



## **Christmas Parade Preparation Bulletin**

**DATE:** Sunday, December 8, 2024

**PARADE START TIME:** 4:00 PM

**STAGING/LINE-UP:** 1:30 to 3:00 PM at the Lee Sherman Dreyfus State Office Building parking lot, 141 NW Barstow Street, Waukesha

**ENTRY GUIDELINES:** (please share with all individuals participating in your float/unit/group)

- All units/floats must be decorated in the spirit of the holiday season and/or this year's theme, "Home for Christmas".
- All units must have working lights on their float.
- All vehicles must be in good working order and be able to make frequent starts/stops, drive at a slow pace, and turn safety as required by the parade route.
- All vehicles that are pulling floats should be incorporated as much as possible into the float and decorated accordingly.
- No political campaign signs will be allowed (1 banner and/or vehicle signage is OK).
- NO paper/printed handouts are allowed. Exception: coupons for local businesses.
- No dogs or other pets are allowed to walk in the parade or ride in vehicles.
- Units with animals (horses, reindeer) must provide proof of insurance and must be able to clean up after the animals.
- If you registered as a 'Community Group', your unit/float may not include any business advertising or signage.
- No inappropriate floats, costumes, handouts or music are allowed. Violators will be promptly removed.
- All parade participants must be pre-registered.
- The Parade Committee reserves the right to limit or determine participation in the parade.

**SANTA:** *NO* Santa-costumed characters or themes will be allowed in the parade. The City of Waukesha Chamber of Commerce is providing the *ONLY* Santa and Mrs. Claus allowed—they will be on the final float of the parade. Thank you.

**END OF ROUTE:** Sorry, there is no transportation provided by the City of Waukesha Chamber of Commerce for walkers at the end of the parade. Please consider your parking placement and know that you will need to walk back to your vehicle.

**CHANGES TO YOUR UNIT/FLOAT:** When registering your group/unit/float with the City of Waukesha Chamber of Commerce, you provided a description of your float/unit, including vehicle type and number of feet required in the staging area. If you need to make changes to your float/unit description, you must notify the Chamber immediately at 414-380-6000 (AJ). No changes will be allowed the week of the parade.

**OTHER CHANGES:** At any time, up to and including on parade day, your position may change as determined by Parade Committee staging crew members.

**WEATHER/REFUNDS:** The parade will go on rain or shine; unless directed to cancel by the City of Waukesha Police Department. Please prepare for Wisconsin winter weather and prepare for being outdoors for an extended period of time. Watch the predicted forecast and plan for contingencies. No indoor shelter is available. No refunds will be given.

NOTE: The City of Waukesha Chamber of Commerce will not be held liable for events beyond our control such as weather, civil turmoil, threats, natural disasters, etc.

*PLEASE DECORATE YOUR VEHICLE AND FLOAT FOR CHRISTMAS—SMILE—WAVE—HAVE A GREAT TIME!*