

UNIT APPLICATION And Parade Guidelines

A GABLES

“*Holiday* ON THE *Mile*”

PARADE

JUNIOR
orange
BOWL

SUNDAY, NOVEMBER 27, 2016 • 4:00 PM
DOWNTOWN CORAL GABLES



THE JUNIOR ORANGE BOWL PARADE UNIT APPLICATION

PARADE QUICK FACTS

- Parade will be held in downtown Coral Gables, on **Sunday, November 27, 2016**
- Parade start time is **4:00 p.m.**
- Total march time is approximately 40 minutes, no more than an hour
- This Parade will be televised!

INSTRUCTIONS

Please fill out the application completely. Return it by mail or fax, or scan it and email it to us, no later than **Friday, November 4, 2016**. A committee will review all the applications and make selections on who will be invited to participate.

PLEASE NOTE: This is an *invitational event*. You must be selected by the Junior Orange Bowl Committee to participate in the parade.

Please do not show up to march in the parade if you have not received prior notification that your unit was selected to be in parade.

Use this checklist to make sure you return all the necessary paperwork:

- _____ Unit Information Page
- _____ Unit Description
- _____ TV Commentary
- _____ Mandatory Waiver and Release Forms
- _____ Insurance Certificate

CONTACT INFORMATION

Mailing Address: Junior Orange Bowl Committee
770 Ponce de Leon Boulevard, Suite 102
Coral Gables, FL 33134

Phone: (305) 662-1210 **FAX:** (305) 669-8745

Email: parade@jrorangebowl.org

UNIT INFORMATION

1. Tell Us Who You Are

Name of Sponsoring Organization _____

Name of Unit Entry (if different) _____

Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Fax number _____

Daytime Phone _____ Alternate Phone _____

E-mail _____

2. Check ONLY those that apply to your proposed entry:

- FLOAT** (Please attach a written description of the float and a sketch or photo)
- MOTORIZED UNIT** (this includes any emergency vehicles, customized or novelty vehicles, antiques, motorcycles, cars)
Number of vehicles attending: _____
- BAND OR DRUM CORPS**
Number of people in the group: _____ (**your unit must have 30 people, minimum**)
- MOUNTED UNIT**
Number of horses attending: _____ (4 horses, minimum)
• ***Please note: all Equestrian Units must bring their own clean-up crew.***
- MARCHING/WALKING Unit in COSTUME or uniform**
Number attending: _____ (must have 20 people, minimum)
- MISCELLANEOUS**
Explain: _____
- SPECIAL MUSIC ENCLOSED** (please label the CD with name of your unit)
Name of Title and Artist _____
• ***Please note: Music provided to Junior Orange Bowl will only play throughout Grandstand area. No offensive or derogatory language may be a part of the recording.***

3. For all Motorized or Mounted Units, please provide an insurance certificate that names the Junior Orange Bowl as certificate holder.

UNIT DESCRIPTION

THE FOLLOWING IS REQUIRED INFORMATION. Please provide a detailed description of the unit you wish to enter into the Parade:

1. **Please provide a detailed description of the unit you wish to enter into the parade:** _____

2. **Affiliations/Sponsorships:** Is there any other company or firm that is helping to sponsor your unit? _____

3. **Banners/Signage/Decorations:** Please provide details of any signage that will be displayed on your floats, carried by your members, attached to vehicles, etc. Please be specific: _____

4. **Music:** Will your unit be using music? If so, what music will it be and how will you be playing it? _____

5. **Point of Contact:** Who will be responsible for leading the unit on parade day? List their names and cell phone numbers. _____

PLEASE NOTE THE FOLLOWING:

- No items may be thrown into the crowds from any unit or float
- Units who wish to be considered for any prizes must be ready for judging by 3:00 p.m.
- No parents or chaperones will be allowed to stand in front or in between the grandstands. If you want to be in the grandstand area, you must purchase a parade seat ticket.
- **If on parade day your unit does not show up with the required amount of people (for marching or walking units), or if you arrive at staging late, the Junior Orange Bowl committee reserves the right to deny participation in the parade.**

TV COMMENTARY

Name of Unit: _____

Name of School or Organization: _____

City and State: _____

Person to contact for questions regarding commentary: _____

Phone: _____ Email: _____

Please make your commentary brief and to the point.

What would you want the television announcers to say about your unit? The Junior Orange Bowl reserves the right to use this information in printed material or on TV, and reserves the right to edit as needed.

YOUR ENTRY WILL NOT BE ACCEPTED IF THIS SECTION IS LEFT BLANK.

Mandatory Waiver and Release Form

EACH PERSON IN YOUR UNIT PARTICIPATING IN THE PARADE MUST FILL OUT ONE OF THESE FORMS. If the participant is under 18 years of age, the participant's parent or guardian must sign as well.

