THE GREENING OF COUPEVILLE
CHRISTMAS
PARADE

COUPEVILLE CHAMBER OF COMMERCE PARADE INSTRUCTIONS

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

Complete the entry form attached and return to the Chamber ASAP, as an email attachment or drop it off at the Chamber at 905 NW Alexander between 11am - 3pm, or leave in the box on the wall in the outside lobby area 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 the parade will follow the Marshall. From 1st onto N.Main, Front St., Alexander and back to Wilkes and 6th where the Parade ends.

- Line-Up will begin at Wilkes & 6th. Turn LEFT off N. Main onto 7th (follow signs) 1st will be closed to ALL ENTRY TRAFFIC; YOU MUST STOP AT CHECK-IN ON WILKES.
- You will NOT BE ALLOWED to enter onto 1st Avenue from N.Main. You must follow the directions outlined above.
- 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 are no bathrooms.
- One walker in your entry must check in on Wilkes. Remaining walkers can be dropped off in parking lot at corner of 1st and N.Main 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 OR ENTRY VEHICLES WILL NOT BE ALLOWED DOWN FIRST ST.
- Parade Ready - Your float/entry must be parade ready by 3.45 pm at the latest. 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. If you wish to be behind or in front of a specific float please say so on your entry form. We cannot expect a float to move once it is in the line up. However, if there are horses in the Parade they will be given consideration as to where they are placed. Animal entries must have someone behind them to clean up and remain on a leash all the time.
- 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 in the Condos on Wilkes will be allowed access to and from the Condos.
- HAVE FUN, ENJOY THE MOMENT Throwing of Candy is allowed. Don't forget to come back to N.Main and 8th to enjoy the Tree Lighting and Caroling

COUPEVILLE CHAMBER OF COMMERCE PRESENTS

THE GREENING OF COUPEVILLE CHRISTMAS PARADE

Entry form instructions:

- Please be sure to print clearly and answer all questions
- Vehicles - Enter the length of your entry
- Walkers – Estimated #
- Animals - Dogs or Horses and Number
- Sign and date the Disclaimer (entries will not be accepted without signature and date) Animals will only be allowed in the Parade if they have someone cleaning up after them, they are well behaved and music or crowds do not disturb them.

Write clearly in pen - thank you.

Contact:

_____

Organization:

_____

E-mail:

_____

Phone number where you can be reached including day of event::

_____

Type of Entry: (circle all that apply)

Truck – Car – Float Length: _____

Animals (Dogs or Horses) How many: _____

Walkers Estimate of how many in group: _____

Vehicle or float include music?

Yes No

Confirmation of receipt ofEntry will be emailed to you at the address you haveprovided to uson thisentry form. Please return the entry form no later than November 21st

THE GREENING OF COUPEVILLE

CHRISTMAS PARADE

Disclaimer

We, the organization/ individual, whose name is on this entry form, assume all responsibility for our entry in The Coupeville Christmas Parade. We will not hold the Coupeville Chamber of Commerce, the Town of Coupeville, or any of the Sponsors or Supporters of this Parade who are listed below, 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 any additional information emailed to us. Once moving we will maintain parade pace until we reach Alexander & Wilkes where the Parade officially ends.

Signature_____ Date:_____

If you have any questions, contact the Chamber Office at {360} 678 5434 xt.1

Be sure to join us following the Parade at 5pm Tree Lighting at Cooks Corner Park followed by the Oak Harbor Yacht Club's Holiday Parade of Boats at approx. 5.20 pm (best seen from the Wharf (weather permitting) .
Restaurants and our unique shops will be open following the events for some Christmas Shopping.

COUPEVILLE CHAMBER of COMMERCE

Thank you to our Sponsors and Supporters

COUPEVILLE ARTS & CRAFTS FESTIVAL

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