

EVENT NAME:

EVENT DATE:



**PROCESSION/PARADE/WALK –
NON COMPETITIVE**



(Procession means a public or private march, run, cortege, walk, cavalcade, autocade, parade of any kind, other gathering of persons that occurs upon public right-of-way, park or both that is used for vehicular traffic. Code – Chapter 28.)

ROUTE DETAILS

1. Specify the type of procession you have planned (i.e., a walk, march, parade.)

2. Specify the number of participants in your event.

3. Specify the number of spectators you anticipate.

4. Provide the time frames for Staging and Assembly of your event (i.e., when roadway must first be closed, or, when your participants begin to gather.)

5. What are the time frames for the Route Closure (beginning – when the first unit steps off until the ending – when the last unit crosses the finish line.)

6. Provide a verbal description of the Staging area.

7. Provide a verbal description of the Route.

8. Provide a verbal description of the Disbanding area (where float riders are removed from the floats and marching units disband.)

9. What are the time frames for Disbanding?

10. What, if any, portion of the event occurs on private property? Please list the addresses of the private property sites you intend to use and include a brief description, along with the owners' names and addresses for each site. (Attach an affidavit of authorization to use said property from each property owner affected and label ITEM #PP-10.)

11. Are you having vendors at your event? Yes No If "Yes," please provide the number, type, and general location of all vending activity.

12. Is there a Reviewing Stand? Yes No If "Yes," please provide the specific location.

13. Describe the specific location and number of portolets, water stations, or other physical amenities set up for the event.

14. Describe the specific location of bleachers set up for the event, if applicable.

15. Describe the Number and Size of any tents you plan to have. Please also provide the Tent Company Name and a Contact Person, the Company Phone and FAX Number:

16. Are you making any special arrangements for Media Access? Yes No If "Yes," please provide the specific location.

17. Describe your plan for disabled participation, parking, and viewing.

PARADE AND PROCESSION COMPONENTS

1. Number of Units in the Parade/Procession.

2. Number and sizes of both Professional and Non-professional Floats.

3. Number of Motorcycles.

4. Number of Cars/Personal Trucks.

5. Number and sizes of Oversize Vehicles – specify type too.

6. Number of Marching Bands. (Include number of band busses you anticipate.)

7. Number of Animals – specify types as well.

8. Number of Parade Marshals you have organizing the parade on site.