

# **19th Annual Electric Light Parade Saturday, December 7, 2013**

**Mandatory Pre-Parade  
Informational Meetings**

**Tuesday, November 5, 2013 6 pm**

**Thursday, November 7, 2013 6 pm**



# Welcome!

**Thank You for attending this meeting!**

**Please sign in and update your float contact information**

**Introductions of Staff**

**Caryl Chase, Recreation Superintendent**

**Chad Price, Recreation Programmer – Staging Area**

**Matt Jankowski, Recreation Coordinator – Staging Area**

**Sergeant Al Grijalva, Casa Grande Police Depart.**

**David Johnson, Staging Area**

**Barbara Rice – City of Casa Grande Fire Marshall**

# **Thank You**

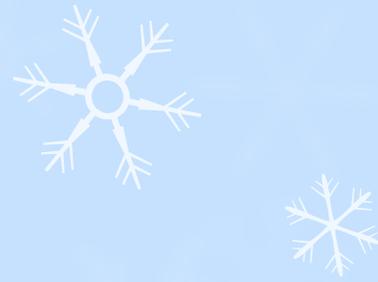
**It is because of people like you that this event has become so successful**

**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 the Electric Light Parade becomes a family tradition for everyone !**



# GENERAL INFORMATION



©Dennis Cox \* [illustrationsOf.com/4703](http://illustrationsOf.com/4703)

# WEB SITE FOR CHRISTIMAS MUSIC

[www.niehs.nih.gov/kids/music  
.htm](http://www.niehs.nih.gov/kids/music.htm)

<http://41051.com/xmaslyrics>

<http://xmasfun.com/Lyrics.aspx>

# **PEOPLE'S CHOICE AWARD**

**Spectators will choose and can vote:  
ONLINE AT [ELPVOTE.COM](http://ELPVOTE.COM)**

**OR**

**THEY CAN TEXT TO**

**(623) 295 - 9207\***

**AFTER THE PARADE FOR 24 HOURS.**

**\*Text and Data fees may apply**

# Entry Description Form

Can turn in tonight or due by Friday,  
November 8<sup>th</sup>

Available on the city web site –

[www.casagrandeaz.us](http://www.casagrandeaz.us)

Provides information about your float - This information is used by the announcers

- who is on the float
- what is happening on the float
- who built the float.

New questions for this year

# 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



# **Insurance Requirement**

**This is required for all motorized floats – if you have it with you, we will make a copy. If not please send in a copy to the office through either email [parksrecreg@casagrandeaz.gov](mailto:parksrecreg@casagrandeaz.gov)**

**or**

**fax to 520-421-8678**

**or come by**

**404 E Florence Blvd between**

**8 am – 5 pm Monday – Friday**

**If you fax it or drop off – please put your float name on the copy**

# Parade Number For Announcers



Light up your number if possible !!

# 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 command center on 2<sup>nd</sup> St. and Drylake and P.D. will be notified.

