

20TH ANNUAL ELECTRIC LIGHT PARADE SATURDAY, DECEMBER 6, 2014

Mandatory Pre-Parade Informational
Meeting
Wednesday, November 5, 2014



Presented by
The City of Casa Grande
and
APS

WELCOME!

- ✦ Thank You for attending this meeting!
- ✦ Please make sure you have signed in and updated your float contact information
- ✦ Introductions of Staff
 - Caryl Chase, Recreation Superintendent
 - Matt Jankowski, Recreation Coordinator – Staging Area
 - Sgt. Frank Alanis, Casa Grande Police Department
 - David Johnson - Staging Area
 - Barbara Rice – City of Casa Grande Fire
 - Andrew Hensley – City of Casa Grande Fire

THANK YOU

- ✦ It is because of people like you that this event has become so successful
- ✦ Last year's crowd was estimated at 50,000+
- ✦ SAFETY is our Number One priority
- ✦ Providing an event that is festive and free to the community is our Number Two priority
- ✦ Our hope is that this event becomes a family tradition for everyone

GENERAL INFORMATION



WEB SITE FOR CHRISTMAS MUSIC

www.niehs.nih.gov/kids/music.htm

<http://www.christmas-time.com/mdsanta.>

ELECTRIC LIGHT PARADE DVD

Pick up your very own copy of the 2014 Electric Light Parade on DVD !! Copies are \$10 and can be ordered at Parks and Rec or you can download the form at www.casagrandeaz.gov or pick up one tonight and turn in your order .



Peoples Choice Award is BACK !!

PEOPLE'S CHOICE AWARD
 CASA GRANDE WILL CHOOSE BY VOTING
 ONLINE AT ELPVOTE.COM

OR
 THEY CAN TEXT (623) 295 - 9207*

AFTER THE PARADE FOR 24 HOURS.
 *Text and Data fees may apply

We will continue to have the other 8
 categories for awards as well.

INSURANCE REQUIREMENT

- ✘ This is required for all floats – if you have it with you we will make a copy. If not please send in a copy to the office through -
- ✘ email - parksrecreg@casagrandeaz.gov
- ✘ or fax to 520-421-8678
- ✘ or come by 404 E Florence Blvd
- ✘ between 8 am – 5 pm Monday – Friday

- ✘ Please add your float name or number so we know whose it is !!!

ENTRY DESCRIPTION FORM

- ✘ Due tonight or by Friday, November 7th
 Available on the city web site –
www.casagrandeaz.gov

**VERY IMPORTANT
 HOW BIG YOUR FLOAT
 SPACE WILL NEED
 TO BE**

- ✘ Who your parade marshals are
- ✘ How many years you have participated
- ✘ Any awards your group has won

- ✘ Tells us about your float - This information is used by the announcers to describe to the crowd - who is on the float, what is happening on the float, and who built the float.

LENGTH OF YOUR FLOAT



Total Length of Float = Length of Vehicle



The tip of the bumper to the end of the trailer

**Total Length =
 Total Length of Vehicle + Total Length of Trailer**



OR THE TOTAL NUMBER IN YOUR GROUP



THE JOLLY OL' ELF

- ✘ The Electric Light Parade has ONLY ONE live Santa Claus. We have a long term contract with him and he's brought in by the Casa Grande Fire Department at the very end of the parade
- ✘ Plastic Santa, Mrs. Claus & all the Elves imaginable are okay.

PARADE EVALUATION

- ✘ You will receive an evaluation form by mail following the parade.
- ✘ Please help us keep this event successful, fill out the evaluation and send us your comments and suggestions.
- ✘ They are important to us and we listen to them.

