

HERNDON HOMECOMING PARADE REGISTRATION PACKAGE

August 12, 2024

You and your organization are invited to join in the Herndon High School (HHS) Homecoming celebration as part of the annual Homecoming Parade on **Saturday, November 9th** at 9:30am. This year's theme is ***Out of this World***. We are excited to celebrate both our high school and community students and athletes!

As in prior years, there are three options for groups to participate in the parade. All groups, except political groups, are judged toward the awards. Groups can 1) create a traditional *vehicle-powered float*, 2) create a *pedestrian-powered walking float*, or 3) *walk as a group in the parade*. Everyone is encouraged to display a banner, dress in costume, or otherwise execute creative activities to celebrate the theme and the Homecoming festivities.

Floats are judged on creativity and theme interpretation in the categories of School Group, Performing Group, Civic Group, HHS Class Float, and Show Group. The Richard F. Downer Theme Award and Major Robert E. Church Best in Parade award are also presented.

The parade route is $\frac{3}{4}$ of a mile in length with the entire event taking about 90 minutes to complete. Participants line up on Locust Street at Herndon Middle School and end at Lynn and Center Streets. The review stand sits at Town Hall Square, facing Lynn Street. It is required that all floats be visible from both sides - the float may not be one directional.

Enclosed is the registration form, along with the regulations and procedures to provide a safe, organized, and entertaining parade. Please return entries by **Monday, OCTOBER 21, 2024**. Included with the registration package are a Vehicle Entry form and a narrative form used to announce and describe your entry at the review stand. You will receive confirmation of your acceptance within a week after the committee receives your application. *All participants will be notified of their unit number, arrival instructions, and judging category on or around October 30th.*

We look forward to receiving your application. Fillable form may be found at <https://www.herndon-va.gov/departments/recreation/special-events/homecoming-parade>. If you have any questions please contact me by email Julie.Kagler@herndon-va.gov or 703-435-6800 x2119.

Respectfully,

Julie Kagler
Recreation Services Supervisor

Herndon Homecoming Parade Regulations and Procedures

The following regulations and procedures have been adopted by the Town of Herndon to provide an organized and safe parade.

1. Any invited person, organization, club, business, or group may enter the parade if all regulations are met and space is available. All units or individuals must be registered with the Parks and Recreation Department (HPRD) before they may participate. Submission of a form does not guarantee acceptance.
2. **As a family event, all entries must be in good taste** and contribute to the overall parade atmosphere. The Town reserves the right to reject any unit which is considered to lack a family-oriented appearance that incorporates the stated theme.
3. A float is any vehicle, decorated in a colorful and entertaining motif, which follows the theme of the parade.
 - a. Drivers must be 18 years of age or older. Include the driver's name and contact information.
 - b. A copy of the driver's license and a copy of his/her insurance card, as well as record of valid vehicle insurance, must be provided. This can be submitted separately from this application but must be provided prior to the parade to participate.
 - c. Floats must be designed to appeal to a variety of ages.
 - d. Floats must be viewable on all sides, they may not be one directional.
 - e. The vehicle should be decorated **to the extent that it is not recognized as a vehicle**, except the 'cab portion with driver' (if applicable).
 - f. The maximum height for all floats is 14 feet from the ground. The maximum width is 16'.
 - g. **Any self-powered vehicle** must be decorated with fire retardant materials, covering more than 75% of the vehicle, within the theme of the parade.
 - h. If the float is pulled by a separate powered unit, the float must be decorated with 100% fire retardant materials, within the theme of the parade. The pulling unit need not be decorated.
 - i. The driver of the vehicle must meet all requirements and obey all regulations regarding the operation of a motor vehicle.
4. **Political entries must relate to the parade's theme, and be entertaining to the entire audience, including children.** Decorating with only red, white and blue bunting and/or political slogans is discouraged.
5. All marching units must maintain movement along the parade route. It is **encouraged to perform throughout the parade** at an advancing rate of no less than one-half step. Stopping along the route to perform is limited to two 60 second performances, *except a 90 second performance in front of the review stand.*
6. Only bicycles or motorized vehicles registered with Herndon Parks and Recreation Department are permitted along the parade route.