# 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. We suggest a sign out system.

# 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



19th ANNUAL  
ELECTRIC  
LIGHT PARADE



December 7, 2013



# 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.

# **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)**

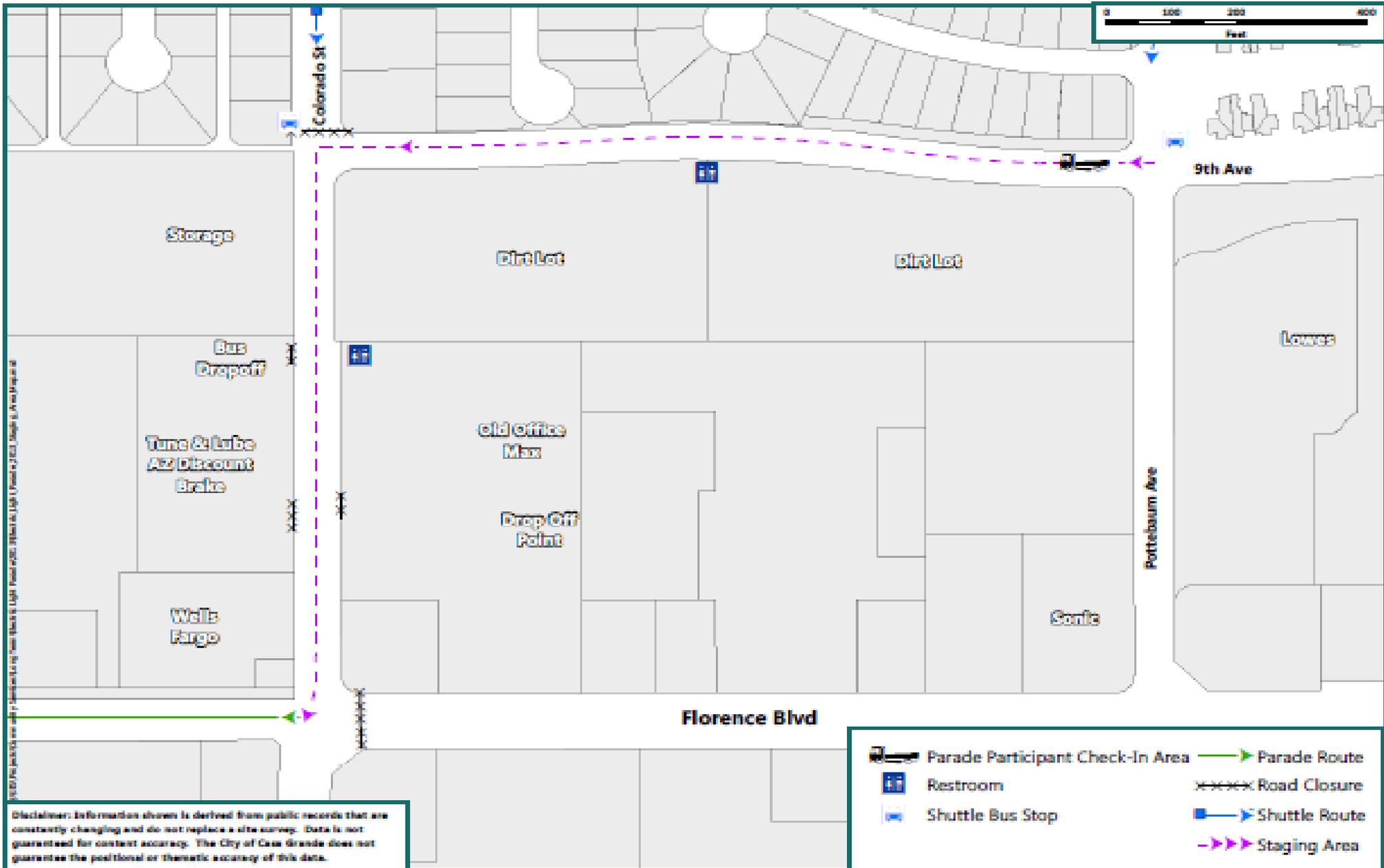
**Combustible decorations are 3 feet from ignition sources  
Y / N**

**Extension cords are of 12 gauge wire and grounded  
Y / N**

# STAGING AREA

**Staging Staff  
Will Have Green  
Vests**

# New Staging Area



# Staging



**Check in with event staff starting at 3:00 p.m. to 5:30 pm on 9<sup>th</sup> Street behind Sonic.**

**Approach from Peart Avenue**



**Parade Participant Parking – located on Drylake and 2<sup>nd</sup> Street**

**We will still have the shuttle service from 3:00 to 5 pm. It is FREE**



**When you get the signal to start – please be ready to go !!!**

**Can Park in the Office Max Parking Lot or can drop off float riders in this parking area – make sure you have a way back to your cars !!!**



# Staging Area Information



Restrooms are located in the middle on 9<sup>th</sup> St and next to the old Office Max.

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.

It is very important that everyone stay together when leaving the staging area. We will follow one right after the other and parade staff will space the floats once they get to Florence Blvd.



