

NOTICE

Enclosed is the Laredo ISD City Wide Christmas Parade entry form. Please distribute entry forms to the individual (s) who will be in charge of coordinating entries in our parade. Please make additional copies if necessary.

It is your responsibility to submit this entry form, fees, liability form, and participant's release form on or before the **deadline of November 10, 2017**

A mandatory meeting will be held on **Monday, November 27, 2017, at 6:00 p.m., at the Laredo Civic Center Meeting Rooms**. Parade entry numbers, maps, and instructions will be issued at this meeting. We will be available to answer any question or concerns about the parade.



Laredo ISD City Wide Christmas Parade Application

Dear Friends,

Laredo ISD invites your organization to submit an application for the LISD City Wide Christmas Parade that is scheduled for **Friday, December 1, 2017, at 5:30p.m.**

Parade Theme: **“LISD’S VERY MERRY CHRISTMAS”**

Description: *Be creative, colorful, imaginative and help us focus on the holidays, the arts, and literacy, culture, and traditions.*

Enclosed:

		<u>DEADLINES</u>
1. Parade Application and script	Return By	Friday, November 10, 2017
2. Rules & Guidelines		Retain for your records
3. Release of Liability Form	Return By	Friday, November 10, 2017
4. Participant Release Form	Return By	Monday, November 27, 2017

Please submit a script that is only one paragraph in length to be read by the emcee. Please e-mail your parade script to: rwtrevino@laredoisd.org. Parade Script will only be accepted via e-mail. **Failure to submit a script to our office by the due date will result in your entry not read being introduced by the emcee during the parade.**

An entry fee is required by each unit payable upon submission of the application. Entry fee for non-profit and tax-exempt organizations is \$40.00 and \$150.00 for commercial entries. Each entry, float or non-float with a generator must pay an additional fee of \$20.00 for the Laredo Fire Department (Permit) for the Fire Extinguisher. There are no refunds for canceling your parade entry.

Due to time restraints, LISD is limiting the number of entries from each school to the following:

High Schools	4 Entries
Middle Schools	3 Entries
Elementary Schools	3 Entries

Principals are strongly encouraged to coordinate their schools entries in order to comply with restrictions. We look forward to you being part of the LISD City Wide Christmas Parade. Should you require additional information, you may go by the LISD Office of Communications, 904 Juarez St., Laredo, TX. 78040, visit laredoisd.org webpage, or call (956) 273-1730.

Thank you,

Veronica Castillon
LISD Executive Director of Communications

“LISD VERY MERRY CHRISTMAS”

Christmas Parade Application

Date of Parade: Friday, December 1, 2017, at 5:30 p.m.

(One application per unit)

DEADLINE: Friday, November 10, 2017 by 5:00 p.m.

(Please Print or Type)

School Name: _____

Organization Name: _____

Supervisor of Entry: _____

School/ Organization Address: _____

Supervisor's Phone # Day (_____) _____ Evening (_____) _____

Fax: (_____) _____ E-Mail: _____

E-Mail: _____

Type of Entry: *(mark only one)*

Float Band Marching Unit Cheerleading Unit Dance Squad Unit

Cars (Limit 2 only) Other (Describe) _____

Entry Fee-per unit:

Non-Profit or Tax Exempt Entry \$40.00 Commercial Entry \$150.00 Late Fee \$150.00

Laredo Fire Department

Fire Extinguisher Permit \$20.00 **(Required for all floats and any vehicle with generator or electrical inverter)**

Please make all checks payable to:
LISD Office of Communications
904 Juarez St.
Laredo, Tx. 78040

Total # of Participants: _____ Age group of participants: _____

Your Parade Entry Theme: _____

I M P O R T A N T

***Please remember that a separate application packet must be submitted for each unit.
If you have any question, you may call the LISD Office of Communications (956)273-1730.***

I have received, read, and agree to comply with all the rules and regulations that govern our participation in the Christmas Parade. I understand that violation of these rules will forfeit our participation.

Print Name _____

Title _____

Signature _____



LISD "VERY MERRY CHRISTMAS" PARADE

Date of Parade: Friday, December 1, 2017, at 6:00 p.m.

RELEASE OF LIABILITY APPLICANT'S FORM

(One release per unit)

DEADLINE: Friday, November 10, 2017, at 5:00 p.m.

PARADE APPLICATION WILL NOT BE ACCEPTED BY THE LISD OFFICE OF COMMUNICATIONS WITHOUT THIS FORM.

(Organization Name)

An entry in the Christmas Parade scheduled for Friday, December 1, 2017, at 6:00 p.m. and has had its application approved by LISD under the rules and guidelines of the parade supplied by LISD with the application,

(Organization Name)

Agrees to release and to hold harmless the LISD, all sponsors and suppliers of the event, and their respective directors, officers, employees, agents, successors and assigns, from any and all claims, damages, liabilities, costs and expenses, including attorney's fee, arising from participation in the LISD Christmas Parade, including without limitation any personal injuries (or damages to property) which may be incurred as a result of participation in the LISD Christmas Parade. Further, in consideration of participation, we further agree to grant to the LISD, the right to record, broadcast, and otherwise exploit in any and all media throughout the world, our performance in the LISD Christmas Parade and to use our name, likeness, voice and biographical information in connection therewith.

