

# Townsend Christmas Parade Manual-Application

**PLEASE CAREFULLY REVIEW ALL OF THE  
INFORMATION IN THIS PACKET BEFORE YOU  
SUBMIT AN APPLICATION**



**By submitting an application, you acknowledge that you have read and agree to the  
policies set forth within**

## Parade Date

Sunday, December 4th

## Parade Check-in Time

1:00 PM

## Check-in Location

Between Townsend IGA & Townsend Post Office

## Parade Start Time

2:30 PM

## Parade End Location

Nawger Nob

PLEASE fill out the Application Form below and submit along with the appropriate Application Fee to the City of Townsend City Hall front office or mail to:

City of Townsend

P.O. Box 307

Townsend, TN 37882

**Cash or check only** please, no debit or credit cards will be accepted.

Please make checks payable to *The City of Townsend*

Parade Application Fee - **FLOATS DO NOT REQUIRE** an Application Fee.

\$15 Application Fee is required for **EACH** vehicle, motorcycle, team of horses, tractor, golf cart, etc. – Various *Clubs* are limited to **20 participants** (see below for more info).

## Parade Application Fee Deadline

**Noon – Wednesday, November 23, 2022**

## Parade Application Fee Distribution

The Application Fee will go towards the Float Awards prize money, with the remaining collections going to the Townsend Elementary School.

## 2022 Christmas Parade Theme

This year's theme is “**The Christmas Story**,” the birth of Jesus.

It is encouraged that parade participants decorate and dress with the selected theme in mind, however, it is not a requirement.

## 2022 Christmas Parade Marshal

Glenn McCampbell

## Parade Rescheduling

The parade will take place regardless of the weather conditions (rain or shine) unless you are otherwise notified.

## Awards

1st, 2nd and 3rd place awards will be given for the **Float Category only**

1st Place – \$200

2nd Place – \$100

3rd Place – \$50

The City of Townsend Board of Commissioners will be judging the floats before the start of the parade.

## Award Winners

The Float award winners will be announced after all participants have finished at the end of the parade route, located at Nawger Nob

## Parade Decorating Guidelines

- All parade entries must use Christmas themes and decorations
- **No** “Santa” or “Santa Claus” costumes are allowed in your entry. Anyone that has “Santa” on their entry will not be allowed in the parade. The “*Parade Santa*” will be making an appearance at the end of the parade and we do not want to confuse the children in attendance

- All entries should decorate so that viewing is equally appealing from both sides
- The City of Townsend is a family-friendly event for all ages, and every entry is expected to respect this. All decorations, costumes, etc. must be appropriate for a young audience
- No real fire, bullhorns or air horns
- If portable generators are used, they must be securely mounted on a vehicle and located away from any combustible materials
- No political messages are permitted in the parade
- All entries are subject to a safety inspection

## Parade Rules and Restrictions

### Time

Check-in time is at 1:00 PM. Please do not show up to check-in at the last second. Parade workers need time to check you in and get your entry staged properly.

### Participant Spacing

No entries will be allowed to stop during the parade, except when necessary. You must keep the parade moving at all times. Stopping and socializing with parade spectators is not allowed. Each entry shall maintain a safe distance from the entry in front of them, while at the same time not allowing gaps to form between them.

### Code of Conduct

Participating in the parade in no way releases anyone from observing all laws and regulations. Please keep in mind that this is a family-friendly event. Individuals and organizations are expected to be courteous to parade officials, attendees, and all other participants. Bad language and fighting will NOT be tolerated.

**Smoking is not permitted in the parade line-up or at any time during the parade.**

## Motor Vehicle (Car, motorcycle, four-wheeler, go kart, etc.) Drivers

All participants driving motor vehicles, motorcycles, four-wheelers MUST sign the entry form as a waiver.

Drivers operating a motor vehicle MUST provide proof of driver's license when submitting their application.

## Horse Riders

All participants riding horses MUST sign the entry form as a waiver.

Horses are allowed, if they have equine diapers on, or someone picking up after them as necessary during the parade.

## Club Members (Motor Vehicle Participants)

If you are part of a club (cars, motorcycles, four-wheelers, golf carts, tractors, etc.) please have your **top 20 participants** entered in the parade. This is in an attempt to reduce the parade length and resulting road closure time.

Please note that **each entrant** will still need to pay their own \$15 application fee.

## Distribution of Materials

Candy, samples, or materials may be distributed as a participant travels the parade route. Participants are responsible for purchasing their own candy, the City of Townsend will not be providing items to distribute.

Please ensure that when throwing out candy and other items, it is done in a smart and safe manner as to not allow children to be put in harms way while they are picking up items off the roadway.

## Music and Band Units

Music should be complementary to the entry and not disruptive. Parade officials have the right to control the volume level coming from each entry.

We ask that if you are placed close to the band in the parade line-up, please let them play their music and do not disrupt their performance.

## Dogs

Dogs are allowed. They may be placed on a float or inside a vehicle.

If walking as part of the parade, dogs shall be on a leash and walk with the designated dog group.

Please keep animals in control, otherwise they will be asked to be removed.

Rabies vaccine proof is required or if requested.

## Vendors

Any vendor must follow the regular permit rules in place and have the approval of the City of Townsend Board of Commissioners prior to the parade.

## In Case of Emergency

In the event of an emergency, please follow the direction of your closest police officer/parade official.

# 2022 Townsend Christmas Parade Application

## Sunday, December 4<sup>th</sup>

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Please describe your parade unit (vehicle, golf cart, float, twirlers, band, tractor, etc)

How many people total will be a part of your unit (walking, driving, riding)

If walking, how many? \_\_\_\_\_ If driving, who? \_\_\_\_\_

*If driving, please show proof of valid drivers license with application*

Will your unit include music? \_\_\_\_\_ If yes, will it be live or recorded

Will your unit include a vehicle? \_\_\_\_\_ If yes, what kind? \_\_\_\_\_

Will your unit include a float or trailer? \_\_\_\_\_ If yes, how many feet? \_\_\_\_\_

Will your unit include animals? \_\_\_\_\_ If yes, what kind and how many? \_\_\_\_\_

Will your unit include any other elements that we need to be aware of?

*Note: A parent or legal guardian must sign an entry form if participants are under 18 years old  
Each driver of a motorized vehicle or horse must sign RELEASE form*

For mailing of applications and entry fees, please send to The City of Townsend at PO Box 307, Townsend TN, 37882  
FAX: 865-448-9286  
Email: cityoftownsend@gmail.com  
Office phone: 865-448-6886 PLEASE CALL IF YOU HAVE ANY QUESTIONS

**ALL PARTICIPANTS IN YOUR UNIT MUST SIGN THE RELEASE FORM AND  
RETURN TO CITY HALL BY NOVEMBER 23RD**

ENTRY FEE HAS BEEN PAID: YES NO (CIRCLE ONE) CASH? CHECK? \_\_\_\_\_

# RELEASE

**I hereby release the City of Townsend, the State of Tennessee, and all participants in the annual Townsend Christmas Parade, of any liability before, during, and after the event. I understand the only Santa and Mrs. Claus in the parade will be arranged by the City of Townsend and that all participants will be operating in accordance with parade officials and Tennessee State and Townsend local laws. I acknowledge that I have read and agree to abide by all guidelines and rules set forth in the 2022 Townsend Christmas Parade Manual.**

**NAME/ORGANIZATION:** \_\_\_\_\_

**DRIVER SIGNATURE:** \_\_\_\_\_

**HORSE RIDER(S):** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PARTICIPANT(S) SIGNATURES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_