



Parade Guidelines and Float Fact Sheet

Prepared by the Centerville-Rathbun Lake Area Chamber of Commerce

Pancake Day Big Parade Guidelines

Pancake Day Parade is intended to be fun and entertaining. Many individuals and businesses work very hard to put together attractive and entertaining entries; we require all entries to add value to the parade. Following are some guidelines that might be helpful in your decisions about activities at our parade. These guidelines supersede anything that you may have been told previously. We trust that you will act in good taste and good faith by following the guidelines set out by the Pancake Day Committee.

- The parade starts promptly at 1 p.m. on Pancake Day. Parade line-up begins north of the city square at 12 noon.
 - Convertibles carrying dignitaries line up on Washington Street--east of Main;
 - Marching bands line up on Washington Street--west of Main;
 - all other entries line up on Main Street north of Washington—floats on the west side of the street, other entries on the east side.
- Cars, trucks, buses, etc. that do not fall into *the classic, antique or novelty* vehicle categories **must be decorated in a manner reflecting the year's theme or Pancake Day in general, or they must be pulling a float.** Exceptions to this rule are vehicles carrying individuals being honored by the Pancake Day Committee, elected officials and those running for public office. No blatant advertising. **Undecorated vehicles with business or organization advertising that do not fall into one of the above categories are prohibited (a sign or banner with your business' name is not a decoration!).**
 - Line up at the entrance on North Main
- Due to the potential of injury to spectators, **THROWING CANDY** and other objects from vehicles is **NOT ALLOWED**. If you wish to hand out candy, have a representative walk beside the curb **hand** the candy out.
- Horses will not be allowed in the Big Parade.
- Float registrations **must** be submitted by the Thursday before Pancake Day to be eligible for competition or in the parade.
- Floats will be judged on the following: overall appearance, theme, originality, mechanical animation, humor and construction. Prizes of \$250 for First Place and \$100 for Second Place will be awarded in three categories: 1) Businesses and Industries; 2) Churches and Schools; 3) Clubs, Organizations and Other; Decisions of parade judges are final. In addition, "The Owl Prize" of \$500 will be awarded to the "best of" parade entry.
- Floats should provide two 12-inch squares on each side of entry for a number that will be assigned and provided at line up. Entry number will be stapled to this.
- All entries, with the exception of bands, will appear in the parade in the order they line up unless directed otherwise by the Parade Chairperson. Numbers will not be issued prior to line-up.
- The guideline committee has the right to prohibit any entry he or she considers in poor taste or any entry falling outside the above guidelines.
- **Additional guidelines for political entrants:**
 - The person holding or running for public office must be present (not just a representative for that person).
 - Political entries can only go through the parade route once. You may not switch vehicles and go through again as a political entry.
 - Once the parade has started, the political entrant must remain in his/her vehicle until off the square. You may have representatives walk with your vehicle and hand out materials to the crowd.
 - A sign with your name and the office you're running for or currently hold is allowed.
 - You may **not** play loud music or use any device to amplify your voice.

Centerville Pancake Day Parade Entry Form September 24, 2016

Parade Time: 1:00 p.m.

Line Up Time: 12:00 p.m.

THEME: Under the Big Top

Name of Business, Organization or Person being represented in parade _____

Name of persons(s) participating in parade (if political entrant, person holding or running for office must participate in parade) _____

Type of entry

_____ Float

_____ Antique or Classic Vehicle, describe _____

_____ Novelty Vehicle, describe _____

_____ Antique Tractor, describe _____

_____ Mascot or character

_____ Decorated car or truck (décor must reflect theme or PCD in general)

_____ Convertible

_____ Political

_____ Other entry, explain

Contact Person Name _____

Address _____

City, State, Zip _____

Phone _____

Please read and follow all Pancake Day Guidelines. If you have any questions, contact the Centerville Area Chamber of Commerce at 641-437-4102. Return this completed entry by Thursday, September 22, 2016 to: Centerville Area Chamber of Commerce, 128 North 12th Street, Centerville, IA 52544 FAX 641-437-0527

2016 Pancake Day Parade Float Fact Sheet

Float Number

(To be assigned)

Float Entries only must complete this form and turn in by Thursday, September 22nd. This sheet will be given to the judges and announced over the speakers. Please print neatly.

Name of Business or Organization _____

We wish to compete in the following division:

_____ Businesses and Industries

_____ Churches and Schools

_____ Clubs, Organizations and Other

The theme of our float is _____

Our float was designed by _____

How many people worked on the float? _____

Other information _____

Completed Float Fact Sheets must be submitted with Parade Entry Form by Thursday, Sept. 22, 2016 for float to be eligible for competition. Prizes of \$250 for First Place and \$100 for Second Place will be awarded in three categories: 1) Businesses and Industries; 2) Churches and Schools; 3) Clubs, Organizations and Other; In addition, "The Owl Prize" of \$500 will be awarded to the "best of parade" entry.