



Homecoming Parade Guidelines and Entry Forms

Completed forms along with entry fees are due ON or BEFORE
Friday, September 30, 2011 at 5:00PM to:

**Campus Involvement Center
Baker University Center 355
Ohio University**

Homecoming Parade Information

Saturday, October 15, 2011

Parade Start Time: 10:00AM

To incorporate this year's theme, **Homecoming 2011 Beyond the Bricks**, all parade entries must embody related themes into their float and/or banner.

This year's parade will include the following float and banner categories:

- Social fraternities and sororities
- Registered student organizations
- Athens community organizations and nonprofit groups

Prizes will be awarded to the first, second, and third place floats and banners in each of the above categories.

NOTE: Corporate entities, for profit groups, and political parties may enter the parade under the heading "Commercial Float or Banner", and can compete for first, second, and third place. However, commercial floats and banners are not eligible to compete for prize money. Only one entry from each political party will be accepted, regardless of the number of candidates running.

Participating is easy! Here's how:

- Please submit completed entry forms, included in this packet, to the Campus Involvement Center, Baker University Center 355, by **Friday, September 30, 2011 at 5:00PM**
- Entry fee due with entry form:
 - Student organizations: the Homecoming Steering Committee will use your Ohio University account to directly bill your organization for the entry fee.
 - All other entities must include the appropriate entry fee in the form of a check made out to Ohio University with the entry form upon submission.
- Participants must complete and sign the compliance agreement as well as the entry form.
- Attend the required Parade Orientation meeting scheduled for Tuesday, October 11, 2011 at 6:00PM in the Baker University Center Theater (located on the 2nd floor). One representative from each entry is sufficient.

If you have any questions concerning participation in the parade or information in this packet, please contact **Parade Co-Chair Jessy Yuqin Jiao** at yj337508@ohio.edu, or Homecoming Steering Committee **Advisor Lindsey Marx** at **740-597-9652** or marxl@ohio.edu. Any questions regarding the parade line-up information will be answered on October 11, 2011 at 6:00PM. Late entries will ONLY be accepted on a case-by-case basis at the sole discretion of the Homecoming Steering Committee.

Completed forms along with entry fees are due ON OR BEFORE Friday, September 30, 2011 at 5:00PM to:

**Campus Involvement Center
Baker University Center 355
Ohio University**

Homecoming 2011–Beyond the Bricks

Important information

- The parade will begin promptly at **10:00AM** to accommodate the **3:30PM** start time of the Ohio University Bobcats football game against Ball State University. **It is critical that we have cooperation from all participating members of the parade in order to make the parade run smoothly.**
- **The parade WILL take place RAIN OR SHINE!** In the event of severe weather, the contact person listed on the entry form will be notified via phone by a parade staff member.
- The parade route is the same as last year. Check in will start at 8:00AM at the intersection of N. May Street and E. State Street. Lineup will begin on the side streets of East State; specific locations and times will be assigned once all entries are received. The parade will officially start as units turn right onto Carpenter Street, continuing left down Court Street (opposite of normal traffic flow) all the way to Baker University Center where units will be judged. The parade will then proceed left down the opposite of normal traffic flow of Park Place, opposite the Alden Library then make a right onto University Terrace and continue to parking lots 81 and 82 for float dismantling and recycling.
- The one and only time your entry will be judged is during the actual parade, when you pass Baker University Center. It is extremely important that all numbers are clearly displayed for all judges to read.
- This year, the Homecoming Steering Committee will invite student photographers to photograph the parade. Photos will be available for purchase on the Homecoming website following Homecoming Weekend.

Dates to Remember:

- Parade packet due: **Friday, September 30, 2011 by 5:00PM to the Campus Involvement Center, Baker University Center 355.**
 - Late entries will be accepted on a case-by-case basis at the sole discretion of the Homecoming Steering Committee.
- Required Parade Orientation Meeting: **Tuesday, October 11, 2011 at 6:00PM in the Baker University Center Theater (located on the 2nd floor).**
 - This meeting is Mandatory for all parade participants. One representative from each entry is sufficient.
- Homecoming Parade: **Saturday, October 15, 2011. Line up begins at 8:00AM at the intersection of North May Avenue and East State Street.**

