

# Float Description Form

Full Name of Business/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Designation Category (Choose only one): Business \_\_\_\_\_ Organization (non-profit) \_\_\_\_\_

Any other business/organization who helped you? \_\_\_\_\_

Theme of Entry: \_\_\_\_\_

Music: \_\_\_\_\_

Description of entry: (see \*\*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please complete this form, even if you do not wish to be included in the judging. The parade will be televised and this information will be used to assist in identification of floats. Please note that a panel of judges will review entries in the Staging Area and as the Parade passes the Judging Stand in the 200 block of Main Street.** To assist our judges in scoring, please type or clearly print a thorough description of your entry and include the following:

- Number of volunteers, hours to complete, and number of lights used.
- Theme and size of float, music used, where and when float was built.
- Anything special about the entry – why your theme was chosen, materials used, motion or special effects, or any other important contributions to your float.

Your description is critical for judging! Please help us by making your summary easy to read and informative. Be sure to highlight the unique features of your float.

**Winners will be announced through local media, and we will contact you if you've won an award.**

**Please mail or email to: Festival of Lights Parade**

**% Connie Olson**

**5550 Solitaire Drive**

**Rapid City, SD 57703**

**Phone: (605) 340-0914**

**[festivaloflightsrc@gmail.com](mailto:festivaloflightsrc@gmail.com)**

# IMPORTANT CHECKLIST FOR PARTICIPANTS

**Please read through your packet thoroughly!**

**Make a copy of this sheet for the driver or main contact for your float.**

*Thank you so much for participating in the 24<sup>th</sup> Annual Festival of Lights Parade! Our goal is to create a wonderful and safe holiday experience for the community. You play a key role in achieving this. Please adhere to the following rules. If you have any further questions, please visit our website at [festivaloflightsrc.wordpress.com](http://festivaloflightsrc.wordpress.com) or call 340-0914.*

- Return your *Float Description Form* no later than Monday, November 21.**  
The *Float Description Form* is included in this packet.
- You must enter the Staging Area from East St. Patrick Street between 4 and 5 p.m. for check-in and line-up.** Line-up order will be on a first in, first out basis. You will be directed by Parade Officials—please follow their instructions to avoid delays. **Animal units will stage in designated areas.** Please contact Connie Olson (605) 340-0914 if you are unsure of your staging location.
- No live Santas!** Santa will ride on a float determined by the committee, and he will be the final float in the parade.
- No walkers!** Entries travel 3 miles along unlit streets that may be wet and icy. Walkers are unable to keep pace with moving vehicles or stay warm.
- You must have a Type-2ABC Fire Extinguisher** on your float. This will be verified by our check-in crew. Please have a representative with your entry at all times.
- Display the float number (which you'll provided)** on the passenger side of the windshield of the tow vehicle.
- No candy or other items may be handed out or thrown before, during, or after the Parade.** This is a safety issue and will be strictly enforced!
- Non-parade vehicles are not allowed in the Staging Area.**
- The Parade will begin at 6 p.m. at Main Street and East Boulevard. All entries will exit the Parade Route by continuing east on St. Joe Street to East St. Patrick Street.**

**FOR SAFETY REASONS, NO ONE WILL BE ALLOWED TO RIDE ON THE ROOFTOPS OF VEHICLES!**