7. To ensure public safety, please refrain from tossing any item (eg. candy) along the parade route. Balloons may not be released into the air as described in state code § 29.1-556.1.
8. To avoid littering, groups are discouraged from **distributing literature** along the parade route. Groups doing so must be registered with the parade and obey all Town, County, State and Federal regulations regarding such. In addition, groups distributing any items (trinkets, materials, literature, etc.) must provide at least one person to clean up along parade route and properly discard items left behind.
9. All groups comprised of children under age 16 are strongly encouraged to have one marching adult per 20 youth.
10. Animal units must provide a clean-up crew to walk behind their animals.
11. Entrants will receive their unit number and arrival time to line up prior to the parade date. It is important that participants arrive by the route designated and at the time required. Please share that information with your group.
12. Registrations are subject to the approval of HPRD, and it is fully understood that the department may deny participation to any unit or individual not in accord with these Regulations and Procedures. Failure to abide by these rules may result in future disqualification.
13. The Town of Herndon will not be responsible for any injury, theft or damage to any persons, equipment, instruments, or vehicles participating in the Herndon Homecoming Parade. We reserve the right to refuse entry to any participant.



REGISTRATION FORM
HERNDON HOMECOMING PARADE
Deadline for entry – **OCTOBER 21, 2024**

PLEASE TYPE OR PRINT:

Legal Name of Individual/Organization: _____

Name of Contact: _____

Address of Contact: _____

City: _____ State: _____ Zip: _____

Phone No. of Contact: _____ Email: _____

School Affiliation: _____
(Name of School)

Type/Description of Entry: _____

For purposes of the judges' review, your organization will be classified by the parade organizers as one of these types of entries:

School Group HHS Class Float Performing Arts Group Civic Group

Show Group (including antique vehicles, walking groups, non HHS floats)

Number of Participants: _____ Number/Type of Vehicles: _____

A Vehicle Entry Form is required for each vehicle in the parade.

I /We have read, understand, and agree to follow the regulations and procedures for the parade and will abide by any committee decision that affects our participation.

Please return the completed form to: Homecoming Parade
Herndon Parks and Recreation Department
777 Lynn Street
Herndon, Virginia 20170
Fax 703-318-8652

Email: julie.kagler@herndon-va.gov



NARRATIVE
Herndon Homecoming PARADE
Return by Monday, OCTOBER 21, 2024

(Please **TYPE** or **PRINT** your entry description)

NAME TO BE READ: _____

NAME OF CONTACT PERSON: _____

DAY PHONE: _____ EVENING PHONE: _____

E-MAIL: _____

What you write below will be read by the parade announcer when your parade entry passes the reviewing stand. (We reserve the right to edit.) Help us give your entry the credit and attention it deserves by including the name of your organization in your narrative. **Please remember this parade is for children and families.** (Imagine that you're reading your comments aloud to 2,000 people ranging in age from three to ninety-three. Does it capture and hold everyone's attention for a moment? If so, it's probably perfect!) Your comments should be **UPBEAT, INTERESTING, and BRIEF (approx. 50 words)** for the benefit of the spectators, judges and your fellow parade participants.

COMPLETE and RETURN THIS FORM **WITH YOUR**
REGISTRATION BY OCTOBER 21, 2024

Herndon Parks and Recreation Department
777 Lynn Street
Herndon, Virginia 20170
Fax 703-318-8652
Email: julie.kagler@herndon-va.gov

Physical Address 814 Ferndale Avenue, Herndon, VA 20170-3431 | Mail to 777 Lynn Street, Herndon, VA 20170
herndon-va.gov/recreation



PARKS & RECREATION

VEHICLE ENTRY FORM
Herndon Homecoming PARADE
Return no later than November 8th, 2024

(LEGAL NAME OF ORGANIZATION)

(CONTACT NAME, printed)

Vehicle Make

Model

Year

(NAME OF DRIVER)

____/____/_____
(BIRTHDATE)

For office use only:

Copy of valid Driver's License	Yes	Date Received _____
Copy of Driver's valid Insurance card	Yes	Date Received _____
Copy of Vehicle's* valid Insurance card	Yes	Date Received _____

*this may or may not be the same as the Driver's insurance card

**RETURN THIS COMPLETED FORM WITH YOUR NARRATIVE
& REGISTRATION FORM BY October 21, 2024 OR SEPARATELY, NO LATER THAN
noon, Friday, November 8, 2024.**

Herndon Parks & Recreation
777 Lynn Street
Herndon, Virginia 20170
Fax 703-318-8652
Email: julie.kagler@herndon-va.gov