

# HALLOWEEN PARADE APPLICATION PACKET

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The City of Pittsfield's 74th annual Halloween Parade will take place on Friday, October 26th beginning at 7:00 p.m.!

We encourage your organization/school to participate in this Pittsfield tradition on Tyler Street!

## **How to be in the Parade:**

- Every 'unit' will need to complete a General Entry Form, and those entering a float must also complete the Float Entry Form.
- Every 'unit' will also need to complete the unit description form and return a signed copy of the parade rules and requirements.
- Return the completed forms to the Recreation Activities Coordinator at City Hall before *Thursday, October 18th*.

## **Float Seminar:**

There will be one float seminar on *Monday, September 17th at 6:00 p.m. in room 203 of City Hall* for those who are interested in/planning to have a float. If your organization/school would like to have a float in the parade, a representative *must attend*.

## **Mandatory Meeting for New Participants:**

*There will be a mandatory meeting for **new** parade participants in which one representative from each organization must attend to participate in the parade. The meeting will take place at 6:00 pm, Monday, October 22<sup>nd</sup> in room 203 of City Hall.*

## **Parade Route:**

The parade will begin on Tyler Street at the corner of Tyler and Smith Streets and end at Woodlawn Ave.

## **Night of the Parade:**

- All floats and vehicles will line up on Tyler Street from First Street to Smith Street (between Goodwill and Fin & Feather).
- All marching units will line up on Smith Street and Burbank Street from Smith to Morningside Community School.
- *All floats are asked to be in their line up position no later than 6:00 p.m. and marching units no later than 6:30 p.m.*
- The spot that busses should plan to drop kids off is the Morningside School Parking Lot; 100 Burbank Street.
- All units are assigned a position in advance of the parade date; the main contact person listed on the entry form will be notified of the lineup location and their number.

## **Questions:**

Please contact Becky Manship, Pittsfield Recreation Activities Coordinator at 499-9371 or email [rmanship@cityofpittsfield.org](mailto:rmanship@cityofpittsfield.org)

## Halloween Parade Rules and Requirements

- All groups and organizations are expected to reflect the Halloween theme in their parade entry. The parade is about community, not a group or their cause.
  - NO advocating, opposing or depicting of any commercial, political, religious issues or social issues allowed.
- Current office holders are invited to participate, in that capacity only.
- Absolutely **NO** alcoholic beverages allowed.
- Animals are **NOT** allowed in the parade.
- **FOR SAFETY REASONS – NO throwing of any candy, favors or handouts of any kind during the parade.**
- **NO** masked drivers are allowed to drive a vehicle or float.
- *We must know the exact order that your organization would like your unit (i.e. Banner, Float, Marchers or Banner, Marchers, Float)*

### **On Parade Day please adhere to the following:**

- Be certain of your location number and reporting time. It is much easier to assemble the parade if everyone arrives on time.
- Follow any directions given to you from volunteers, parks program personnel and police. Please move up when the unit in front of you moves up. We need to keep a steady flow into the line of march.
- **NO** stopping. Once you are in the line of march keep moving forward. *Do not stop to perform unless the unit in front of you is stopped.* If the parade stops, please be patient and perform in place to keep the crowd entertained.
- Do not distribute or throw any items from your unit. **NO** handouts or collection of any kind during the parade.
- All registered motor vehicles in the parade must comply with all road rules.

**Failure to comply with these rules may be cause for immediate removal from the parade and the line of march.**

Any problems or questions should be dealt with as soon as possible, preferably before parade day. Please call 499-9371 before parade day or contact a volunteer or parks program personnel on parade day.

*Thank you for being in the parade. PLEASE HAVE FUN!*

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Unit Representative's signature below signifies having read, understood, and committed to abide by Parade Rules and Requirements.

Signature \_\_\_\_\_

Unit Name \_\_\_\_\_ Date \_\_\_\_\_

# 2018 Halloween Parade Entry Form

Name of Organization: \_\_\_\_\_

Primary Contact Person (one name please): \_\_\_\_\_

**Primary Contact Information:**

Address: \_\_\_\_\_

Phone #'s (home, work, cell): \_\_\_\_\_

Email address: \_\_\_\_\_

We plan to enter a: *(circle one or more)*

- **FLOAT** *(Please remember to complete a float entry form)*
- **MARCHING UNIT**  
# of marchers \_\_\_\_\_
- **BAND**  
# in band \_\_\_\_\_
- **OTHER**  
Please describe \_\_\_\_\_

Will you have a vehicle? \_\_\_\_\_ If so, what kind? \_\_\_\_\_ What size? \_\_\_\_\_  
If you have a vehicle/trailer, will there be people riding on it? \_\_\_\_\_

