

## PARADE ENTRY GUIDE

A GUIDE TO COMMONLY ASKED QUESTIONS AS A PARADE PARTICIPANT

Share this document and all information with all members of your group who will be participating in the parade.

### DATE, TIME, ROUTE INFORMATION

#### 1. What is the date and time of the 2023 Downtown Parade of Lights?

- Saturday, December 16, 2023, 6:30pm
- Festival at Armory Park from 4pm-6:30pm includes live entertainment, vendors, music, and more.

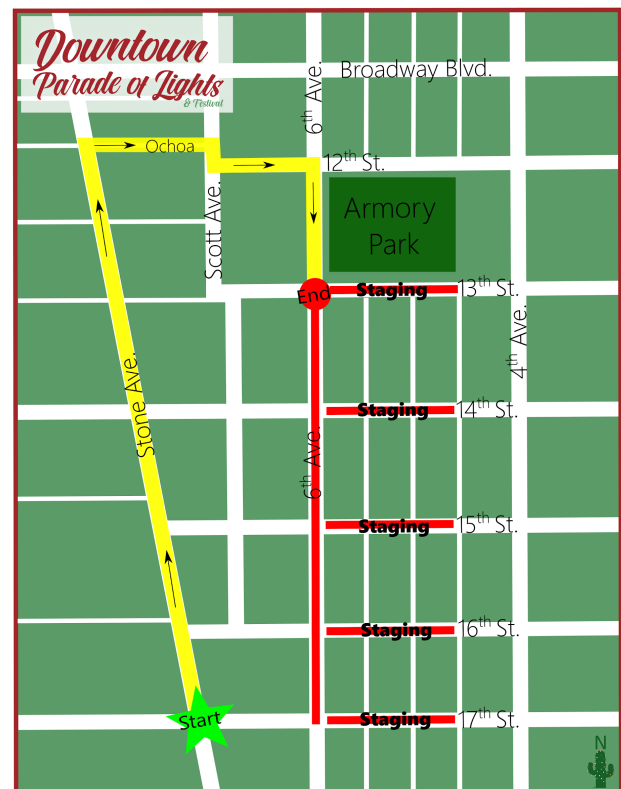
#### 2. Where does the parade take place?

Armory Park: The parade route ***begins*** at 17<sup>th</sup> Street and Stone Avenue, heads north on Stone Avenue to Ochoa Street, turns right to Scott Avenue, south on Scott to 12<sup>th</sup> Street, turns left on 12<sup>th</sup> Street to 6<sup>th</sup> Avenue, and heads south on 6<sup>th</sup> Avenue ***ending*** at Armory Park.

### STAGING INFORMATION

#### 3. Where are the staging streets?

- Staging takes place along 13<sup>th</sup> – 17<sup>th</sup> Streets between 5<sup>th</sup> Avenue and 6<sup>th</sup> Avenue.
- Entries are staged on the north and south side of each street.
- Please leave room for other entries to get into their staging area.
- Do not park non-parade cars in the staging area.