# How To Find Your Space



# Extended Parade Route



# Parade Route

Has been extended

More space for spectators viewing

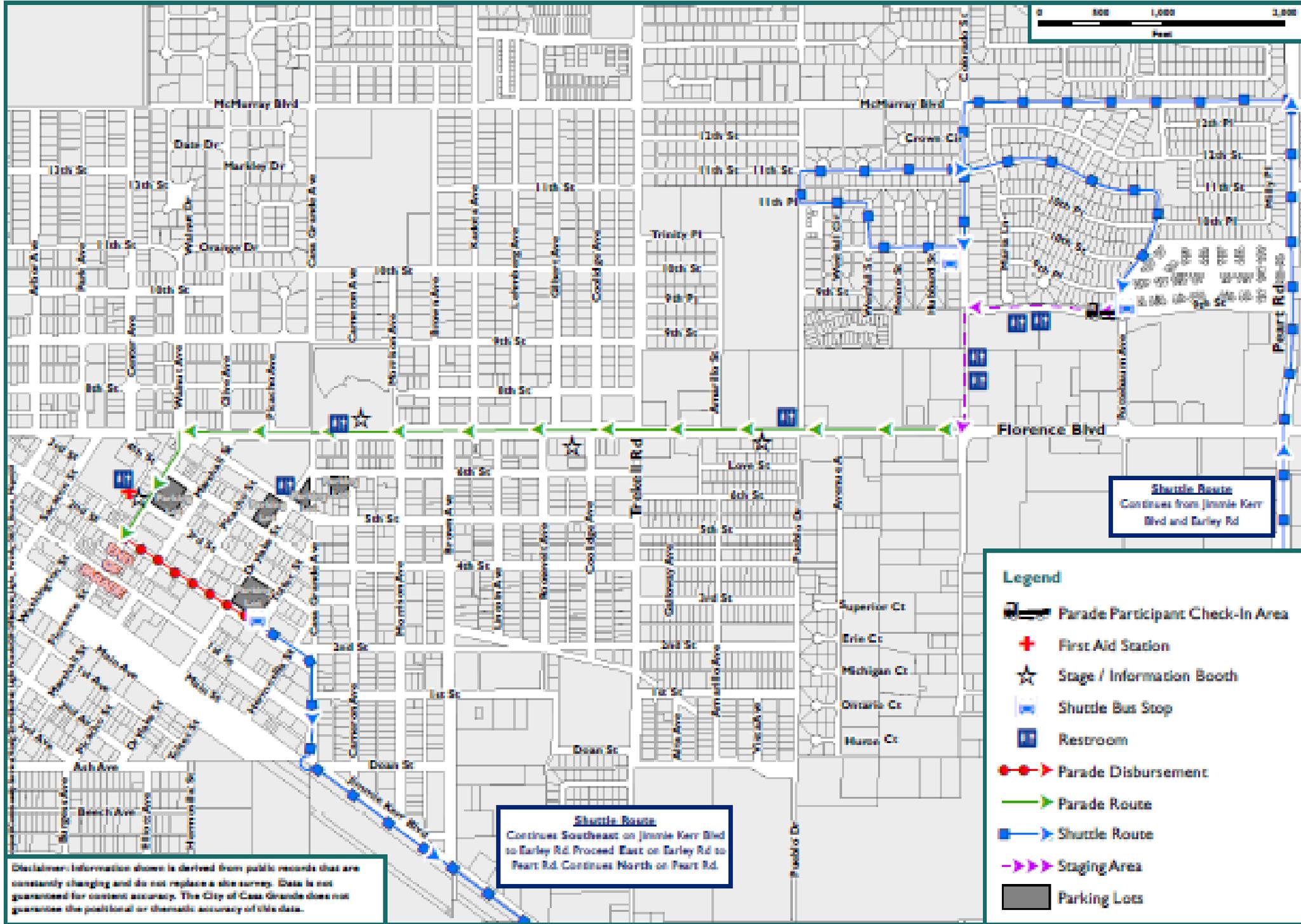
Added an announcers stand across from Food City

Will not run into it's self

From the start on Colorado and Florence - it is 1.6 miles

From the check in location to the end of the parade – it is 2.1 miles long

Straight shot with only two – three turns



# 2013 Electric Light Parade - Route Map



# Important Details

**Have your organization's name and number on both sides of your parade entry. Will receive 4 copies at check in.**

**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.**

# **IMPORTANT DETAILS cont.**

**ALL Parade Participants Should Keep Moving Unless Directed By Event Staff.**

**1.5 miles long from staging to dispersement, please inform your walkers !!**

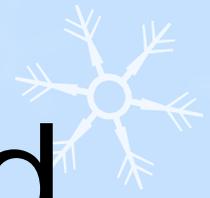
**Drivers View must be unobstructed.**

**No sign boards or bill boards will be allowed as a float entry.**



# Keeping Your Float and Riders Safe Parade Rules

(good old common sense)



# Parade Safety

- Avoid Gaps
- Keep safe distance
- Keep Moving
- Do Not Stop along parade route
- Have strategy for handing out items  
(this does not include throwing the item!!)



