



2020 HALLOWEEN WAVE PARADE

SATURDAY, OCTOBER 31 - 10 AM

74th Annual Vienna Halloween Parade Registration Packet

What is a Wave Parade? Due to the ongoing public health crisis, the Town of Vienna and the Vienna Business Association have elected to present a Wave parade for our 74th Annual Parade. The parade will consist of **10-15 floats, will step off from the Vienna Community Center at 10 AM on Halloween (Saturday, October 31) and will travel through all 4 of Vienna's quadrants** (not every street). A route will be released to the public on Thursday, October 29 after 3 pm. Residents will be able to don their costumes and wave from sidewalks near their homes as the parade passes by.

Note: The event will follow recommended safety protocols, wearing of face coverings and social distancing measures provided by the CDC, WHO, Fairfax County Health Department and the Event Safety Alliance.

Who will participate? **Only applications for floats will be accepted for the 2020 parade.** More details on float requirements are in the following pages. Space is limited and only floats that can commit to following all parade guidelines and demonstrate the highest entertainment value will be selected to participate. Floats will be selected by a jury of representatives from the Vienna Business Association and the Town of Vienna. **No applications for walking groups or stand alone vehicles will be accepted.**

2020 Theme: Random Acts of Kindness

To apply to participate you must submit:

- A completed **REGISTRATION FORM, NARRATIVE (this will be read in the live stream of the parade), WAIVER**, and , a **FLOAT POLICY** form with a detailed sketch and description. Be sure to demonstrate the entertainment value of your float and the connection to the theme in your 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.** **Parade Rules for 2020 have been modified significantly to follow COVID-19 Safety practices.** Please read carefully before applying 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 September 18, 2020.** More information about set up, line up, etc. will be forthcoming.

Application deadline for 2020 parade is: September 14 2020 at 5 PM
Applications may be emailed to: lily.widman@viennava.gov



VIENNA.GOV/HALLOWEEN



REGULATIONS AND PROCEDURES - 2020

VIENNA HALLOWEEN WAVE PARADE

THESE HAVE CHANGED DUE TO COVID-19 SAFETY MEASURES!! PLEASE READ CAREFULLY.

REGISTRATION AND APPLICATIONS:

1. Any person, organization, club, business, or group may apply to participate in the parade. All regulations must be followed. **Only entries for floats will be considered in 2020 due to the nature of the parade. No political floats will be considered for the 2020 parade.**
2. All units or individuals must submit an application to the Parade Committee by the deadline date of **September 14, 2020.**
3. This parade is primarily to be viewed by children and families. All entries must be in good taste and contribute to the overall theme of the parade.
4. Applications will be reviewed by a jury of parade committee members. Floats will be selected based on their entertainment value and connect to the theme.

FLOAT RULES:

5. **Floats must be no more than 10 feet wide, 40 feet long, and under 12 feet in height.**
6. Occupancy on each float will be determined by the square footage of your float. Each individual on the float must be given 6 square feet. Take your float width x float length, divided by 36 to get the number of people allowed on float. Be sure to into account any decorations that reduce the area available for standing when calculating your available square footage. **Limit examples: 10X40 Float= 6 people max / 10x20 Float= 5 people max / 10x10 Float= 2 people max.**
7. All individuals on floats must wear masks at all times.
8. 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.
9. 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.
10. It is important that floats arrive on schedule by the route designated.
11. For safety reasons, no walking groups will be permitted to participate in the 2020 Wave Parade. No persons will be aloud to walk alongside the float, all individuals in the parade must remain on the floats at all times.
12. Floats should be decorated keeping in mind that a wave parade will proceed at 5-10 miles per hour and pass viewers much more quickly that a traditional parade. Be sure to affix all decorations very firmly to floats and be prepared for the potential for challenging weather conditions.
13. If drivers of vehicles have another person in the vehicle masks must be worn.
14. The parade route is approximately 9 miles long. Individuals driving or riding on floats should be prepared for the parade to last approximately 2 to 2.5 hours with no breaks.

GENERAL:

15. **Tossing of or handing out of items (candy, literature, balloons etc.) along the parade route is strictly prohibited.**
16. **For safety reasons the parade will travel steadily at approximately 5-10 miles per hour. No physical contact with parade onlookers will be permitted.**
17. Any vehicle or float NOT REGISTERED WITH THE PARADE COMMITTEE are strictly prohibited.
18. All groups comprised of children are strongly encouraged to have adequate adult supervision.
19. Balloons may not be released into the air as described in the attached state law.
20. No open flames or sparks.