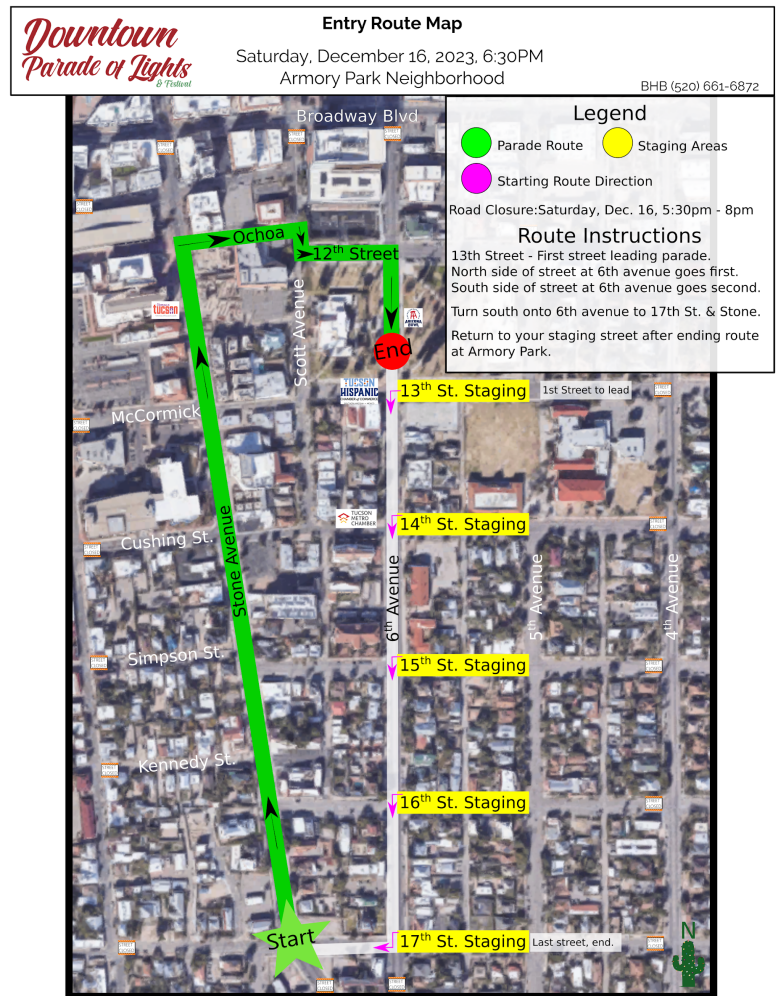


**4. Which way does the parade go when we leave the staging area?**

- The north side of the street moves first.
- Entries proceed to 6<sup>th</sup> Avenue and travel south to the starting location at 17<sup>th</sup> Street and Stone Avenue.
- 13<sup>th</sup> Street is the first staging street to begin the parade. It holds the Mayor, Council Members, Grand Marshal, and other dignitaries.
- 17<sup>th</sup> Street is the last staging street to finish with Santa Clause- the last entry in the parade.

**5. We are participating in the parade, where do we go on the day of the event?**

- Parade participants will receive staging information including staging numbers and maps the week before the parade. The staging number indicates which street you will be staging.
- Example: Staging #1501- this means you are placed on 15<sup>th</sup> Street.
- On the day of the event, please go directly to your staging area. Staging begins at 3pm.
- Entry placement location in the parade is made by the Downtown Parade of Lights. Do not change your entry position.



## Staging Street EXAMPLE Armory Park Neighborhood

[www.DowntownParadeOfLights.com](http://www.DowntownParadeOfLights.com)



### Staging & Route Instructions

- Staging is on the north and south sides of each street (13<sup>th</sup> Street to 17<sup>th</sup> Street) between 6<sup>th</sup> Avenue & 5<sup>th</sup> Avenue.
- 13<sup>th</sup> Street is the leading street, followed by the north side of 14<sup>th</sup> Street, then the south side of 14<sup>th</sup> Street, then 15<sup>th</sup> St., etc.
- 17<sup>th</sup> Street is the last street. Santa Clause is the last entry.
- Turn south onto 6<sup>th</sup> Avenue to 17<sup>th</sup> Street. West onto 17<sup>th</sup> Street to Stone Avenue. North on Stone Avenue to Ochoa Street.
- East on Ochoa Street to Scott Avenue. Scott Avenue to 12<sup>th</sup> Street, turning south onto 6<sup>th</sup> Avenue. Ending at Armory Park.
- Go back to your staging street after crossing Armory Park.
- DO NOT STOP at Armory Park, continue to your staging street. Stopping causes stalling in the parade.

### 6. Where do I receive a staging number?

- All entries must provide their own staging number. A simple piece of paper with the number written in black marker is sufficient.
- You **MUST display your staging number** on the windshield of the **FIRST vehicle in your entry**. This is to assist with staging and ensure the emcee reads the correct description as you pass by Armory Park.
- If you do not have a vehicle in your entry, you **MUST** display the staging number on the first walkers/cyclists/etc. in your group.

### 7. How soon can I begin to set up?

- Entries can begin to set up their float in the appropriate staging area as early as 3pm.
- Entry placement in the parade is determined by the Downtown Parade of Lights.

- Do not change your entry position.

**8. When do I need to be in my staging area?**

- Entries must be in their staging area *no later* than 5:30pm.
- All entries will be inspected to ensure the safety of the entry, drivers, and spectators. A request may be made by Event Staff to make changes to your entry. If the request is not fulfilled you may not be eligible to participate. Again, this is for the safety of everyone involved.

**9. Can I park vehicles that are *not* in the parade in my staging area?**

- Staging can become very busy and congested. Each entry can have one vehicle at a time in the staging area to unload equipment. All support vehicles **MUST** be removed from the staging areas immediately once their staging is complete.
- There are **NO** entries or vehicles permitted inside the staging areas after 5:30pm.
- Please park all **non-parade vehicles** outside of Armory Park neighborhood to allow for actual entries. Parking for non-parade vehicles can be found in [parking garages](#) or metered parking that is **not** along the parade route.

**10. Where do we go when we end at Armory Park?**

- Entries must go back to their staging street.
- **DO NOT STOP AT ARMORY PARK.** Continue to your staging street. Stopping causes stalling.
- Pull all the way into the staging street toward 5th avenue, on both the north and south side of your staging street
- You will be in reverse order of the original staging
- This helps prevent stalling the parade
- This is another reason you **CANNOT** park non-parade vehicles in the staging areas.