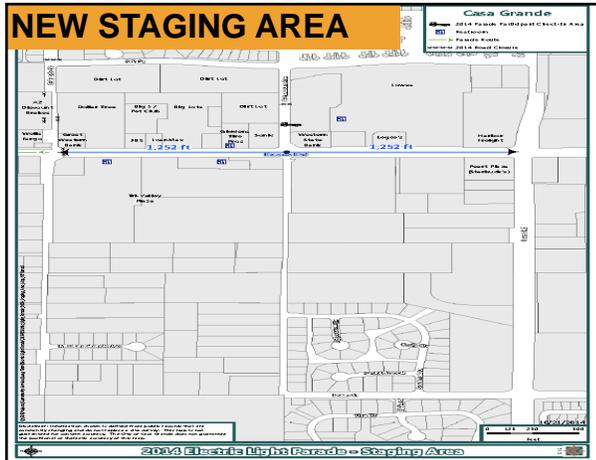
FUN STUFF

- ✘ Each year the City sells shirts only to the participants of the Electric Light Parade.
- ✘ Order Forms and payment are due Parks and Recreation office.
- ✘ Prices: \$12 or \$15 for XXL



STAGING AREA

Staging Staff
 Will Be Wearing Bright Yellow/Green VESTS
 with
 EVENT STAFF
 On the Back



How To Find Your Space






STAGING

- ✦ Check into the staging Area starting at 3:30 p.m. to 5:30 pm on Pottebaum St.
- ✦ NO EARLIER No Later !!!!!
- ✦ Approach from **9th Avenue** If Arriving from the **EAST** use Peart Rd. If Arriving from the **WEST** use Colorado ST.
- ✦ Parade Participant Parking – located at the Downtown location - Drylake and 2nd Street - shuttle bus will bring you over to the staging area.
- ✦ Riders may be dropped off in the lot behind Frys Gas Island or the Big Lot Parking lot on the north side of Florence Blvd..

USING THE CORRECT ENTRANCE INTO THE STAGING AREA IS VERY IMPORTANT

- ✦ CHECK IN WILL TAKE PLACE ON POTTEBAUM AVE.
- ✦ Please enter from 9th ST. to Pottebaum Ave.

Giving us the correct length of your float is very important this year !!!

STAGING AREA INFORMATION

- ✦ Restrooms are located at the beginning middle and end of staging area on the south side of Florence Blvd. and in the Lowes parking lot.
- ✦ Information and First Aide Station will be located at check in.
- ✦ Do not park your car in the middle of any intersection. Your vehicle will be towed.
- ✦ Head Lights on vehicles must be off or covered.
- ✦ When you get the signal to start – please be ready to go !!!

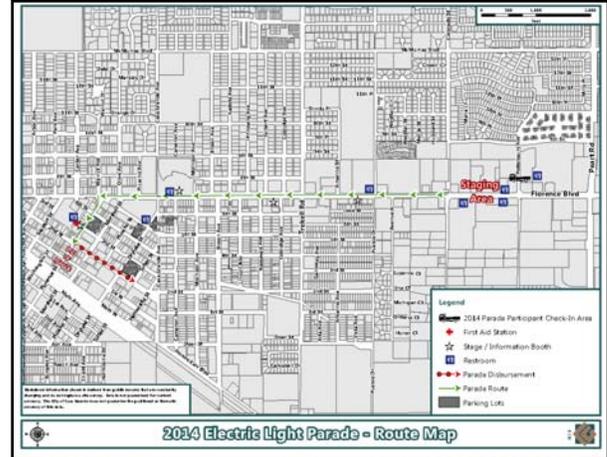


SHUTTLE SERVICE

- ✦ The city provides a shuttle service for parade participants from a parking area on 2nd St. between Toltec and Drylake streets to the staging area.
- ✦ The shuttle is free and will run from 4:00 pm until 5:30 pm
- ✦ And again after the parade from 6:30 – 8:30 p.m.

