

# McKendree RSO/Campus Office Pre-Parade Decorating Party/Golf Cart Parade Entry Rules

1. The golf carts provided to groups are being rented from a local business and must be returned in pristine condition. A \$10 non-refundable fee is required at the CAB Office in the Lair for McKendree Registered Student Organization Groups to use a golf cart in the parade. Non-RSO McKendree Groups are \$30. A \$50 fee will be assessed to any group that returns the cart with damages, is not cleaned properly, or is not returned to grass between the Library and Lair by 12:15pm on Saturday, October 5. **All applications & fees must be submitted by Monday, September 30, 2019 by 12:00pm (updated).**
2. If cancellation is necessary, please do so by no later than **12:00pm on Wednesday, October 2, 2019.**
3. Participants are **not** allowed to take the golf cart home to decorate. Staff will direct participants to the appropriate decorating areas. Decorations **may not** include the usage of paint or any adhesive that will leave permanent damage to the cart.
4. Decorations **must not** interfere with the proper mechanical functioning of the golf cart. For example, decorations that would excessively weigh down the golf cart or impair tire or steering wheel movements are prohibited.
5. All groups will have **ONLY** 3 hours (\*ONLY\* from 6-9 p.m. during the decorating party) to decorate their golf cart. All golf carts, props, and cars should be completely decorated by no later than **9pm on Friday, Oct. 4** in the designated area on campus either at the Library or Bookstore Parking Lot areas. Final details and touch-ups can be made starting at 8am on Saturday until 10:15am when the parade lineup begins. Participants that have not checked into the parade staging area at McKendree West Clubhouse by **10:15am on October 5 will forfeit their entry into the parade.**
6. All participants must be in their designated area by **10:30am** to allow the parade to start promptly at **11:00am.**
7. All parade participants must maintain the selected pace to prevent any accidents from occurring. Please avoid passing other carts, straying from the designated path, and driving into on---coming traffic.
8. Participants walking along side your golf cart will be permitted to hand items or toss items to the crowd during the parade. However, throwing items of any kind (i.e. candy, shirts, etc.) from the golf cart is prohibited.
9. All drivers of golf carts must possess a valid driver's license. Drivers will be required to present their driver's license during the check---in process. **(The driver's license will be retained throughout the duration of the parade and returned upon check---out. If you need a driver for your organization please indicate this on the application.)**
10. There will be **NO SUBSTANCE USE** in the parade. Golf carts will be checked before the start of the parade. Any member under the influence of alcohol/drugs will be barred from the parade and will be subject to disciplinary action as allowed by the Student Code of Conduct. Violators may also be referred to the appropriate federal, state, or local authorities.
11. Please pay close attention to the spacing between the groups preceding you, in order to prevent "gaps" in the parade. Parade staff will be along the route to help ensure the continuity of the parade.

## Construction:

1. Any type of material may be used during construction (remember that a variety of weather conditions are possible during the parade). All entries must be constructed so spectators on both sides of the street can view them. This includes decorations and trim.
2. A spirit banner must accompany the golf cart design, displaying the group name and theme. This spirit banner will be carried in front of your golf cart design. Text must be clearly visible to the judges and other viewers. The spirit banner can be created and designed outside of the decorating party hours.
3. Maximum size for spirit banners is 15' x 13'; Minimum size is 3' x 8'.
4. Spirit banners must be made by members of their respective organizations. Any professional work or help will automatically disqualify the sign from the competition.
5. All entries must display their parade number on the **front right** side of the entry (think passenger seat of a car). If this number is not visible, the float will not be judged or considered for prizes.
6. Please use reasonable judgment when considering how many people will be riding on the golf cart. A driver is required, but space will be limited, and entries should plan on having the majority of their group walking alongside the golf cart and spirit banner.
7. Golf carts must participate in the parade in order to be eligible for points. They must finish the entire parade route.
8. Final judging will take place during the parade. In the event of bad weather, final judging will take place during the Parade line-up. **Judges decisions are final**

