



2018 Harbor Beach Christmas Parade Checklist

PLEASE SHARE THIS INFORMATION WITH YOUR ENTRY DRIVER

Making/planning your float:

- We recommend as much lighting and music on floats as possible; if you have walkers, have them mingle and interact with the crowd. **There must be an adult per 10 walkers for those under 18; elementary students 1 adult per 5 students.**
- **Clearly mount the "parade number" sheet in the left front window of your entry.** The number can be copied directly onto the float if that will work better, but be careful to use the correct number assigned, making the number large and clear. Stay in your assigned position. If there is a gap do your best to close that gap. If you are too close to the entry in front of you, please hold back some. We will assign your number when line-up assignment is done.
- **Lining up on Parade Day**
(Formation area is on Trescott Street, between 5th Street and Schock Road)
- Line-up begins at 4:00. Please plan to be in your spot by 5:00 PM; this parade has a tradition of beginning precisely at 5:30 PM. The 90-minute line-up allows parade workers to iron out last minute details, moving entries if needed.
- You *must* approach the staging area from South 5th Street. All vehicles will be prevented from entering this area from Schock Road. Only actual parade entries will be allowed into the Trescott St. staging area itself; PLEASE advise those in your group who are dropping participants off that they will have to do so on South 5th Street or Schock Road, and then walk to line up area. (EXCEPTION: A few entries will be allowed entrance from Schock Rd. This will be indicated on your letter.)

****Please inform parents to drop off their walkers either at the Fifth St./Trescott St. entrance or at Schock Rd./Trescott St. entrance and WALK them to their assigned location.**

NO CARS will be allowed to enter through City Hall lots as well.

- o Proceed with your entry to your assigned line-up slot. That approximate location is marked on the enclosed map. Parade officials (in red elf vests) will be in that area if you have any questions.
- o **No sirens or air horns from Third Street on, Please!!!!**

- o Restrooms are not available. Please plan ahead. (turn page over)

- **Parade route:**

Be sure to share the route map with your driver! The parade travels East on 142/State St. to the traffic light; turns south on M25 to Trescott St. When traveling through the City Hall lot area, please wait for someone to signal your entry into and out of the drive.

- For your information: There will be **NO PARKING on either side of the road** for the three blocks from Third Street (by SpeedyQ) to the light. This will be the largest crowd area.

- **DO NOT THROW CANDY/ITEMS INTO THE CROWDS. FOR SAFETY REASONS, HAND ITEMS TO INDIVIDUALS.**

- **The parade is not over until you have turned east/west on Trescott Street. DO NOT PLAN TO TURN OFF BEFORE TRECSCOTT ST.(this will create a traffic problem) or to continue on Huron Avenue past Trescott (this will be blocked off). Exit on Broad St. will be blocked.**

- You may return to the staging area to disband or turn off on 1st, 2nd, 3rd, 4th, or 5th Streets off Trescott St. Be sure to make prior plans with those who will be meeting you – parents or riders, float dismantling committee, etc. – concerning the location you have chosen.

- NO Entry to the City Hall parking lot will be allowed before parade time. We are using this space as part of the parade line-up.

- **Please do not plan on leaving any belongings in City Hall during the parade. It will be locked. Access is limited after the parade.**

The underlined items above are necessary rules to make this parade move efficiently and safely. You may wish to make copies of these materials to share with others in your group; the more people who know what is going on, the less confusion there will be!

We'll see you Parade Day--- Saturday; December 1ST at 4:00pm!!

The Parade Elves