# **Parade Safety Continued . . . .**

**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 could result in . .**

**Possible expulsion from future parades.**

**Don't Throw Anything !**

# Parade Safety cont.

## Parade Marshals

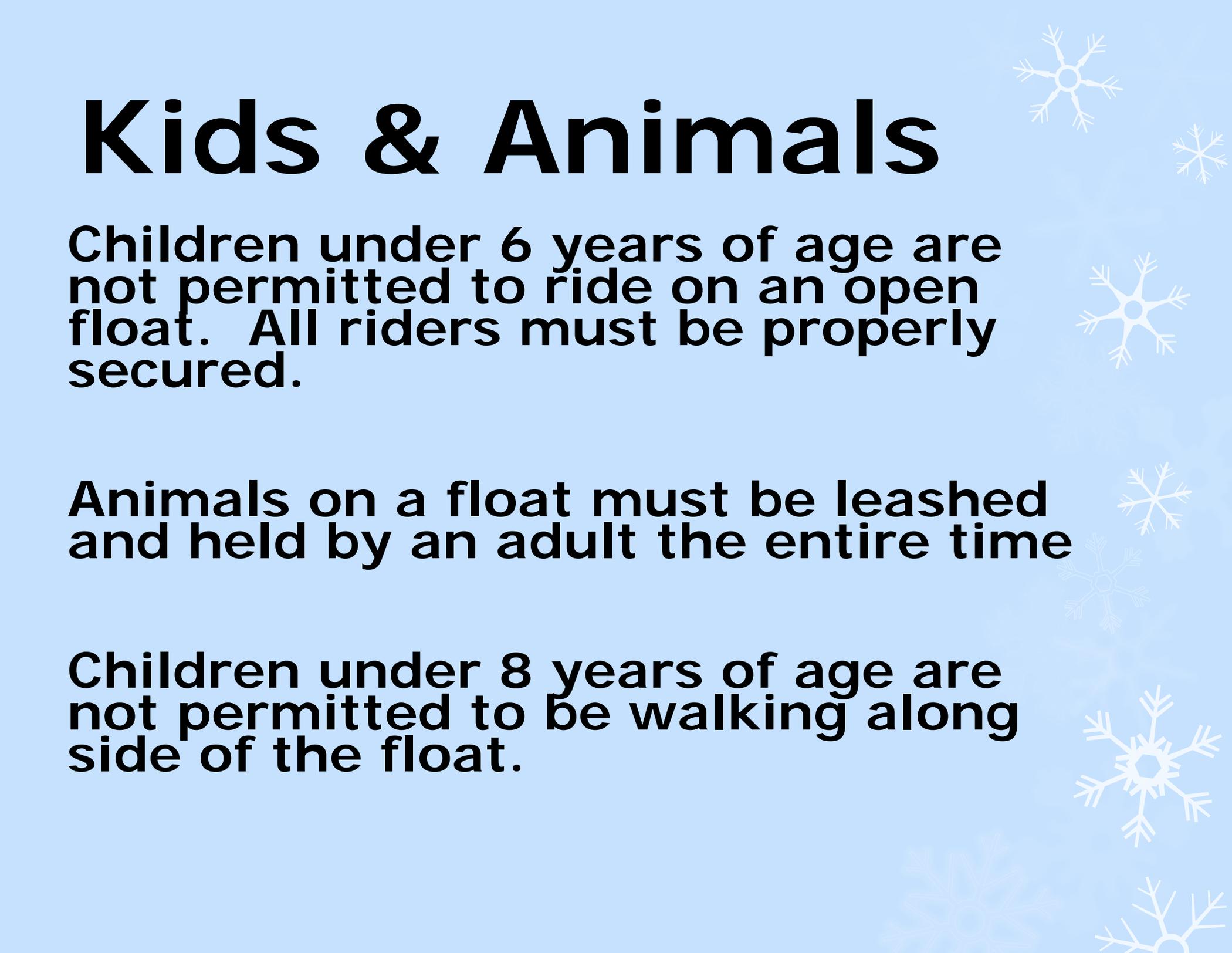
Each float to have two (2) marshals, 3 – 4 is ideal.

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 and maintain the distance between vehicles.

# **Kids & Animals**



**Children under 6 years of age are not permitted to ride on an open float. All riders must be properly secured.**

**Animals on a float must be leashed and held by an adult the entire time**

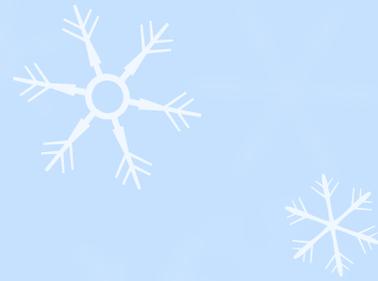
**Children under 8 years of age are not permitted to be walking along side of the float.**



# Flash Lights

Have flashlights with each marshal and also two (2) for your float for a total of four (4)

