



**Town of Jonesborough  
Parks and Recreation Department**  
123 Boone Street  
Jonesborough, TN, 37659  
**Telephone:** 423-791-3869  
**Fax:** 423-753-1560  
**Email:** [rachelc@jonesboroughtn.org](mailto:rachelc@jonesboroughtn.org)

Dear Applicant,

Thank you for your interest in this year's Jonesborough Christmas Parade. We are happy for your participation and we want to make this the most successful and beautiful Christmas parade yet!! This year's parade will take place on Saturday, December 11<sup>th</sup> at 6pm featuring the theme "Christmas in the South".

As it is a night parade, we would be happy to see the incorporation of music (live or not) as well as lights with each float/entry. Prizes for the parade are also judged around these elements. In addition, the lights make quite a spectacular scene going down Main Street in the dark. We will provide the Santa at the end of the parade and there are no other Santas allowed in the parade. Included with this letter are the application, rules and guidelines and the parade award categories. Please read over all the material and call or e-mail me if you have any questions.

**Along with your entry fee, we are also asking for donations to the Jonesborough Food Pantry. The food pantry helps provide food for families in need in our community. Please bring your non-perishable food items to Jonesborough Town Hall between 8:00am - 5:00pm, Monday through Friday.**

We will have a safety meeting to go over all of the rules and line-ups of the parade on Tuesday, December 7<sup>th</sup> at the Jonesborough Visitors Center at 6:00pm. We ask that every entry have a representative there for the meeting and as an incentive, we will refund \$10.00 of your entry fee for attendance at the meeting. Thanks for your participation and we can't wait to see everyone's entries!

Rachel Conger  
Town of Jonesborough  
423-791-3869  
[rachelc@jonesboroughtn.org](mailto:rachelc@jonesboroughtn.org)

**Jonesborough Christmas Parade  
Saturday, December 11<sup>th</sup>, 6:00pm**

Organization/Entrant Name: \_\_\_\_\_

Total # participants in entry: \_\_\_\_\_ # of Children: \_\_\_\_\_

Type of Entry (check all that apply):  Float  Single Vehicle  Tractor  Dance/Cheer  Walking

Will there be a vehicle with your entry?  Yes  No If yes, how many vehicles: \_\_\_\_\_

Type of Vehicle (check all that apply):  Car  Truck  Tractor  Other

Length of Entry: \_\_\_\_\_ ***This is important information as we need to know how much space each entry needs in the lineup.***

Will there be music with your entry?  Yes  No If yes, please explain how music will be projected:

\_\_\_\_\_

As this is a night parade, we recommend that you incorporate music and lights into your entry. Judging criteria includes both of these aspects and increase chances of winning.

Description of Entry: \_\_\_\_\_

\_\_\_\_\_

Contact Name and Mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Parade information will be mailed to this address or e-mail address)

Telephone: (home/cell) \_\_\_\_\_ E-mail address \_\_\_\_\_

Entry Fee Classification:  Commercial/Political, \$50  Not for Profit, \$25

Additional Comments: \_\_\_\_\_

Entries **must** be received no later than **Tuesday, December 10<sup>th</sup>**

Please return this application to:

**Christmas Parade  
Jonesborough Parks and Recreation  
123 Boone Street  
Jonesborough, TN 37659**

Questions? Call 423-791-3869 or e-mail [rachelc@jonesboroughtn.org](mailto:rachelc@jonesboroughtn.org)

By signature I/we received and understand the guidelines covering the parade and will comply with them. Also I/we agree to hold harmless and release from any and all liability the Town of Jonesborough, Jonesborough Parks and Recreation and the Special Events Planning Committee and its representatives for any loss, damage or injury to/by my property or that used by me/us while participating in any and all Christmas Parade activities. The Town of Jonesborough reserves the right to reject any entry we feel inappropriate or unsafe.

**Signature of Representative/Applicant** \_\_\_\_\_

# Jonesborough Christmas Parade

## Participant Rules

*Each participant in the parade must comply with the following rules. Should any participant refuse to obey the rules, their entry will be disqualified from awards and their group may not be invited to participate in future events.*

***Please read and initial each rule below, indicating you understand what's stated:***

\_\_\_\_\_ 1. The Parade Application, Entry Fee and Rules Form must be submitted by their respective deadlines to be eligible:

**PARADE APPLICATION & ENTRY FEE  
DUE: Tuesday, December 7<sup>th</sup>**

\_\_\_\_\_ 2. The Parade Committee reserves the right to refuse or remove any entry, which, in their opinion, does not conform to parade rules. All entries MUST be of a "Holiday Theme." This year's theme is ***Christmas in the South.***

\_\_\_\_\_ 3. Entries with vehicles, including those pulling floats, are required to be festively decorated, including lots of lights.

