



AQUAFEST “Spirit of Lake Stevens” 2011

PO Box 670 • Lake Stevens, WA 98258 • (425) 397-2344 • www.aquafest.org

Grand Parade Rules

Check-in before 11:30 a.m.

Parade Starts Promptly at 1:00 p.m.

For your fun and the safety of others, please follow these simple rules set forth by the Executive Board of Aquafest.

1. Absolutely NO throwing of ANY object of ANY kind from ANY motorized or moving vehicle, float or entry, including but not limited to t-shirts, candy, water bottles, flyers, etc. Participants may provide individuals 16 years of age or older to walk close to the crowd and hand out any items such as candy, leaflets, etc.
2. Due to the limited amount of space and large parade, all participants must be in place NO LATER than 11:30 am. This is so the parade can begin on time. NO late entries will be accepted and NO refunds will be given.
3. CHECK-IN / STAGING: PARADE CHECK-IN will be at the vacant lot adjacent to the intersection of Hartford Drive and 131st Ave. NE (east end of Hartford Dr.). There you will receive your assigned Parade Entrant Number, which corresponds to the Entry Staging Number along Hartford Drive. Due to final logistical considerations, numbers will not be available until check-in the day of the Parade. Parade Staging will take place along the west side of Hartford Dr. from the Fire Station back to 131st Ave. NE (See attached map). Once you receive your number, please move your entry to your personal staging location. Please line up in this marked staging area in the space provided and close to the west shoulder. This is necessary to allow ample room for local access and/or emergency vehicle passage. **IMPORTANT:** Please keep your participants away from and out of Catherine Creek to avoid possible injury. As space is available, non-entry vehicles can be parked in the vacant lot adjacent to the check-in area. Note: Parade Staff may also need the parking lot for Parade Set-up, so please plan accordingly.
4. All participants must give attention often to the Stop/Go Banners, which provide important direction during the parade. If, for any reason, you become unable to complete the Parade or keep up with the flow, please move to the side so others may pass. If you can, those of you that have stepped out of the parade may join back in at the end of the line. Do not attempt to merge with the existing lineup once you have moved out of line!
5. **Parade Judges** will be seated next to the Main Street Information Booth. There will be signs clearly indicating the Judging area. You may pause your entry for a total of 60 seconds in the INDICATED AREA provided to perform for the Judges. An official Aquafest Volunteer will signal you if your allotted time is exceeded. Please respect fellow participants, judges and parade officials by keeping to the 60-second limit. The Parade Chair reserves discretion regarding the type of enforcement of the 60-second time limit (Gong? Hook? Hose? Water gun?). Please avoid embarrassment and delay of the parade by reasonably respecting the 60-second performance time limit, as towels will not be available.
6. The end of the parade is defined by the moment the last entrant passes by the judging area. Winners will be announced on the full hour following the end of the Parade (NO LESS THAN ONE HOUR). For Example: If the parade ends at 2:35, the winners will be announced at 4:00. **See attached “Important Details” memo for information regarding collecting awards.**
7. Please be fully informed and advised: read and understand the attached “Important Details” memo. “Grand Parade Rules” and “Important Details” are sheets for your reference; please do not return them with your entry.

Thank you and Good Luck! We are looking forward to your participation in 2011 Aquafest. Have a great time!

The 2011 Aquafest Grand Parade Committee



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IMPORTANT DETAILS – PLEASE READ

TO: AQUAFEST GRAND PARADE ENTRANT
FROM: AQUAFEST GRAND PARADE COMMITTEE
SUBJECT: GRAND PARADE COURSE, SPEED, FLOW & AWARDS
DATE: 2011
CC: CHIEF CELORI