Contact Information

Parade Co-chair

Jessy Yuqin Jiao
yj337508@ohio.edu
740-591-6396

Parade Advisor

Lindsey Marx
marxl@ohio.edu
740-597-9652

FLOAT & BANNER COMPETITION 2011: INFORMATION AND GUIDELINES

GENERAL COMPETITION INFORMATION

FLOATS

1. Participants must follow safety guidelines set forth by the Ohio University Environmental Health and Safety (EHS) department. These guidelines are outlined on the following page.
2. All float entries must be completed by **Thursday, October 13, 2011 at 8:00AM**. In addition to your entry form, include an additional attachment that contains a map, directions, and the address indicating your float's location. This information will be used by EHS to inspect your entry. Someone will need to be present at this time to answer questions and provide samples of construction materials. Incomplete floats will not be inspected and will not be eligible for parade participation. EHS and the Homecoming Steering Committee will also be inspecting floats the morning of the parade. **Any student/community organization with a float will be inspected on Thursday, October 13, 2011.**
3. Float construction must stay within the following dimensions: Height – 8.5 feet (above flatbed), Width – 8 feet, and Length – 45 feet.
4. All floats must be secured by a strong metal hitch.
5. All floats must include a basic description of the float and how it relates to this year's theme. There is a section on the entry for this purpose. The Homecoming Steering Committee reserves the right to deny any entry based on the description. Please limit these descriptions to 250 words.
6. After the parade is over, all competing floats should be taken to Parking Lots 81 & 82 near Wolf Street Apartments for dismantling and recycling.
7. All organizations are required to recycle float materials immediately following the parade. A parade official will be at the end of the parade route to assist you. For questions regarding recycling, please contact Ed Newman in the Campus Recycling Office at 740-593-0231.
8. Winning floats and banners will be announced during the Homecoming football game at Peden Stadium.

BANNERS

1. The banner competition is open to all registered student organizations, Athens community organizations, non-profit groups, community organizations, political parties and commercial organizations.
2. The banner you use for competition must be created from a bed sheet. The banner should be a piece of work in and of itself and not part of a parade float. Materials can include, but are not limited to, paints, glitter, fabric, etc.
3. Banners will be judged based on their incorporation of theme, creativity, overall appearance, and group support.
4. You must carry your banner in the parade.
5. **The deadline for entries is Friday, September 30, 2011 at 5:00PM. Late entries will be charged a late fee if they are allowed to participate.**

JUDGING INFORMATION

FLOATS

1. In order to participate in the parade, every entry must be in the line-up at its designated time. You will receive the time and location information at the required Parade Orientation meeting on **Tuesday, October 11, 2011 at 6:00 PM**. Any parade entrants who are not in line at the appointed time will not be able to participate. Judges and Homecoming Steering Committee staff members or volunteers may disqualify any float from participation in the parade at any point before and during the parade.
2. Every competing float will be given a sign with a number the morning of the parade at check in. This number must be prominently displayed on the passenger's side door of the vehicle pulling the float. Judges will use this number to identify the float when judging. Any float without a visible number will not be judged.
3. The judging of competing floats will take place on the day of the parade, Saturday, October 15. The judging will take place as your entry passes the Baker University Center 4th floor entrance. Judges will be assessing how your float is displayed in the parade and how your group looks as a whole.

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2. The judging of competing banners will take place on the day of the parade, Saturday, October 15. The judging will take place as your entry passes the Baker University Center 4th floor entrance. Judges will be assessing how your float is displayed in the parade and how your group looks as a whole.

JUDGING CRITERIA: FLOATS AND BANNERS

Points	Design	Theme	Originality/Spirit
5	Excellent craftsmanship Excellent public appeal	Clearly incorporates a theme to fit the Homecoming 2011 – Beyond the Bricks	All participants' dress enhances represented theme Clearly promotes organization(s) Clearly celebrates Ohio University (i.e. use of green & white, paw prints, Bobcat, etc.) High level of interaction with parade crowd
4	Good craftsmanship Good public appeal	Adequately incorporates a theme to fit the Homecoming 2011 – Beyond the Bricks	Most participants' dress enhances represented theme Adequately promotes organization(s) Adequately celebrates Ohio University (i.e. use of green & white, paw prints, Bobcat, etc.) Good interaction with parade crowd
3	Reasonable craftsmanship Moderate public appeal	Somewhat incorporates a theme to fit the Homecoming 2011 – Beyond the Bricks	Some participants' dress enhances represented theme Somewhat promotes organization(s) Somewhat celebrates Ohio University (i.e. use of green & white, paw prints, Bobcat, etc.) Moderate interaction with parade crowd
2	Poor craftsmanship Poor public appeal	Poorly incorporates a theme to fit the Homecoming 2011 – Beyond the Bricks	Few participants' dress enhances represented theme Poorly promotes organization(s) Poorly celebrates Ohio University (i.e. use of green & white, paw prints, Bobcat, etc.) Very little interaction with parade crowd
1	No craftsmanship No public appeal	Does not incorporate a theme to fit the Homecoming 2011 – Beyond the Bricks	No participants' dress enhances represented theme Does not promote organization(s) Does not celebrate Ohio University (i.e. use of green & white, paw prints, Bobcat, etc.) No interaction with parade crowd