THE PARADE ROUTE

- ✘ Floats will leave before the completion of Tree Lighting Ceremony in front of City Hall approx. 5:30 p.m.
- ✘ Begin procession from Florence Blvd. and Colorado St. west toward city hall and eventually Florence St.
- ✘ South on Florence Street to disperse on 2nd Street past St. Anthony's
- ✘ Very important that floats stay together in the staging area !!!



IMPORTANT DETAILS

- ✘ Have your organization's name and number on both sides of your parade entry.
- ✘ Play float theme or holiday music throughout the parade
- ✘ Inappropriate messages such as Political, Religious or Solicitation will not be allowed.
- ✘ Your float must stay on the parade path.
- ✘ Driver must possess a valid motor vehicle license and insurance.
- ✘ Drivers View must be unobstructed.
- ✘ No sign boards or bill boards will be allowed as a float entry.



Keeping Your Float Safe

(good old common sense)

FIRE EXTINGUISHERS

- ✘ One (1) 2A10BC fire extinguisher
- ✘ If enclosed two (2) 2A10BC fire extinguishers. One inside and one outside.
- ✘ Make sure riders know how to use the fire extinguishers.
- ✘ Lending Agreement



ELP SAFETY CHECK LIST



- ✘ 2A 10BC Fire Extinguisher Y / N
- ✘ Generator and all electrical devices are secured Y / N
- ✘ Gasoline and Diesel fuels have all been removed from float Y / N
(Refilling of generators during the parade is prohibited)
- ✘ Combustible decorations are 3 feet from ignition sources Y / N
- ✘ Extension cords are of 12 gauge wire and grounded Y / N

SAFETY PRECAUTIONS

- ✘ Size
 - Cannot exceed 14' in height
 - + Cannot exceed 12' in width
 - + No limit in length as long as you can make the corners
 - + Florence St and 2nd St.

Avoid Gaps
Keep a Safe Distance
Do not stop along the parade route !
Have a Strategy for Handing out Items -
NO Throwing Anything !!

No Throwing of Chips, Candy, or Gifts into crowd! It may hurt someone !

- + Pass items hand to hand
- + It's very dark with limited visibility
- + Lots of small children
- + Drivers cannot see the parade spectators because it is so dark
- + They also cannot stop a large vehicle quick enough
- + Failure to comply with this will result in . . .

Possible expulsion from future parades.

DON'T THROW ANYTHING !



IMPORTANT

- ✘ ALL Parade Participants Should Keep Moving Unless Directed By Event Staff
- ✘ Complete parade route including the staging area is over 2 miles long, please inform your walkers !!

SAFETY PRECAUTIONS

- ✘ Parade Marshals
 - Each float to have two (2) marshals, 3-4 would be ideal.
 - One at front left corner - One at back right corner
 - Marshals **MUST** carry flashlights along the parade route
 - It is the Marshals responsibility to show the announcers the float number as they pass the announcing stand.

Parade Number

For
Announcers

Light up your number
if possible !!



FLASH LIGHTS

- ✘ Have flashlights with each marshal and also two (2) for your float for a total of four (4)
- ✘ Have extra batteries.

Keeping Your Riders or Walkers Safe

(good old common sense)

KIDS & ANIMALS

- ✘ Children under 6 years of age are not permitted to ride on an open float unless they are properly secured
- ✘ Animals on a float must be leashed and held by an adult the entire time
- ✘ Children under 8 years of age are not permitted to be walking alongside the floats
- ✘ Please have a check in and check out process for anyone riding on your float.



CHECK IN AND CHECK OUT SYSTEM

If you have children that are not your own riding or walking with your float.

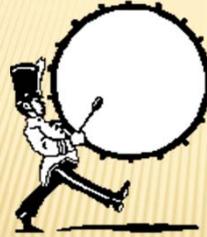
You must have a system to verify their whereabouts at any time especially at the end of the parade.