# McKendree Homecoming Parade Information and Form

Parade Date: October 5, 2019, 11:00am; Lineup Begins at 10:00am

1. The parade is scheduled for **Saturday, October 5, at 11:00 am**. All entries --floats, walking, animal entries and decorated cars -- must arrive between 10:00 am and 10:30 am for lineup to be entered into the parade.
2. Opponent: Lindenwood University (Colors: Black and Gold Nickname: "Lions"). Our theme for the parade is "**Let the Good Times Roar!**".
3. **PARADE ROUTE:**  
We are planning to start at the corner of College Road and Roger; east down College Road; turn left onto Alton Street; right onto Summerfield; right onto Monroe, and right onto Center Street.
4. Definitions of entries: (No entries may be re-defined after the entry form has been submitted.)  
**Float:** A float is anything being pulled by a vehicle or self-propelled wagon. If your McKendree organization is using something other than a vehicle to pull the float, permission must be obtained from the Office of Campus Activities. **All entries are due: Tuesday, October 1, 2019.**  
Each entry must also submit how many participants will be riding on the float the day of the parade. This number must be submitted when turning in the float entry form to the Office of Campus Activities. The entry forms will be reviewed.  
**Decorated Vehicle:** A car is defined as a vehicle requiring a standard automobile license to operate.  
**Marching Unit:** Walking Entries are defined as any group walking through the parade with similar dress style, synchronized movement, or organized choreography.  
**Animal Entries:** Any parade entry that consists of animals. Each animal is required to have a clean-up crew. All animals must be controlled by means of a harness, halter, or leash if not otherwise contained. Animals may by no means be cruelly exploited, endangered or abused in the process of this entry. For example, it is okay to properly ride on a horse, but not okay to have an animal in a cage on display.  
**Political Entries:** This entry is defined as any entry into the parade that represents a political party and is participating in the parade for political gain, such as being elected to office. This entry is not eligible for cash or community prizes. Candidates for political office may fill out off-campus entry forms. No speeches for candidates will be allowed. (*The Office of Campus Activities will determine the division in questionable situations*)
5. All entries are restricted from displaying or distributing any information with regards to alcohol (including "Happy Hour" or "Specials" information) as well as any display of alcoholic beverage company logos. Floats must be acceptable to the McKendree Community. They cannot disparage or degrade any organization. This parade is held to celebrate the spirit of McKendree University and our Homecoming Theme. Float themes are encouraged to reflect this same purpose.
6. **Storage:** If you choose to build a float, YOU are responsible for finding a place for its storage. It is suggested that you bring a tarp to cover your float because of the morning dew and in case it rains.
7. **Liability:** Campus Activities Board, McKendree University, and all other organizing entities will take no responsibility for any incident occurring in the parade, as a result of actions of another entity. You are responsible for making sure your participants are safe. Any entry may be removed from the parade and competition if, in the opinion of the parade officials, the entry is operated in a hazardous manner or because of the misbehavior of individuals or animals associated with the entry. **Entries will be removed immediately if the presence of alcohol is detected.**
8. On the morning of the parade, your driver must have his/her driver's license and be COMPLETELY SOBER. This is for the safety of all the parade participants, staff and spectators and will be strictly enforced. **McKendree Public Safety and Lebanon Police Department will be present in the parade line-up. They will confiscate any alcohol present. They will also cite and/or arrest persons they feel violate alcohol laws (minor in possession, driving under the influence, etc.)** *Alcohol related situations will most likely result in the immediate disqualification of your entry, even if the entry is shared with multiple organizations and other groups participating are uninvolved in the situation. Choose your partners wisely.* **McKendree related entries: Violation will also result in further disciplinary sanctions for individuals and organizations through the McKendree University Judicial System.**
9. Walking entries should provide and display an appropriate banner to identify the sponsoring organization (must be spelled out).
10. **Throws will be limited to the following: Candy, gum, beads, McKendree University paraphernalia or other pre-approved items only.** Groups engaging in throws are encouraged to provide an appropriate number of people to walk beside the vehicle to keep small children from running in front or around the vehicle.
11. It is important that we have accurate contact and phone information for each entry submitted. The person responsible for the parade entry will be the primary contact for the day of the parade to the Office of Campus Activities. The phone numbers listed on the application should be someone we can reach weekdays from 8:00 am to 5:00 pm, as well as evenings after 5:00 pm.
12. The Office of Campus Activities has the right to refuse any parade entries that are in direct conflict with the mission, values and goals of the university. For a complete listing of the mission, values and goals of the university please see the McKendree University website at [www.mckendree.edu](http://www.mckendree.edu).
13. **Additional Reminders**
  - Provide and display an appropriate sign to clearly identify the sponsoring organization
  - Entries must complete the entire parade route or be disqualified.
  - Community entries are allowed to distribute flyers no larger than 4.25x5.5 (1/4 letter size)

# McKendree Homecoming Entry Form

Parade Date: October 5th, 2019, 11:00am; Lineup Begins at 10:00am

**PARADE ROUTE:** We are planning to start at the corner of College Road and Roger; east down College Road; turn left onto Alton Street; right onto Summerfield; right onto Monroe, and right onto Center Street.

I/We understand there are dangers and risks associated with participation in Homecoming Activities and in the Homecoming Parade. I/We hereby voluntarily and knowingly assume all risks normally associated with participation in such activities and with the Homecoming Parade, including, but not limited to, death, personal injury, and damage to vehicles and property, and we agree to hold without any liability the McKendree University Board of Trustees, McKendree University, Campus Activities Board, their agents and/or representatives of any of these bodies, and all other concerned parties of any of these groups.

Name of Entry or Business/Organization: \_\_\_\_\_

Person Responsible for Entry: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Driver's Number: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_ Number of Units/Vehicles: \_\_\_\_\_

Insurance Company Name \_\_\_\_\_ Policy Number: \_\_\_\_\_

Entry Category (place an "X")  Student Organization  McKendree Office/Dept  Individual  
 Civic/Non-Profit  Commercial Sponsored  Other (see below)

**\*If OTHER, please list it here:** \_\_\_\_\_

Entry Type (place an "X")  Marching Unit  Band  Animal (Entry must provide clean-up)  Float  
 Vehicle  Golf Cart – McKendree Group  Golf Cart – Amount Due  
 Other \_\_\_\_\_

**\*Golf Cart for McKendree RSO: \$10**

**\*Golf Cart for McKendree non-RSO Groups: \$30**

Will live or pre-recorded music be played with your entry? \_\_\_\_\_

Please include a brief description (no more than 80 words). This may include a description/explanation of your entry, history of the organization, and/or names and titles of individuals involved. Please include the number of people in your entry.

## Reminders:

- Provide and display an appropriate sign to clearly identify the sponsoring organization
- Entries must complete the entire parade route or be disqualified.
- Community entries are allowed to distribute flyers no larger than 4.25x5.5 (1/4 letter size)
- Community entries are restricted from displaying or distributing any information with regards to alcohol (including "Happy Hour" or "Specials" information) as well as any display of alcoholic beverage company logos.
- Animal entries should have their own cleanup crew and waste handling procedures to ensure cleanliness during the parade. Animals must be controlled by harness, halter, or leash.

Person Responsible for Entry (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and return this form by the deadline to:**

McKendree University Office of Campus Activities

Lower Deneen Center

701 College Road

Lebanon, IL 62254

**Form may be faxed to: 618-537-6315 or scanned and emailed to: [croberts@mckendree.edu](mailto:croberts@mckendree.edu)**