AREAS REQUIRING YOUR ATTENTION

1. **Submitting an entry for the Grand Parade signifies that you have read and agree with all rules, forms and instructions for the Parade.**
2. **At Check-in on Parade Day, you will receive 2 signs with your entry staging number on them. Please display these at the front end of your entry in a very visible manner.** Aquafest Staff, the Parade Announcer and Judges will use them to identify your entry.
3. In addition, these sign numbers correspond to your staging location along Hartford Drive. **Match your numbered signs to the number painted on the street in the staging area and, “Voila!” You are now in your parade order.** (Does not apply to Fire District, Community Transit or if otherwise directed by Staging Officials)
4. **The Grand Parade is to start promptly at 1:00 p.m.** Please remain in position and ready no less than 30 minutes prior. **At 12:30, please RE-VERIFY that your vehicle is operational!** Report operational difficulties immediately to a Parade Official.
5. After the parade starts, you will observe along the right-hand side of the parade route **people holding 8’ tall, large, red and green signs/banners**. These decorated **signs require your attention as you proceed down the parade route**. Yes, they are STOP (Red) and GO (Green) signs for the parade flow. Using the banners, these people will direct you to stop (red) to allow performers to “do their stuff” for the judges and then proceed again (green) until the next performing entrant reaches the Judging Area. **PLEASE, designate someone to keep a wary eye on those signs!**
6. The **Judging Area and Judges** will be next to the Information Booth. The areas will be clearly marked on all sides with signs. The Judges will be seated to your right at the center of the performing area. You will have a one-minute performance period for the Judges, which begins as soon as sign/banner holders direct your entry to stop in the judging area. Exceeding the 60-second limit could cost you judging points and more (see GRAND PARADE RULES, #5)

(Continued on next page)

7. The parade will progress slowly down 124th Ave NE, continuing onto Main Street, turn left at 16th St., proceed to 127th Ave., turn left on 127th Ave., and proceed back to 20th St. Here it will end! You may be bunched up at the end by the local police officers to hold you in your position until the end of the parade has passed by. Please, be patient!
8. Please try to keep a good flow to the parade by responding to the STOP and GO banners, which will help you **maintain appropriate 10 - 15 foot spacing behind the entry in front of you.** Refer to #4 for help with this logistic. Don't lag or separate the Parade. PAY ATTENTION to your SPACING.
9. **Announcement of Parade Awards:** First, Second and Third place awards will be given in each of the judged categories. During the last few minutes of the parade, **keep a sharp ear tuned in to the Parade Announcer who will confirm what time winners will be announced.** (See Grand Parade Rules #6). At the time specified, winners for all categories will be announced - once and only once at the time specified by the announcer! Please help us help you to discover if your entry won! To assure that winners are informed, **it is imperative that you make sure to hear BOTH the TIME ANNOUNCEMENT and the WINNERS ANNOUNCEMENT.** Do whatever it takes to make sure that SOMEONE from your entry or organization is within earshot of the announcer to HEAR THE TIME ANNOUNCED and be PRESENT AT THE INFORMATION BOOTH BY THE TIME WINNERS ARE ANNOUNCED. Paradoxically, you could check at the information booth as well - after the Parade, of course.
10. **Receiving Parade Awards:** Two special opportunities are being made available for you to collect your award. (1.) Trophies for each winning entry can be collected on Parade day at the Information Booth at the time winners are announced. Please be sure that a designee from your organization is present at the Information Booth at that time to collect your award. (2.) Trophies not collected at that time will be presented at the official Aquafest Grand Parade Awards Presentation, which is scheduled for Sunday, the day after the Parade. Please refer to the "Sunday" memo and/or Aquafest web site for details. (3.) Another less spectacular opportunity would be to acquire them at the Information Booth on Saturday evening with no congratulatory fanfare at all. Offer subject to Aquafest Information Booth staffing and availability.

You worked hard for it, you won it, COME GET IT ☺. All awards must be collected on the day of the Parade OR the day after at the Awards Presentation as above. Due to very limited resources, no awards can be forwarded after the Aquafest Celebration closes on Sunday. Special Arrangements to pick up an award after Aquafest may be made in advance, - repeat, in advance - but only subject to volunteer staff availability after the event. So, please try to pick up your award after the Parade or attend the Awards Presentation if you wish to guarantee receiving any award you may win.