Print Name

Title

Date

Signature



LISD "VERY MERRY CHRISTMAS" PARADE

Date of Parade: Friday, December 1, 2017, at 5:30 p.m.

Participants Release Form

(One per each participant in your unit)

DEADLINE: Monday, November 27, 2017

Organization/School Name: _____

I _____ in consideration of my participation in a parade known as the LISD Christmas Parade, hereby grant the LISD the right to record, broadcast and otherwise exploit in any and all media throughout the world my performance in the event and to use my name, likeness, voice and biographical information concerning me in connection therewith.

I assume all risk associated with my participation in the parade and hereby release and hold harmless the LISD, the sponsors of and suppliers to the parade, and their respective directors, officers, employees, agents, successors and assigns, from and against any and all claims, damages, liabilities, cost, and expenses, including reasonable attorney's fees, arising out of my participation in the parade, including without limitation any personal injuries or damages to my property which I may incur as a result of participation in the parade. I warrant that I am of legal age and that I have read and fully understand the foregoing terms.

I represent and warrant that I am the parent or legal guardian of the participant named above, that I am of legal age and that I have read and fully understand the foregoing participant's legal representatives to be bound by the terms thereof.

Print Name

Signature

Address City State Zip

Date

NOTE: Individuals not furnishing a copy of this Release Form to the LISD Office of Communications 1st. Floor by Monday, November 27, 2017 at 5:00 p.m., WILL NOT BE ALLOWED TO PARTICIPATE.

RULES & GUIDELINES FOR PARADE PARTICIPANTS

(These rules and guidelines will be strictly enforced)

Any unit, in whole or in part, not conforming to these Rules and Guidelines, using offensive language or inappropriate behavior will be dealt with immediately. Penalties for non-compliance may include immediate removal from the parade, disqualification from judging, or barred participation in future parades. Rulings by LISD officials are final.

DEADLINES: LISD reserves the right to reject any applications received after Friday, November 10, 2017. Parade applications received after the deadline are subject to a **\$150.00 late fee** and availability.

ENTRY FEES: Entry fees are payable upon submission of application and are not refundable.

Please make all checks out to: LISD Office of Communications 1st. Floor, 904 Juarez St., Laredo, TX. 78040

Tax-exempt or Non-Profit	\$ 40.00
Commercial Entry	\$ 150.00
Fire Permit Fee	\$ 20.00 (Floats and vehicles with generators or electrical invertor)
Late Fee	\$ 150.00

ADULT SUPERVISION: A designated "person in charge" is required to accompany all units. The name of this individual, along with his/her daytime phone number must be included on each application. Units with children under the age of 12 must provide responsible adult supervisors to accompany the unit. All participants, their sponsors, and "persons in charge" will immediately comply with any request received from a parade or LISD official. The designated "person in charge" will be held responsible for the compliance of the unit as a whole. ***IT IS HIGHLY RECOMMENDED THAT CHILDREN UNDER THE AGE OF SIX (6) RIDE ON FLOATS AND NOT WALK/MARCH IN THE PARADE.***

PERFORMANCE LIMITATIONS: Performing of routines is strictly prohibited unless the routine is in a progressive motion. There will be no stopping or pausing along the parade route, including in front of the judges and review stand. No units may perform stunts or maneuvers that may endanger spectators. This includes motor or mini cycle group and horse units.

THROWING OR DISTRIBUTION OF ITEMS DURING THE PARADE: Distribution or throwing of items (including candy and balloons) to the crowd by participants is prohibited.

FLOATS (Float Size/Construction): A float shall be deemed a vehicle on which a frame or platform shall be at least 8' x 20' and completely decorated. Maximum height is 12'. All float entries must be constructed with fire retardant materials. **EACH FLOAT MUST CARRY AN "ALL PURPOSE" (TYPE 2A: 10B, C) 5 POUND FIRE EXTINGUISHER WITHIN THE REACH OF THE DRIVER.** Tail pipe for exhaust must extend to side of or rear, projecting beyond the float apron. Signs bearing the name of the community, organization, or individual entering float must appear on the side aprons. Devices displaying advertisement for any trade, mercantile pursuit, or business occupation shall not appear above the bed of the float.

PARADE LINE-UP: A mandatory Orientation Meeting will be held on Monday, November 27, 2017, at 6:00 p.m. at The Laredo Civic Center Meeting Room. Parade line up numbers, maps, and instructions will be issued at this meeting.

PARADE JUDGING GUIDELINES: These guidelines are given to you as a guide only to help you with the planning of your entry.

Trophy Categories (Only one 1st. place awarded)

Best Dance Squad
(Elementary, Middle, High School, Commercial, and Community)

Costumes/Uniforms	50%
Music/Dance	50%
Total	100%

Best Cheerleading Unit
(Elementary, Middle, High School, Commercial, and Community)

Formations	35%
Appearance	35%
Music	30%
Total	100%

Bands & Live Bands
(Middle, High School, and Commercial)

Appearance	35%
Formations	30%
Rhythmic precision	35%
Total	100%

Best Military Unit / Law Enforcement Unit
(High School, Commercial, and Community)

Best School and Commercial Float

(Elementary, Middle, High School, Commercial, and Community)	
Appearance	50%
Music	10%
Costumes	15%
Theme	25%
Total	100%

President's Award (Overall)

Judge's Award (Overall)

Grand Marshal's Award (Overall)