

**COUPEVILLE CHAMBER OF COMMERCE**

**PARADE INSTRUCTIONS**

**INSTRUCTIONS:** (be sure to keep this sheet to share with your parade participants)

Complete the entry form below and return to the Chamber asap, either as an email attachment, drop it off at the Chamber at 905 NW Alexander between 11am - 3pm or mail it to PO Box 152, Coupeville WA. 98239.

You will receive an email that your entry has been accepted.

**GUIDELINES:**

* **Entries** should be colorful and holiday themed, lights and Christmas music encouraged
* **DO NOT** let people on or off your vehicle while moving
* **KEEP PARADE PACE AT ALL TIMES** - if you need to stop pull off to the side.
* **Parade route** will be closed to all traffic and parade will follow Marshall down center of road. N.Main, Front St. Alexander back to Wilkes and 6th where Parade ends.
* **Line-Up** will begin at Wilkes & 6th.. Turn LEFT off N. Main onto 7t (follow signs**) 1st will be closed to ALL ENTRY TRAFFIC, YOU MUST STOP AT CHECK-IN ON WILKES**
* **Time:** Line-up will open at 3.00pm. If you need to decorate your float upon arrival, please be sure to note this on your entry form.
* Parade will start promptly **at 4 .00 pm**
* **Parade Walkers** - We recommend walkers do not come too early as there is no shelter or bathrooms.
* One walker in your entry must check in on Wilkes. Remaining walkers can be dropped off in

 parking lot at corner of 1st but vehicle must then leave and park elsewhere. If walkers go down

 first please check in with parade line up team to let them know which group you are with.

 **DROP OFF VEHICLES WILL NOT BE ALLOWED DOWN FIRST ST.**

* **Parade Ready** - Your float/entry must be parade ready by **3.45 pm** to be included in judging.
* **Line-Up** - Except for specific entries that are assigned to be at the front and at the back of the parade you will be lined up in the order you arrive. LINE-UP TEAM will direct you. You will not be allowed to request to be behind or in front of a specific float . We cannot expect a float to move once it is in the line up. First come first served..
* In the Parade Staging area, Parade participants are encouraged to stay with their entry, close to their vehicle, float, or with their walking group. People living Condo’s on Wilks will be allowed access from 1st to Main.
* HAVE FUN, ENJOY THE MOMENT AND REMEMBER TO HAVE A SMILE ON YOUR FACE!! Throwing of Candy is allowed.

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**COUPEVILLE CHRISTMAS PARADE OF LIGHTS ENTRY FORM AND DISCLAIMER**

**Confirmation of receipt of Entry will be emailed to you. Please make sure you write your**

**email address clearly.**

*Contact the Chamber Office {360} 678-5434 if you have questions.*

## Write clearly in pen - thank you.

**Contact: Organization: \_**

**E-mail: Phone** #: \_

## Type of Entry: (circle all that apply)

 **Truck/Car Float Walkers Music lights or both**

**I t is important to Sign the Disclaimer below.**

**Entries will NOT be accepted without a signature.**

## Disclaimer

We, the aforementioned organization/ individual, assume all responsibility for our entry in The Greening of Coupeville Christmas Parade . We will not hold the Coupeville Chamber of Commerce, the Town of Coupeville, the Coupeville School District, Island County or any Sponsor liable for any injuries, damage, losses, or mishaps that may occur as a result of or during our participation in this parade. We agree to comply with all regulations and requirements. We also confirm that we agree to follow all instructions as outlined on this form, and in the confirmation package that will be forwarded to us, and that once moving we will maintain parade pace until we reach Alexander & Wilkes where the Parade officially ends.

\*Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_



**Be sure to join us following the Parade at 5pm Tree Lighting at**

**Cooks Corner Park,**

 **5.20pm Oak Harbor Yacht Clubs Holiday Parade of Boats best seen**

 **From the Wharf.**

 **Businesses in the historic district will remain open until 6pm**

 **for Christmas Shopping.**

**MERRY CHRISTMAS**

**HAPPY HOLIDAYS**

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