH SIMILAR MUSIC AND ROUTINES. MAXIMUM NUMBER OF PARTICIPANTS IN PERFORMING GROUP IS 75.

THANK YOU FOR YOUR COOPERATION!