PRIZE MONEY

	Floats	Banners
1 st Place	\$500.00	\$250.00
2 nd Place	\$400.00	\$200.00
3 rd Place	\$300.00	\$150.00

*Parade judges will make final decisions regarding all place distinctions.

SAFETY REQUIREMENTS FOR FLOATS AND DECORATIONS

All participants should emphasize general safety and prevention of injuries associated with float construction. The City of Athens has an ordinance prohibiting the use of flammable decorative materials so be sure to follow the rules. In addition, University policy concerning decorative materials, house decorations, and float construction includes:

1. Floats must be structurally sound and safely designed. The main platform must not have holes or hollow areas where someone could fall through. All standing people must have something to hold onto (i.e. a railing, pole, handle, etc.) or they must be seated at all times.
2. There shall be no exposed nail heads, staples, chicken wire ends, etc. in areas where they will be in contact with people. Use proper nail lengths or bend the ends.
3. Select the right materials. Purchase only materials that are flame resistant. Materials such as crepe paper, foil, etc. can be purchased flame resistant. Check the materials to make sure that they have been labeled as flame resistant. Do not use facial tissue-type paper, straw, or folders.
4. Do not use dry plant decorations.
5. No decorations may be placed on lights or around heating and electrical equipment.
6. No open flames such as kerosene lamps or candles are permitted.
7. During construction, combustible supplies and materials used to construct or decorate floats such as cardboard, paper products, and paints) must be stored away from all heat sources. They should not block fire exits.
8. The construction site should be well lighted for night activities. Please continually check the surrounding area for nails, wood scraps, and lumber with protruding staples, nails, etc. If you are using electric power tools and weather is damp, use a ground fault disrupter receptacle to avoid electric shock or serious injury. These can be purchased at most hardware stores.
9. To insure the safety of parade participants and the general public, towing vehicles larger than vans, pick-ups, and sport utility vehicles will not be permitted in the parade. The Homecoming Steering Committee reserves the right to deny the use of any towing vehicle in the parade. If your vehicle is questionable concerning these guidelines, please ask the Homecoming Steering Committee Parade Co-Chair or Advisor for approval of the vehicle in the parade.
10. We discourage people from riding inside vehicles that rest underneath a float. If this is done, the design of the float should emphasize protection for anyone who will be riding underneath or on the inside during the parade. This would include:
 - a. Providing emergency exits – door or windows should be able to open immediately.
 - b. Ample ventilation for removal of exhaust – exhaust pipes should be in good repair and discharge to the outside of the float.
 - c. If carbon dioxide extinguishers are used for creating smoke, there should be ventilation.
 - d. Good visibility for the driver must be maintained at all times. An adequate unrestricted view should be maintained. Do not obstruct view with carbon dioxide or smoke.
 - e. Any electrical cords must be properly installed, protected, and in good repair.
11. A fire extinguisher must be provided on each float. An inexperience ABC type fire extinguisher should be purchased specifically for this purpose. Do not remove extinguishers from residence halls or Greek houses.
12. Safety blocks for tires must be provided on each float. Scrap wood from float construction should be sufficient. However, make sure the blocks are large enough to hold the float on a significant incline.
13. If horses are used to pull the float, make sure that they are under control at all times and you clean up after them. Wagons should not be pulled by “human power” because hills can present special concerns for safety.
14. Any decorations or debris falling off the floats should be picked up by the organization and not left to litter campus, city or county roads.
15. Following Homecoming weekend, all materials must be thoroughly dismantled and all salvageable materials should be disposed of immediately following the parade. All waste materials must be discarded in proper dumpsters or by other legal methods. Salvageable materials should be stored in a neat manner as to not create a hazard. Groups are required to recycle. If you have questions regarding recycling, **please contact Ed Newman in the campus Recycling Office at 740-593-0231. For additional information, please contact Brent Auker in Environmental Health and Safety, Second Floor, Hudson Health Center at 740-597-1748.**

FLOAT DISPOSAL / RECYCLING

Ohio University is proud to be the first university in the country to provide recycling resources for Homecoming floats. Salvageable materials are redistributed throughout the community to non-profit groups for good use (i.e. much of the chicken wire found at the community gardens is from old floats).

