



# 59<sup>th</sup> Annual Killeen Christmas Parade ENTRY FORM

Saturday, December 3, 2022

1:00pm

Historic Downtown Killeen

THEME: "Christmas Traditions"

Return forms to: Denise Colley

Family Recreation Center, 1700 E. Stan Schlueter Loop.

254-501-8873 | [dcolley@killeentexas.gov](mailto:dcolley@killeentexas.gov)

Forms & \$25 entry fee must be received by **November 20, 2022**, by 5:00pm

Name of Group or Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title of Entry: \_\_\_\_\_

**TYPE OF ENTRY:** (Please check all that apply)

- Float with Vehicle (Overall length including vehicle & trailer \_\_\_\_\_)
- Decorated Truck or Car
- Walking Group and/or Marching Group (# of Persons \_\_\_\_\_)
- Performing Group (# of persons \_\_\_\_\_)
- Equestrian and/or carriage ( #of horses \_\_\_\_\_ #of riders \_\_\_\_\_ ) *(MUST PROVIDE CLEANUP CREW)*
- Animal Group (#of animals \_\_\_\_\_ Kind of animal \_\_\_\_\_ ) *(MUST PROVIDE CLEANUP CREW)*
- Vehicle Group (# of bicycles \_\_\_\_\_ ; # of go-carts \_\_\_\_\_ )  
( # of cars/trucks in group (no more than 5) \_\_\_\_\_ ; # of motorcycles (no more than 5) \_\_\_\_\_ )

**IS ENTRY ENTERED FOR JUDGING?** Yes \_\_\_\_\_ No \_\_\_\_\_

**LINE-UP REQUEST:** \_\_\_\_\_

**JUDGING CATEGORY:** (Select only one)

\_\_\_\_\_ Best Non-profit    \_\_\_\_\_ Best Commercial    \_\_\_\_\_ Best Entertaining Group

The Entry Form, the Announcer Script & the \$25 entry fee must be received by **November 20, 2022 by 5:00pm.**

All entries must pay \$25.00 (acceptable forms of payment cash, credit/debit card, money order or check). KISD groups do not need to pay the \$25 entry fee.

The Recreation Services Event Team reserves the right to disqualify and deny access to the parade route to any entry deemed inappropriate, unsafe, or otherwise not in compliance with these rules or law at any time before or during the parade.

**Release of Liability/Hold Harmless:**

I and my heirs, executors, administrators, and assignees, do hereby agree to defend, indemnify, release and hold harmless the City of Killeen, its employees, officers, volunteers, agents and sponsors from any and all claims, damages of every type, causes of action, costs, attorney fees, and interest which now exists or hereafter, arising out of or related to acts or omissions of myself or the City of Killeen or any of its employees, officers, volunteers, agents or sponsors during my participation in the Christmas Parade. I attest and verify that I have full knowledge of the risks involved in this event. I have read and fully understand the content and meaning of this statement and execute it voluntarily.

***I have authority to represent and act on behalf of the above-named Organization, and I have read and agree to the Rules & Regulations created and enforced by the City of Killeen Recreation Services.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Recv'd: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

59<sup>th</sup> Annual Killeen Christmas Parade

**ANNOUNCER SCRIPT**

“Christmas Traditions”

**Participant’s Mandatory Announcer Script:** It is Mandatory that **all** participants provide a 30 second **typed script** describing their entry in the 59<sup>th</sup> Annual Killeen Christmas Parade.

**Submission Deadline:** Announcer script must be submitted with entry form and fee by November 20, 2022

**Key Talking points for your Announcer Script:** The announcers will read as much of your script as time allows. Thus, your opening three to four sentences need to be clear and something the viewing audience would like to hear. Please include in the first four sentences:

1. Name of your organization/group/business
2. Name/theme of your float or unit
3. What your organization/group/business does
4. General statement of who is on your float (e.g. the school’s accelerated readers)
5. Then, finish your script by including any other pertinent details
6. If you provide names of people, please also provide the phonetic spelling of their names as well so their names can be correctly announced.

*Example Script:*

Seven Swan’s a Swimming is the theme of the Girls Scouts float. Seven young, unusual, newly white feathered swans are learning to swim and play in a miniature Belton Lake, while people around the lake sit and watch. Of course, there is a swan lifeguard on duty to protect these unique swans. The Girls Scouts main office is located at 2909 Lake Road and is open from 8:00 am – 5:00 pm. The float is sponsored by Killeen Sister Cities.

**Your Script: (Must be typed)**

# 59th ANNUAL KILLEEN CHRISTMAS PARADE

Saturday, December 3, 2022

1:00pm

## RULES & REGULATIONS

**PLEASE READ THESE RULES & REGULATIONS. ANY VIOLATIONS WILL MAKE YOUR ENTRY INELIGIBLE FOR AN AWARD AND WILL SUSPEND YOU FROM ENTERING THE FOLLOWING YEAR.**

1. The theme for this year's parade will be "**Christmas Traditions.**"
2. Any music coming from an entry should be holiday themed music. Participating organizations agree to the conditions and safety requirements for decorating the entries as stated below and to put forth every effort to create entries that will enhance the overall appearance of the parade. Obscene, vulgar, and violent displays, conduct, or words are not allowed--this is a family event.
3. Entries must reflect the holiday theme. No vehicles, trailers or spaces will be permitted to participate in the Parade that are not decorated. No electricity is provided.
4. Awards will be given only to entries that have indicated on their entry form that they wish to be judged and that meet the following conditions: compliance with theme, originality, attractiveness, workmanship, and use of materials.
5. Type of entries:
  - **Floats with Vehicles:** This category includes floats or trailers attached to a vehicle. Overall length is from the front of the vehicle to the end of the float or trailer.