**11. I'm lost and unsure where my group is- help!**

Don't worry! We have volunteer marshals at each entry street to help you find your group. Volunteers will be wearing bright yellow, reflective vests.

**12. Parade Pacing**

Entries cannot stop, except for safety reasons, while on the parade route. Please keep a reasonable distance between you and the other entries. Pacing is important and is key to ensuring there are no large gaps or that entries are too close to each other. **DO NOT STOP ALONG THE PARADE ROUTE.**



### 13. Lighting Guidelines

- All entries including marching bands, walking groups, etc., must have safe holiday lighting on their entries.
  - Please try to use battery or LED-powered lights.
- While driving your vehicle *do not* have the flashers on. Only use your flashers if you stall, or need to pull off of the parade route.
- All lighting must be secured to your float, vehicle, person, etc.

### 14. Entry Limitations

- All entries must be appropriate, tasteful, and festive, and promote the holiday spirit.
- Absolutely NO political signage, themes, and NO advertising other than the name or your organization. For example, you cannot display signage indicating 'limited time sales' on your entry.
- Religious expression is not prohibited, but proselytizing is prohibited.
- Horses are not permitted.
- Dogs and other animals must have a person and clean-up system to pick up waste.
- Absolutely no stopping during the parade to perform stunts or to rev up a vehicle/off-road vehicle.
  - For example, no stopping to skateboard off of ramps.
- Entries understand and agree that Parade Staff and Volunteers may remove any entry if found in violation of this rule or any other dangerous situation as deemed by Parade Staff and Volunteers.

## SAFETY INFORMATION

### 15. Can I hand out information to spectators?

- For the safety of the parade spectators and entries, **absolutely no items** are to be thrown, tossed, launched, or handed out to the crowd.
- If groups are seen handing out *anything* to crowds, Parade Staff and Volunteers will ask them to stop, and may not be admitted into future events.

### 16. What happens if my vehicle stalls or something else happens to my vehicle while on the parade route?

- All vehicles must contain a minimum of one 2A10BC-type fire extinguisher and jumper cables in your vehicle.
- If your vehicle stalls while on the parade route, put your flashers on and carefully pull off to a side street to allow other parade entries to pass you.

### 17. Drivers and Passengers

- Only 18+ years old are permitted to drive along the parade route and must possess a valid motor vehicle operator's license and be trained to drive their assigned vehicle.
- All entries riding in a vehicle are required to be buckled and safely secured to the float/vehicle.
- Drivers must have an unobstructed view of the road to the front and sides.

#### **18. General Safety Information**

- Batteries must be secured with no loose connections.
- Fuel tanks must be secured and there may not be any leaks.
- Spare fuel must be secured and stored away from any heat source.
- All wiring must be properly secured to prevent mechanical damage and injury to float riders.
- Portable generators or compressors used on the float must be securely mounted on a vehicle or other substantial base. A minimum of 12 inches clearance must separate any part of the generator/compressor from combustible fabrication material.
- A portable generator may not be secured or braced in an enclosed space with the driver or rider.
- All entry materials must be flame retardant.
- Fire and flammable props are prohibited.
- Generator exhaust must be properly vented; not in contact with anything combustible.

### **GENERAL INFORMATION**

#### **19. Can I have a Santa Claus in my entry?**

NO! Make sure you DO NOT have a human Santa Claus in your entry. There's only one Santa at the end of the parade- we don't want to confuse small kids (or big ones).

You are allowed to have an inflatable Santa in your entry.

#### **20. I have to go to the bathroom!!!**

Bathrooms are located at Armory Park, 6th Avenue between 14th & 15th Streets, Stone Avenue & Kennedy Street, and Stone Avenue & McCormick Street. Do not urinate outside, in neighbors' yards, or in the alleys.

#### **21. Are there photographers at the event?**

Yes, we have hired photographers to photograph parade entries. If you do not want your photo taken, kindly tell them that you do not want to be photographed.

Photos will be used for future marketing purposes as well as displayed in a gallery that you can view at [www.DowntownParadeOfLights.com](http://www.DowntownParadeOfLights.com)

**22. Misc. Information**

- The event goes on rain or shine so dress and prepare for the weather.
- Bring water, snacks, chairs, for your participants.
- No alcohol is allowed during setup in Armory Park Neighborhood or on your entry.

**23. Social Media**

Engage your friends, family, businesses, organization through social media!

**Downtown Parade of Lights Facebook -**

<https://www.facebook.com/tucsonparadeoflights>

**24. Who do I contact on the day of the event?**

Please contact the [Parade of Lights Coordinator](#), should you have any questions or concerns.

***MOST IMPORTANTLY - BE SAFE AND HAVE FUN!!***