IN CONSIDERATION of the Junior Orange Bowl Committee, Inc. for accepting this entry, we the Participant(s), Parent(s) and/or Guardian(s), contestants, jointly, severally, and intending to legally bind ourselves, our heirs, executors and administrators, do hereby waive, release and discharge the Junior Orange Bowl Committee, Inc., the City of Coral Gables, Miami-Dade County, the owners and managers of any public and/or private facility used for the Junior Orange Bowl Parade, all Junior Orange Bowl festival sponsors, all Junior Orange Bowl Members, Staff and Volunteers, all Supervising or coordinating organizations and all of the above members, agents, employees, representatives, successors and assigns from any and all liability and/or claims for illness, injuries, death, disfigurement and loss of property that may arise directly or indirectly as a result of participating in the Junior Orange Bowl Parade, or of his/her travel to and from event venues.

CONSENT FOR MEDIA PRODUCTIONS:

We the Parent(s) and/or Guardian(s) and Participant, hereby grant full consent to the Junior Orange Bowl Committee, Inc. for the free use of the Participant's picture or name in any broadcast, telecast, or other account of any of the Junior Orange Bowl rehearsals and/or events, for any purpose whatsoever.

We the Parent(s) and/or Guardian(s) and Participant have read, understand and agree to abide with the parade regulations as set forth in this application.

Unit Name/Sponsoring Organization	
Participant Name	Parent/Guardian Name
Participant Signature	Parent/Guardian Signature
Street Address	Date
City	Zip
State	Email
Home Phone	Cell Phone

PARADE RULES AND REGULATIONS

You are responsible for making sure everyone in your unit is knowledgeable of the parade rules. Please read through carefully!

1. Make sure there is one release form filled out for each person who will be participating in the parade.
2. All participants and chaperones walking with the unit are encouraged to be costumed with the theme of the parade or the unit.
3. All participants must provide their own costumes.
4. The contact person should be with the unit at all times during staging and the parade.
5. Parents or chaperones standing in between the grandstands or in front of the grandstands without a ticket will be escorted away from the grandstand area. **If you want to see the pre-parade show, you must be seated in the grandstands.**
6. Units that stop during the parade without permission to do so will not be invited back.
7. No objects may be thrown into the crowd. If any object is thrown, insurance coverage is null and void.
8. No fire batons or pyrotechnic equipment.
9. Children must be at least five years old to participate in the parade.
10. Music provided to the Junior Orange Bowl will only be played over loudspeakers in the Grandstand area, and must not contain objectionable language.
11. GAPS in the parade look terrible on TV!!! Please pay attention to Junior Orange Bowl volunteers who may be directing your unit to speed up in the event there is a gap.
12. Entries will be accepted or rejected at the discretion of the Junior Orange Bowl Parade Committee.
13. All approved applicants will be acknowledged by e-mail and provided with complete parade instructions, including the staging area diagram, a route map for arrival and a route map for large buses.
14. Motorized units may not drive around the staging area after arriving and being placed in the line-up.
15. No brochures, flyers or pamphlets other than information prepared by the Junior Orange Bowl Committee may be distributed to Parade crowds.
16. **No units may have a "Santa Claus" as a person in their unit. The Junior Orange Bowl's Santa is the last unit in the parade.**

ADDITIONAL INFORMATION

Arrival Time

Staging is located on Alhambra Circle, between Douglas Road and Le Jeune Road. **All units are expected to arrive and check in with a staging representative between 1:00 p.m. and 3:00 p.m. Groups that arrive late may be removed from the parade lineup and denied entry to parade.** Younger children planning to participate may be brought to staging at a later time. If you have ever participated in this parade before, you know that the staging area gets really crazy with floats, horses and cars moving all around. The earlier you can come, the less stress you (and we!) will have.

Unit Themes and Costumes

We ENCOURAGE all participants in the parade to do any of the following:

- Be in costume or in coordinating clothing
- Decorate your float or motor units
- Dress up your animals
- Utilize your organization or company's mascot
- Have fun! Be creative! Get extra television time!

Girl and Boy Scout Troops

Girl Scout and Boy Scout Troops are reminded to submit the Trip and Travel Form to their Council. Other groups will also have to get permission from their organizations or notify them of their participation in the parade in order to be covered by their insurance.

Parade Route

The parade route heads south on Ponce de Leon to Miracle Mile, where it turns west and heads toward Coral Gables City Hall. Total marching time is approximately 30 - 40 minutes.

Float/Unit Judging

The float and unit judging will begin at 3:00 PM in the staging area. In years past, units have won monetary prizes and special acknowledgments in the Official Parade Program for the best use of creativity and participation.

Band Participation

Bands, please be playing your actual music (not just cadences) as you march closer towards City Hall and throughout the entire grandstand area.

Remember, you are being televised!