PLEASE DO NOT CALL, E-MAIL OR OTHERWISE INQUIRE whether or not your entry won an award. Resources for responding to inquiries, facilitating notification and distributing awards are extremely limited. Please respect these limitations and send a representative to the Information Booth or to the Awards Presentation as set forth above. In the days following the Aquafest Celebration, winners will be posted on the Aquafest web site and in the Lake Stevens Journal but, again, no notification or distribution of awards will occur after Sunday.

11. Please be fully informed and advised: **read and understand the attached "Grand Parade Rules". "Grand Parade Rules", "Important Details" and "Sunday" memos** are sheets for your reference; please **DO NOT RETURN THESE WITH YOUR ENTRY FORMS.**
12. We of the Aquafest Grand Parade Committee want you to have a great time and a wonderful parade experience. We thank you for your participation and hope to see you again next year. Now, go have **a great Aquafest Grand Parade and enjoy!**



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GRAND PARADE AWARDS PRESENTATION
SUNDAY MEMO

TO: AQUAFEST GRAND PARADE ENTRANT
FROM: AQUAFEST GRAND PARADE COMMITTEE
SUBJECT: SUNDAY AWARDS PRESENTATION
DATE: 2011

You worked hard for it; you won it. COME GET IT ☺.

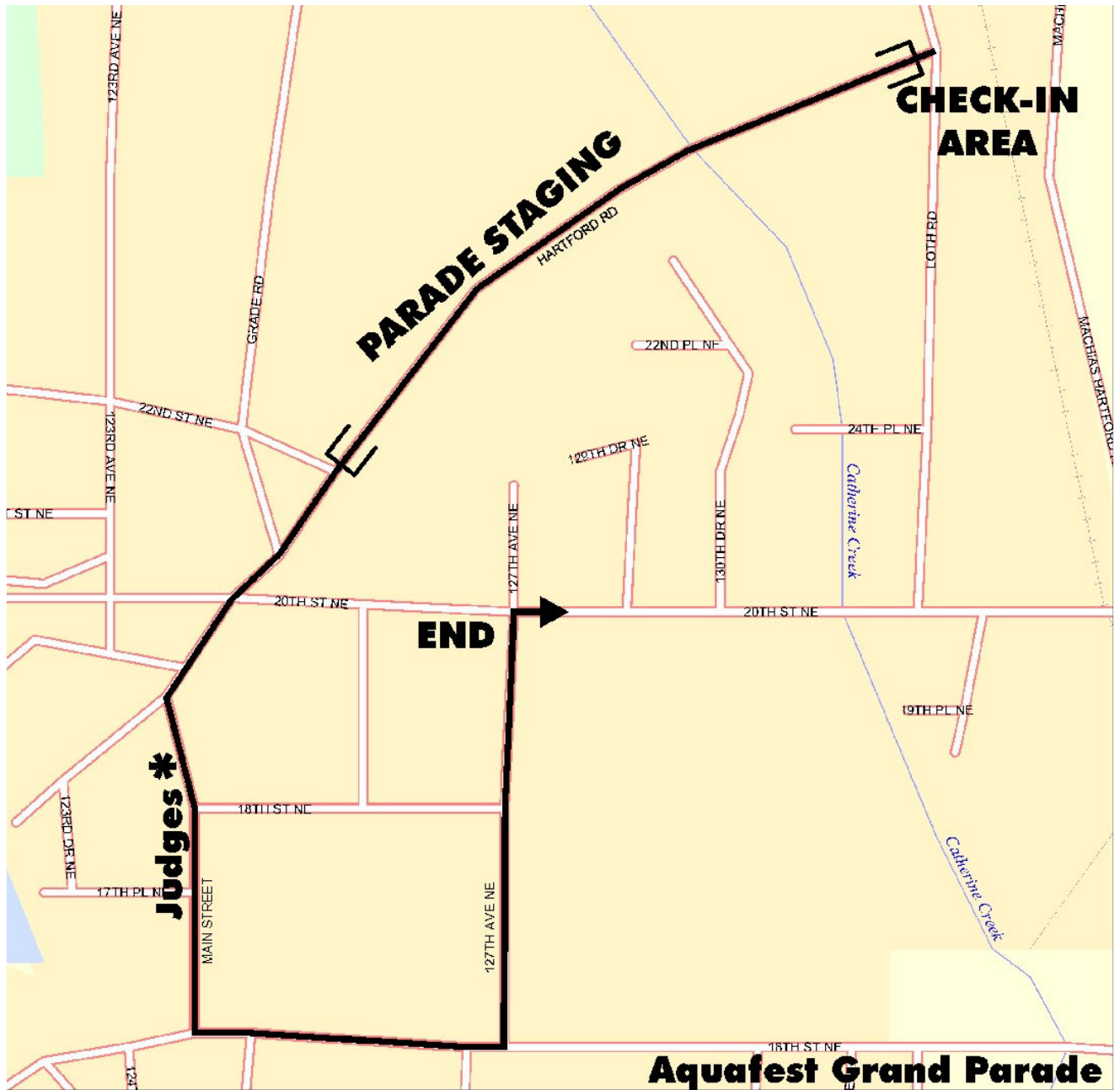
Trophies not collected at the Information Booth before closing on Parade Day will be presented to winners attending the official