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.

74th ANNUAL VIENNA HALLOWEEN PARADE-2020
REGISTRATION FORM
"Random Acts of Kindness"

For Office Use:
Line up #

Deadline for Consideration: Friday, September 14, 2020 – No Exceptions

I/we the undersigned, do hereby submit an application to participate in the 2020 Vienna Halloween Parade scheduled for **Saturday, October 31, 2020**. *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: _____ ***Keep in mind each participant must have 6 square feet of space on your float**
Limit examples: 10X40 Float= 6 people max / 10x20 Float= 5 people max / 10x10 Float= 2 people max

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 below 12 feet from the ground. The maximum width is 10 feet, and the maximum length is 40 feet.** A reminder that we are only accepting applications for floats for the 2020 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 14, 2020.

ALL GROUPS must follow Parade Theme. No Vehicles other than those in the parade will be permitted on Line-up Street.

CATEGORIES: Check One That Applies

_____ Float with Music

_____ Float w/o Music

Please Describe Your Float:

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

Note max is: 40 ft long, 10 ft wide, 12 ft high

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

_____ All participants in the parade agree to sign the attached COVID-19 Waiver on 10/31/20. (Initial)

I/We agree to follow the rules and regulations for the parade and will abide by any Committee decision that affects our participation.

Signature: _____

Date: _____

Print Name: _____

Office Use Only: Date Received _____ Forms Attached: _____ Float Policy _____ Narrative _____ Waiver

Date Confirmation Sent: _____

Entered in Excel _____

Narrative # _____

NARRATIVE FORM
VIENNA HALLOWEEN PARADE

Return by Monday, September 14, 2020 – NO EXCEPTIONS.
No changes and/or additions are permitted after October 16, 2020

(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 over the parade live stream (aired on Town social media). (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 14, 2020

Vienna Parks & Recreation
2020 Vienna Halloween Parade
120 Cherry Street, SE
Vienna, Virginia 22180
Lily.widman@viennava.gov

WAIVER
VIENNA HALLOWEEN PARADE
Return by September 14, 2020– 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 Saturday, October 14, 2020 in the 74th 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 14, 2020.

Vienna Parks & Recreation
2020 Vienna Halloween Parade
120 Cherry Street, SE
Vienna, Virginia 22180
Lily.widman@viennava.gov

**NOTE: THIS IS INCLUDED FOR REFERENCE AND
WILL NOT BE FILLED OUT UNTIL DAY OF PARADE!**
Vienna Parks and Recreation



COVID-19 RELEASE FORM

Name: _____ Date: _____

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing.

I further acknowledge that the Town of Vienna Parks and Recreation has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that the Town of Vienna Park and Recreation cannot guarantee that I will not become infected with the Coronavirus/Covid-19.

I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Vienna Parks and Recreation staff, and other class participants and their families.

I voluntarily seek services provided by Vienna Parks and Recreation.

I acknowledge that I must comply with all set procedures by Vienna Parks and Recreation to reduce the spread while attending camps and classes.

YES or NO, are you currently experiencing any of the following symptoms?

- A new fever (100.4°F or higher), a sense of having a fever or had a fever within the past 72 hours without being on medication? Yes No
- A new cough that you cannot attribute to another health condition? Yes No
- New shortness of breath or difficulty breathing that you cannot attribute to another health condition? Yes No
- New chills that you cannot attribute to another health condition? Yes No
- A new sore throat that you cannot attribute to another health condition? Yes No
- New muscle aches (myalgia) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)? Yes No
- A new loss of taste or smell? Yes No
- In the past 14 days, have you had close contact (within about 6 feet for 15 minutes or more) with someone with suspected or confirmed COVID-19? Yes No
- Have you had a positive test for the virus that causes COVID-19 disease within the past 10 days? Yes No

Anyone who answers YES to any of these patron screening questions will not be permitted to enter the community center.

I understand that if I do not attest to all 10 statements, I will not be permitted to participate in the Vienna Parks and Recreation class or activity for this particular day. It is recommended by the CDC to self-quarantine (stay home) and monitor your health for symptoms of COVID-19 for 14 days before returning to Vienna Parks and Recreation classes or activities.

Signature: _____ Date: _____