



**ENTRIES NEEDED FOR HOMECOMING PARADE
SATURDAY, OCTOBER 5, 2019**

PARADE LINE-UP AT 10:00AM; PARADE AT 11:00AM

**FOR MORE INFORMATION, PLEASE CONTACT CRAIG ROBERTSON, DIRECTOR OF CAMPUS ACTIVITIES
618-537-6856 OR CROBERTS@MCKENDREE.EDU**

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: Monday, 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.
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, 9 11:00am; Lineup Begins at 10:00am

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 Other _____

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