Aquafest Grand Parade Awards Presentation
Sunday 11:00 a.m. Information Booth

Awards remaining unclaimed after this presentation may be available at the information booth until it closes for the day on Sunday - subject to staffing or other limitations. Due to very limited resources, no awards will be forwarded after the Aquafest Celebration closes on Sunday. Please pick up your award immediately after the Parade on Saturday or attend the Awards Presentation on Sunday.

We sure enjoy your participation in the Lake Stevens Aquafest Grand Parade. Please come back next year -- always the last full weekend in July!

PARADE ROUTE MAP



**2011 "Spirit of Lake Stevens"
GRAND PARADE ANNOUNCEMENT and JUDGING FORM**

CRITICAL INSTRUCTIONS (SEE PAGE 1, #*6.) Please ***briefly*** describe who, what, where, when, and why regarding your entry so the announcer can describe you. Please keep your announcement wording ***short***. Keep in mind that the main advertising value of your entry is in your visual presentation NOT the announcer's words.

Get the most out of your Parade Entry! Keep wording **BRIEF, LEGIBLE** and **WRITTEN DIRECTLY ONTO THIS PAGE, not affixed or attached**. Parade personnel cannot re-write excessively lengthy, illegible, or otherwise inappropriate announcements. RESIST the urge to create a separate document to tape, staple or otherwise affix it to this page, and please do not attach additional sheets. Additional sheets and all attachments must be discarded. That means your entry will pass by the announcement/judging area with no announcement whatsoever. Please help us represent you best by following these simple instructions.

Using lettering approximately THIS SIZE, clearly **print** or **type** your ENTRY TITLE and ANNOUNCEMENT WORDING REQUESTED.
All other areas are for official Aquafest use.

PARADE ENTRANT # _____
Official Aquafest Use Only

*9. ENTRY TITLE

*10. **ANNOUNCEMENT WORDING REQUESTED** – remember: **BRIEF, LEGIBLE** and **ON THIS PAGE:**
!!!Notice: This is what will be announced as your entry is presented – write on this judging page only!!!

FOR JUDGES ONLY: **CATEGORY #** _____
Official Aquafest Use Only

<u>Originality</u>	<u>Presentation</u>	<u>Crowd Appeal</u>	<u>Bribe Points</u>	<u>Total Points</u>

***DO YOU HAVE WHAT IT TAKES?
(of course you do!)***

***The Aquafest Grand Parade
engages about eighty (80) fun-loving volunteers every year
to successfully pull off an event of this magnitude! Hundreds of
additional opportunities are available throughout the weekend.***

***PLEASE CONSIDER VOLUNTEERING
or
FORWARD THIS REQUEST TO SOMEONE YOU KNOW.***

***Don't wait! Sign-up today!
"Online Volunteer Signup Form" at www.aquafest.org***

***For more information:
Email our Volunteer Coordinator at volunteer@aquafest.org
Or simply call 425-397-2344***

YOU KNOW YOU WANT TO!