- **Decorated Truck or Car:** This category includes cars and trucks that are decorated, but not attached trailers.



- **Walking and/or Marching Groups:** This category includes all groups that will be walking/marching and will not be using any type of vehicle/transportation.
- **Performing Group:** This category is for groups doing some type of performance such as dancing, singing, and/or playing instruments.
- **Equestrian and/or carriage:** This category includes groups with horses, and/or animals pulling a carriage. Group MUST provide a cleanup crew.

- **Animal Group:** This category includes groups with animals, other than horses and/or animals pulling a carriage. Group MUST provide a cleanup crew.
  - **Vehicle Group:** This category includes vehicle groups such as bicycles, go-carts, cars, trucks, and motorcycles that have more than 1 vehicle. All car and motorcycle groups are limited to 5 vehicles and must line up for the parade at the same time.
6. Each entry will have a maximum of 2 minutes in front of the judges. Awards will be given for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place in each of the following categories within the general theme:
    1. BEST COMMERCIAL
    2. BEST NON-PROFIT
    3. BEST ENTERTAINING GROUP
  7. Judging will take place prior to the parade. Entries will be judged in one category only. Entries will be given a designated time prior to the start of the parade to perform their routine or showcase their float. All winners will be notified via e-mail and/or phone by Monday, December 5, 2022. Winners will be announced to the public via social media on Tuesday, December 6, 2022. There will be no judging during the parade.
  8. All entries will line up on their designated spots in the parade route. Each spot will be marked with a number on the ground that corresponds with the parade entry number assigned. All entries must be ready to start by 12:30pm. All entries must follow the parade route and exit via Root Street. For safety concerns all entries must follow the exit traffic patterns.
  9. **SAFETY PRECAUTIONS:** Fireproof or fire-resistant paper and materials must be used whenever possible. Sand is not permitted due to wind hazard. All trailer entries must be street legal. Entries should inspect trailers for mechanical fitness such as tongue, bed, tires, and cleanliness of wheels and tires before beginning construction. It should be remembered that when designing a float, stability is necessary due to movement and wind. The float must be chained to the towing vehicle in addition to the hitch.
  10. **COST:** There is a \$25.00 non-refundable fee for all entries. There is no fee for KISD groups, but they are required to turn-in the Entry Form and Announcer Script by November 20, 2022.
  11. All cancelations must be received by Friday, December 2, 2022.
  12. Participants will procure their own trailer and vehicle. Equipment must be in top mechanical condition for maximum dependability.
  13. **SAFETY IS OUR NUMBER ONE PRIORITY.** No float, sponsor, organization, or parade participant is allowed to disperse literature of any type during the parade, throw anything (gum, candy, etc.) from a moving vehicle into the crowd, or walk and hand out anything during the parade. Barricades are only located at the beginning of the parade. When something is thrown or handed to the crowd, they instinctively walk onto the road leaving room for accidents, or persons being ran over. For safety reasons, this rule will be strictly enforced. *Failure to follow these rules will result in a one (1) year suspension from entering the parade.*
  14. All float entries are subject to inspection on the day of the parade. All floats with a generator or increased risk of fire must have a one 5-pound ABC fire extinguisher in working order. For more information or for questions contact the Fire Marshal at 501-6584.
    - This does not apply to walking groups, performance, equestrians or any group with not float/vehicles/truck.
  15. Arrival time begins at 10:00am on December 3<sup>rd</sup>. All parade entries must be lined up at their designated location by 12:30pm, otherwise they will be disqualified and not allowed to enter the parade line-up.
  16. There will be a **MANDATORY** Christmas Parade meeting and packet distribution on Tuesday November 29<sup>th</sup>, from 1:00pm to 3:00pm, or Thursday, December 1<sup>st</sup>, from 6:00 pm to 8:00 pm, at the Killeen Family Recreation

Center located at 1700 E. Stan Schlueter Loop. All entries must have a representative attend one of the meetings. If a representative does not attend the meeting, the entry will be disqualified from participating.

17. There will be **ONLY ONE SANTA CLAUS**. *Recreation Services will provide Santa Claus to close the parade.*
18. A completed entry packet will include: an entry form, \$25.00 entry fee, and announcer script in order to be accepted by the event committee. **NO ENTRIES WILL BE ACCEPTED WITHOUT ALL REQUIRED PAPERWORK.**
19. Entries must be received on or before November 20, 2022, by 5:00 pm **LATE ENTRIES WILL NOT BE ACCEPTED.**
20. Recreation Services reserves the right to disqualify any entry deemed inappropriate, unsafe, or otherwise not in compliance with these rules, regulations or law at any time before or during the parade. Disqualified entries will not be permitted to participate the following year.

City of Killeen: Recreation Services  
59<sup>th</sup> Annual Killeen Christmas Parade  
1700 E. Stan Schlueter Loop.  
Killeen, TX 76542  
(254) 501-8873