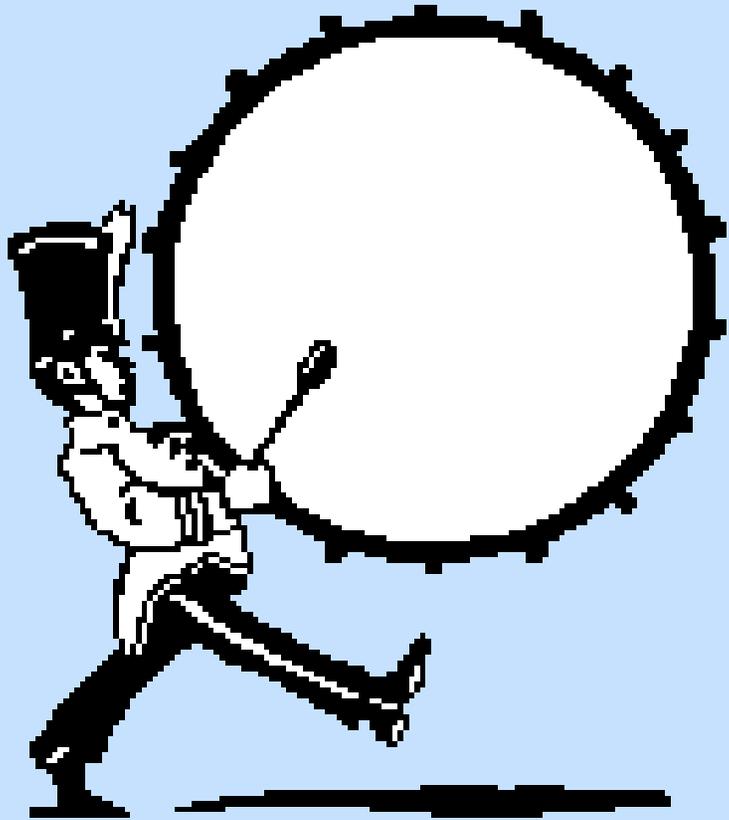
Have extra batteries.



# Electric Safety Tips and Generators



# Marching Bands and All Walking Groups



Please keep moving  
through out the  
parade. This is very  
**IMPORTANT !!!!!**

You may walk slowly  
in front of the  
announcing stand at  
city hall only to play  
for the judges.



# 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

Mrs. Claus & all the Elves imaginable are okay.



# 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.**



# Exiting The Parade Route

**DO NOT BLOCK EXIT ROUTES**

**SOME FLOATS will exit the parade route on 2<sup>nd</sup> St., proceed to Drylake or Toltec before stopping to unload passengers.**

**If you are a long float – continue on Florence St. and exit on Main St.**

**Marching Bands exit to the right at St. Anthony's**

**Pull off the parade route to unload.**

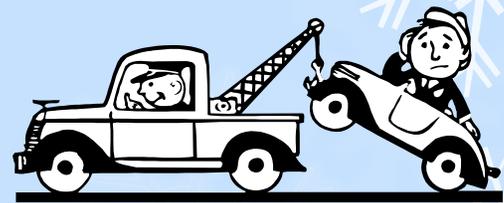
**Follow the directions of the staff !!!**

# Be Prepared

Now that you know the route go and drive it.

If your float and/or vehicle suffers a mechanical failure in the staging area or along the route and cannot operate properly (i.e. won't start, loses the lights) we will have to go on without you and direct you to withdraw from the parade.

We apologize, but hope you will understand why and thank you in advance for your cooperation.



# 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 fifteen years and the parade continued.

# Clean Up

**A HUGE Thank you to SERVE PRO**

**Our Biggest Complaint in 2012 -**

**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. We will provide all tools and gloves – if you are interested please contact Chad Price at (520) 421-8677, ext. 4530.**

# 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 traffic control**

**Debbie Martin and the Paramount**

**Seeds of Hope**

**City of Casa Grande Departments - Parks,  
Police, Fire, Streets, Sanitation, GIS, Recreation**

# Questions ?

**Caryl Chase – 421-8677 x. 4500**

**Chad Price – 421-8677 x. 4530**

**Matt Jankowski – 421-8677 x. 4540**

**Parks and Recreation Fax number –  
421-8678**

**[parksrecreg@casagrandeaz.gov](mailto:parksrecreg@casagrandeaz.gov)**

**For more information on the Day of Event:  
421-8677 - general information about parade.**

**421-8677 x 4500 - Parade Entrants Only**

**Results will be posted after 11 pm – People's Choice will be posted Monday  
on**

**[www.casagrandeaz.us/rec](http://www.casagrandeaz.us/rec)**

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.us/rec](http://www.casagrandeaz.us/rec)**