\_\_\_\_\_ 4. Entries with floats must be safe for passengers/spectators.

\_\_\_\_\_ 5. Entries with animals must be bagged for excrement while in the assembly area and on the parade route.

\_\_\_\_\_ 6. No objects may be thrown along the parade route. This includes candy.

\_\_\_\_\_ 7. No Santa Claus imitations permitted. There is only ONE official Santa Claus in the parade.

\_\_\_\_\_ 8. Corporate/business sponsorships may only be identified with discreet signage. Sponsorship recognition may not dominate

floats.

\_\_\_\_\_ 9. No vehicles are allowed in the assembly area for parking, drop off or pick up. Only entries that are being driven in the parade can be in this area.

\_\_\_\_\_ 10. If your entry is not in formation (gathered at your numbered station) at the start time of the parade, you may be bumped to the end or denied entry at the discretion of the officials. The parade order is at the discretion of parade officials.

\_\_\_\_\_ 11. This is a FORWARD MOVEMENT PARADE. STOPPING OR REVERSING DIRECTION along the parade route is not permitted.

\_\_\_\_\_ 12. Performance groups must perform "on-the-go". Limit your performance in front of the judges stand to no more than 15 seconds.

\_\_\_\_\_ 13. The parade has a designated disband area at the end of the parade route. For entries with children, the person coordinating the entry should designate an area for children to be picked up. Remember to assign an adult to chaperone any children in your entry.

\_\_\_\_\_ 14. No smoking or alcoholic beverages on any parade entry at any time.

**I acknowledge and agree to follow the above rules, and I take responsibility for making sure all Participants in my entry are aware of the rules and the consequences if they are broken.**

**Signature of Authorized Representative** \_\_\_\_\_

**Print Name Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**The Town of Jonesborough encourages you to gather family, friends, coworkers and community groups to celebrate the spirit of the holidays. Be festive and creative while exhibiting community pride in the Jonesborough Christmas Parade.**

**Here are a few suggestions for decorating your entry:**

**General Guidelines**

Create festive holiday themes. If using a business sponsor, please make sure their name or logo does not dominate the decorations or theme of your entry. If you are planning to have electrically amplified sound, please make sure it doesn't overpower other parade entries or announcers. We prohibit any sales or marketing efforts by parade participants for membership or products.

**Floats:**

Use a flatbed trailer or truck for your base. Use lightweight materials for your construction such as wood, cardboard, styrofoam, or paper machete. You can utilize a small generator to power lights to add brilliance. If your float is going to carry people, make sure they have something to hold onto to prevent them from falling while the float is in motion.

**Walking Groups:**

You can utilize cardboard to make signs for decoration or cutouts for people to carry. You can use multiple helium filled balloons to float a sign or appropriate decorations for people to pull along with strings. Small, battery operated blinking and/or colored lights can help enhance the decorations. You can use wagons or lightweight pull-along platforms.

**Theme Ideas:**

Here are some keywords that may help you get an idea for your entry: colors, creative use of lights, tree, reindeer, music, stars, anything Holiday related.

**Animal Entries:**

All parade entries with animals must have a plan for the removal of animal waste because we have so many walking entries including children. **Horses are required to wear proper gear** that guarantees the parade route will stay clear of horse droppings.

**Please distribute all parade information to each participant in your entry**

Put your thinking caps on and start those creative juices flowing!!



## **Jonesborough Christmas Parade**

### **Parade Award Categories**

This year participants in the Jonesborough Christmas Parade will be eligible for several awards based on the following categories. Judging will go on during the parade this year as the judges will be observing entrants throughout the parade. Winners will be notified upon the decisions of the judges and will be listed in the Herald and Tribune newspaper.

#### **Eagle Award**

Given to the float judged to be the best overall float entry. Judging factors include conformance with the parade theme, creativity, design, costumes, etc. This award will be \$200.00.

#### **Mayor's Award**

Given to the float judged to be the best representation of the Town of Jonesborough. Judging factors include conformance to the theme, use of lights and music, and capturing the essence of the community of Jonesborough. This award will be \$150.00.

#### **Schubert Club Award**

Given to the float judged to be the best representation of music in the Town of Jonesborough. Judging factors include conformance to the theme, costume, design, music, creativity, etc. This award will be \$100.00.

#### **Jonesborough Kiwanis Award**

Given to the float that best represents children or children's issues. Judging factors will be conformance to the theme, representation of children's events or issues, creativity and costumes. This award will be \$100.00

#### **Jonesborough Food Pantry Award**

This award will be given to the entry that provides the largest amount of food to the food pantry. There will be a banner recognizing the winning entry (walking or float entry).

#### **Honorable Mentions**

Given to the entrants that are considered to be outstanding entries within the Parade. Judging factors include conformance to the theme and era selected, creativity, and excellence in design.