



## 2016 70<sup>th</sup> Annual Vienna Halloween Parade

Enclosed you will find the 70th 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 be found on our website at [www.viennava.gov](http://www.viennava.gov).*

For returning parade applicants and for any new participants, **entry deadline is Friday, September 23, 2016.** **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 26, 2016**, at 7:00 p.m. The parade route is approximately 1/2 mile long and lasts 1-3/4 hours. Please make sure your group is prepared with warm clothes, comfortable shoes, and *flashlights*. Parade is rain or shine!

*This year's theme is the 70<sup>th</sup> Annual Halloween Parade- Platinum Edition: "Jive Back to the 1940's." In 1946 the first Vienna Parade was held. The Parade Committee encourages everyone entering this year's parade to celebrate the decade of the 1940's, with its great music, fashion and historical events.*

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 7, 2016 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 14, 2016*), **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 7, 2016. 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 14, 2016. Please share your line-up information with your participants to help eliminate the large number of line-up information calls we receive.**

With 70 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 23, 2016 – NO EXCEPTIONS**

**Regulations and Procedures – read, save and ABIDE!**  
**70th ANNUAL VIENNA HALLOWEEN PARADE-2016**  
**Platinum Edition- “Jive Back to the 1940’s”**

**Deadline for Consideration: Friday, September 23, 2016 – No Exceptions**

I/we the undersigned, do hereby submit an application to participate in the 2016 Vienna Halloween Parade scheduled for *Wednesday, October 26, 2016*. 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. A 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 7, 2016 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 23, 2016.**  
**COMPLETED APPLICATIONS DO NOT GUARANTEE ENTRANCE.**

**SEND TO: Vienna Parks & Recreation Department**  
**2016 Halloween Parade Entry**  
**262-M Cedar Lane SE-Unit #4, Vienna, VA 22180**  
**FAX TO: 703-255-6399**

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

Date Confirmation Sent: \_\_\_\_\_

**VIENNA HALLOWEEN PARADE**

***Return by Friday, September 23, 2016 – NO EXCEPTIONS.  
No changes and/or additions are permitted after October 14, 2016***

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

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.

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**RETURN THIS COMPLETED FORM WITH YOUR REGISTRATION FORM & WAIVER  
BY SEPTEMBER 23, 2016**

Vienna Parks & Recreation  
2016 Vienna Halloween Parade  
262-M Cedar Lane SE- Unit #4  
Vienna, Virginia 22180

**WAIVER**  
**VIENNA HALLOWEEN PARADE**  
*Return by September 23, 2016– 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 26, 2016 in the 70th 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 23, 2016.**

Vienna Parks & Recreation  
2016 Vienna Halloween Parade  
262-M Cedar Lane SE- Unit #4  
Vienna, Virginia 22180

**FLOAT POLICY**  
**VIENNA HALLOWEEN PARADE**  
**Platinum Edition- “Jive Back to the 1940’s”**

*Return by September 23, 2016 – NO EXCEPTIONS*

**NOW IS THE TIME TO PLAN YOUR FLOAT FOR THE**  
**70th 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 23, 2016.

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 2016 Vienna Halloween Parade. I/We have enclosed the sketch of our float and understand that this sketch and application are subject to the 2016 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 23, 2016.**

Vienna Parks & Recreation  
2016 Halloween Parade  
262-M Cedar Lane SE- Unit #4  
Vienna, Virginia 22180

# **REGULATIONS AND PROCEDURES - 2016**

## **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 invited person, organization, club, business, or group may enter the parade if all regulations are met and space is available. **NO GAPS BETWEEN GROUPS ARE PERMITTED.**
2. All units or individuals must be registered with the Parade Committee by the deadline date of **September 23, 2016.**
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 with fire retardant materials, covering more than 75% of the vehicle. If the float is pulled by a separate powered unit, the float must be decorated with 100% fire retardant materials. 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***  
***2016 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. IN ADDITION, 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!