LOST PARENT PROCESS

If we have a lost child:

- ✦ in the staging area -Volunteers will have a listing with all floats and location in the staging area. If we can not find where the person needs to be - they will be taken to the check-in area and P.D. will be notified.
- ✦ on the parade route - he/she will be directed to an announcing stand and P.D. will be notified.
- ✦ at the end of the parade - he/she will be taken to the lot on 2nd St. and Drylake and P.D. will be notified.

MARCHING BANDS AND WALKING ENTRIES



- ✦ Please keep moving through out the parade. This is very IMPORTANT !!!!!
- ✦ Bands - you may walk slowly in front of the announcing stand at city hall only to play for the judges.



ELECTRICAL SAFETY TIPS AND GENERATORS



EXITING THE PARADE ROUTE

DO NOT BLOCK EXIT ROUTES

- ✦ SOME FLOATS will exit the parade route on 2nd St follow directions of the staff to unload.
- ✦ If you are a long float – Exit on Main St.
- ✦ Pull off the parade route to unload.
- ✦ Follow the directions of the staff !!!
- ✦ Do not plan to re-enter the parade route. Use an alternate route to leave the area.
- ✦ When all else fails - follow the directions of staff.

NOW THAT YOU KNOW THE ROUTE AND STAGING AREA

- ✘ Go Drive it - during the day and at night
- ✘ Have your flash lights and batteries
- ✘ Don't fill your generators when they are hot
- ✘ Don't carry gasoline in the same area as the generator!
- ✘ Read the labels of the materials that you are using does it say flammable or combustible!

THE BOOT (NOT SANTA'S)

- ✘ ENTRIES NOT ABIDING BY THESE REQUIREMENTS MAYBE REMOVED BY PARADE OFFICIALS THE EVENING OF THE EVENT OR NOT ALLOWED TO COME BACK THE FOLLOWING YEAR.



RAIN...WHAT RAIN?

- ✘ In the event of rain the Parade will go on
- ✘ Insure power supply has ground fault protection
- ✘ Don't allow participants to ride on the float if there are any exposed metal surfaces
- ✘ Have rain ponchos and umbrellas
- ✘ According to the *Old Farmer's Almanac*:
On This Day since 1994 the average temps:
Hi 66 Lo 42!
- We've had rain twice in the twenty years and the parade continued.

CLEAN UP

Our #1 Complaint - All the trash!!

- ✘ An event of this size attracts a lot of garbage, please help our city work crews by packing out any trash you have and not leaving it on the streets.
- ✘ We are looking for any adult or youth group that would like to assist with clean up after the parade. If you are going to pass out small flyers- please send someone to help clean up the streets.
- ✘ We will provide all tools and gloves - if you are interested please contact Matt Jankowski at (520) 421-8677, Ext. 4540.

CLEAN UP STARTS WITH YOU!

SERVPRO



5 STAR CARPET



THANK YOU

THANK YOU

The following organizations sponsor or assist with this parade and without their support it would not be possible:

- ✘ APS
- ✘ Casa Grande Valley Newspapers
- ✘ Casa Grande Main Street
- ✘ Sonic
- ✘ Citizens on Patrol - volunteer group traffic control
- ✘ Debbie Martin and the Paramount
- ✘ City of Casa Grande Departments - Parks, Police, Fire, Streets, Sanitation, GIS, Recreation

QUESTIONS ?

- ✦ Caryl Chase – 421-8677 x. 4500
- ✦ Matt Jankowski – 421-8677 x. 4540

Parks and Recreation Fax number – 421-8678
www.casagrandeaz.gov

For more information on the Day of Event:

421-8677 - general information about parade.

421-8677 x 4500 - Parade Entrants Only

Most results will be posted after 10 pm -
People's Choice will be posted Monday

IF YOU WANT TO SEE THIS AGAIN OR HAVE YOUR DRIVER VIEW IT. . .

- ✦ It will be available on the city web site at
www.CASAGRANDEAZ.GOV
- ✦ <http://www.casagrandeaz.gov/web/guest/electric-light-parade>