**LENGTH OF YOUR UNIT:** \_\_\_\_\_

*It is important for us to know the length of your unit (for example, length of float plus any other vehicles or marching unit). Having this information in advance allows us to map out and give you enough room for the line up on parade night.*

**ORDER OF YOUR UNIT:** \_\_\_\_\_

*It is important for us to know the exact order your organization would like your units (i.e. Banner, Float, Marchers or Banner, Marchers, Float). Having this information in advance allows us to plan the order of the parade units in the best possible manner. Once we have this information, you must stick to the order on parade night.*



# 2018 Halloween Parade Float Entry Form

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

\_\_\_\_\_

Primary Contact Person and Phone #: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

Float Theme: \_\_\_\_\_

*In order to qualify for prizes, your float must be Halloween-themed...but don't let this stop you if you have another great idea!*

Briefly describe the activity that will be taking place on the float (*indicate any music*):

\_\_\_\_\_

\_\_\_\_\_

Briefly describe the materials you anticipate using in the construction of your float, as well as any unusual features:

\_\_\_\_\_

\_\_\_\_\_

Have you entered a float in our Halloween Parade before? If so, which year(s)? \_\_\_\_\_

Will the float be accompanied by school or agency's marching unit? \_\_\_\_\_

*Remember, it is important we know the exact order that your organization would like your unit (i.e. Banner, Float, Marchers or Banner, Marchers, Float); once you set an order, stick to it on parade night.*

\_\_\_\_\_

Approximate length of your unit (Please be as accurate as possible): \_\_\_\_\_

**IMPORTANT: Please make sure that you have read and understand the rules as well as information that you have been given on float requirements and safety of participants during the parade.**

Please hand deliver, mail, or fax this form to:

Recreation Activities Coordinator

City Hall

70 Allen St.

Pittsfield, MA 01201

Fax: 395-0152

## REQUIREMENTS FOR FLOAT CONSTRUCTION

1. Use materials that are non-flammable. Do not use such items as tissues, paper, napkins or other flammable materials. Substitute paper mache or other fire resistant materials instead.
2. Use only flame resistant crepe paper, poms, or fire resistant fabrics for float decorations; save all packaging and/or paperwork provided. Do not use plastic materials, except professionally purchased float material. Cardboard may be used, but it should be treated with a suitable fireproofing material on both sides first.
3. Floats will be inspected by local Fire Department officials for fire resistance. Any float not measuring up to the necessary precautions will be removed from the parade lineup. The Fire Department is primarily concerned with the safety of those persons on the float and will do whatever is necessary to ensure their safety.
4. Consideration shall be made for the safety of the persons riding on the float. Railings, firm handgrips and furniture must be securely anchored to the truck bed. Railings are strongly recommended if riders will be on the float. The height of the railing must be 36 inches if riders are standing, 12 inches if seated on floor. Safety straps should be added to seats without armrests for proper safety.
5. Skirts down the side of the truck bed should be made to clear the wheels. It is strongly recommended to have someone walk along the sides of the float during the parade to hold the skirt away from the wheels when rounding corners and making turns.
6. NO ONE IS ALLOWED TO BE ON THE FLOAT WHEN IT IS TRANSPORTED TO THE PARADE LINEUP.
7. Local regulations require 13 feet, 6 inches clearance from the street to the overhead wires. Judge the height according to the height of the bed of the truck from the ground. Also, consider the route you will take both to and from the parade to decide the height of objects on your float.
8. Riders should sit or stand well away from the edge of the float.
9. When constructing a float, make sure that there is an unobstructed view for drivers.
10. The following methods for fireproofing are recommended by the Fire Department.

Flame-ex or other recognized flame proofing. These can be purchased at some hardware stores or theatrical supply houses. Each product lists its use.  
Upon inspection the inspector must see the container of the product used.
11. A portable fire extinguisher **MUST** be located on the float (minimum 20BC size ABC Type fire extinguisher required by the Fire Department). Also, make sure that the extinguisher is filled and someone knows how it is used.
12. If using a generator on the float, you must make certain it is fastened or strapped down, located in a safe place, and that the fumes exit away from people located on or behind the float. (The same holds true for the truck exhaust.) *Also if using a generator, there MUST be 2 fire extinguishers.*

**FOR THE SAFETY OF EVERYONE CONCERNED, PLEASE FOLLOW THE ABOVE REQUIREMENTS.**

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE FIRE DEPARTMENT AT 448-9764 AND ASK FOR AN INSPECTOR OR CALL THE RECREATION ACTIVITIES COORDINATOR AT 499-9371.  
THANK YOU.**