



## Dear Holiday Lights Parade Participant:

The City of El Paso Parks and Recreation Department is proud to present the 12<sup>th</sup> Annual Holiday Lights Parade. The event is in conjunction with the annual Christmas Tree Lighting Ceremony at the San Jacinto Plaza in downtown El Paso.

**The theme of this year's Parade is "Holiday Music."** This year the tree lighting and parade will be Saturday, December 5, 2009, with the parade starting at 5:55 p.m., right after the tree is lighted. Enclosed are the materials needed to participate in the Holiday Light Parade with an entry deadline of 8:00 p.m. on November 24.

**Entry forms** for the parade along with rules and regulations are available at the Parks and Recreation web site at [www.elpasotexas.gov/parks](http://www.elpasotexas.gov/parks).

**The parade route** and a \$50 entry fee is required to participate. The number of entries is limited and applications will be taken on a first come basis. The parade had upwards of 65,000 people on the parade route last year to partake in the festivities.

**There will be two separate optional workshops** at 6:00 p.m. on November 5<sup>th</sup> and 19<sup>th</sup> at Armijo Recreation Center, 700 E. 7<sup>th</sup> St. to assist participants in the decoration and lighting procedures for the event.

**A mandatory meeting** will be at 6:00 p.m. on December 2<sup>nd</sup> at the Armijo Recreation Center with a representative from each parade group required to be in attendance.

**Deadline** to turn in all entry forms and other required materials for the Holiday Lights Parade is 7:00 p.m., November 24<sup>th</sup> at Armijo Recreation Center.

### **For more information**

Sandy Rodriguez at (915) 240-3310 or Eliseo Duran at (915) 252-9031



Friday, November 06, 2009

Mayor  
John F. Cook

#### City Council

*District 1*  
Ann Morgan Lilly

*District 2*  
Susie Byrd

*District 3*  
Emma Acosta

*District 4*  
Carl L. Robinson

*District 5*  
Rachel Quintana

*District 6*  
Eddie Holguin Jr.

*District 7*  
Steve Ortega

*District 8*  
Beto O'Rourke

City Manager  
Joyce A. Wilson



## Holiday Lights Parade Rules and Regulations

1. Entry applications will be approved by a committee only.
2. Once your entry is approved you will be notified.
3. Entries for the parade are limited and applications will be considered on a first come basis. Make sure all forms are filled out completely, especially in regards to size of float, number of walkers or marchers, number of vehicles, as this will greatly assist the Parks and Recreation staff.  
  
**Example**      If you are entering a tractor with trailer, and a truck, what is the total length of the entries combined from nose to tail?
4. **Deadline:** All applications must be turned in to Armijo Recreation Center, 700 E. 7<sup>th</sup> St. by 7:00 PM on Tuesday, November 24, 2009. The signed waiver of liability form and all other required forms must accompany the application. No applications will be accepted without all of the required material.
5. The order of the Parade will be provided at the mandatory meeting at 6:00 p.m. on December 2 at the Armijo Recreation Center. (A representative must be present.)
6. All entries must be lighted with Holiday Lights including the float and or trailer. Marching or walking groups should be lighted individually from the waist up.
7. Unlighted entries will not be allowed in the Parade and no float can be longer than 65 feet long.
8. Headlights that come on automatically when car is in motion must be covered.
9. Skits, maneuvers or other types of performances which causes the parade to halt are not allowed.
10. For safety reasons, candy, brochures, silly string will not be permitted to be thrown or passed out along the parade route. **(Individuals or groups not abiding by this requirement will be removed from the Parade.)**
11. Parade officials (in yellow windbreakers) will be spaced throughout the parade route to assist participants with any concerns along the parade route way while also maintaining the parades continuity.
12. Parade officials will be enforcing all rules and regulations along the parade route. All participants must abide by any requests of the officials to ensure a safe parade.



**Staging Information for Holiday Lights Parade**

1. No one is allowed to arrive earlier than 1:30 p.m.
2. All participants must be in the staging area and ready by 4:30 p.m. and must enter the staging area from Texas Street only. No one will be allowed to approach the staging area by way of Mills St.
3. Floats must arrive at the staging area by 3:00 p.m. on parade day.
4. Vehicles with trailers or flatbeds must arrive by 3:30 p.m.
5. Motorized vehicles or walking units' with vehicles must arrive by 4:00 p.m.
6. Marching or walking units must arrive by 4:30 p.m.
7. A representative from your group must sign in at the registration trailer located directly behind the El Paso Times at Mills and Ochoa St. building immediately upon arrival. You will then be given an assigned number designation in the parade, and the adjacent street to line up. This is where your group assembles.
8. At 5:00 p.m. each entry must line up for inspection. Participants, groups or floats that fail to meet necessary requirements will not be permitted to participate.
9. An area will be designated for parking for workers and buses only. Participants must park in areas south of Texas St.. Car pooling is recommended due to limited parking.
10. One chaperone is required for every 20 youth participants and all chaperones must be lighted along the parade route for safety purposes.
11. Parents with baby carriages and additional siblings in tow are not allowed.
12. Children and adults are not allowed to ride on the hood or side step of the primary mover/vehicle. Any entry violating this rule will be immediately removed.

=====

**I have read fully the above related rules and regulations for the Holiday Light Parade.**

I also understand that any actions on my part or that of my group against these rules will lead to our immediate removal from the parade and any future Holiday Lights Parades.

Organization/ Group Director \_\_\_\_\_ (Print)

Organization/ Group Director \_\_\_\_\_ (Signature)

Date \_\_\_\_\_



Entry No. \_\_\_\_\_



Office Only:
_____
Entry #

# Parade Entry Information Sheet

For the Media (TV) ~ please PRINT or TYPE information

Entry / Group name: \_\_\_\_\_

Category: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

How many years with parade: \_\_\_\_\_

Holiday movie adapted from \_\_\_\_\_

Describe your group / entry (History, brag section): Materials used

---



---



---



---



---



---

Any special stories about your entry?

---



---



---

Awards / Honors received this year (if any):

---



---





# Parent Permission & Release Form!

I, \_\_\_\_\_ am the parent (guardian) of  
Print Parent Name

\_\_\_\_\_. I give my permission for my child to  
Print Child's Name

Participate in the Annual Holiday Lights Parade. As consideration for my child being allowed to participate in this event, and for myself and on behalf of my child, release the city of El Paso and it's employees from all claims arising out of my child's participation in this event and all related activities. I have read this permission and release slip and I am signing it as my free and voluntary act.

---

Parent Signature

Date

---

Witness (Group Coordinator)

Telephone Number

# Holiday lights parade route



El Paso Times