Groups are required to recycle. At the required Parade Orientation meeting on Tuesday, October 11, 2011 at 6:00PM all organizations will be instructed as to the specifics of the recycling program. Recycling will occur immediately following the parade itself. Following the parade, all floats will be directed to parking lots 81 and 82. Campus Recycling staff will have volunteers available to help load the dismantled materials onto trucks for recycling.

All materials must be thoroughly dismantled and all unsalvageable materials should properly disposed of by Monday, October 17 at 8:00 AM. All materials must be discarded in proper dumpsters or by other legal methods. Disposal must be in compliance with University and local dumping regulations, as well as any relevant state or federal laws. "Proper disposal" is through a licensed trash hauler from your residence at cost.

If you have questions regarding recycling, contact Ed Newman in the Campus Recycling Office at 593-0231 or email at newmane@ohio.edu .

2011 OHIO UNIVERSITY HOMECOMING PARADE

FLOAT AND BANNER COMPETITION COMPLIANCE AGREEMENT

The rules and guidelines set forth in this packet govern the participation of competing groups, commercial entries, political candidates, and other parade entries. By signing this compliance agreement, the entrant acknowledges that the packet has been read and understood.

(Name of Group) _____ agrees to comply with all of the rules, regulations, and guidelines concerning the 2011 Homecoming Parade Float and Banner competitions. Entrant also agrees to send a representative from their organization to the required Orientation meeting scheduled for Tuesday, October 11, 2011 at 6:00PM in the Baker University Center Theater (located on the 2nd floor).

I/we understand that disregard for any of the rules and regulations will result in removal from the Homecoming Parade as well as forfeiture of any monetary prize awarded to your organization and any entry fees.

I/we, as group representative(s), understand the changes made to this year's Homecoming Parade rules and I/we agree to abide by these rules. These changes include:

Our float/banner must be directly related to the "Beyond the Bricks" Homecoming theme or we will be disqualified from participating. This disqualification may occur as late as Saturday morning of the parade itself.

This deadline for entering the parade is Friday, September 30, 2011 at 5:00PM. I/we understand that if we miss this deadline, we may be prevented from participating in the parade. Late entries will be considered on a case-by-case basis at the sole discretion of the Homecoming Steering Committee. I/we further understand that if we are allowed to participate and I/we have missed the deadline, we will be assessed a \$50.00 late fee. This fee must be paid prior to participating in the parade.

I/we understand that University administrators will be inspecting floats on the morning of the parade to determine their relevance to the Homecoming 2011 - Beyond the Bricks theme. If it is determined that our float is not in keeping with the Homecoming theme, we will be disqualified and will not be allowed to participate in the parade. Further, we understand that we will forfeit any entry fees paid.

Signature _____ Date _____

Phone _____ Contact person(s) _____

Signature _____ Date _____

Phone _____ Contact advisor(s) – for student organizations only _____

ENTRY DESCRIPTION:

Describe your entry in the Homecoming Parade (names of people, float description, and anything unique about your entry or organization). This information will be used to create a description that will be read as your entry passes by the Judges' Stand in front of Baker University Center. The Homecoming Steering Committee reserves the right to edit the description that will be read. Attach additional pages if necessary. Please attach a map, directions, and address of the float site for the Environmental Health and Safety visit.

2011 OHIO UNIVERSITY HOMECOMING PARADE

PARTICIPATION ENTRY FORM

Name of Organization: _____ Social Greek? (Yes or No) _____
 Address: _____ Student Org Account # _____
 Contact person: _____ Phone: _____
 Email address: _____

Type of Entry	# of entries or vehicles	× Fee	= Total
OU student Float (registered student organization, Greek, or residence hall)		× \$50.00	
Community Float (non-profit groups, community organizations, civic groups, etc.)		× \$50.00	
Community Float (corporate entities, businesses, for-profit groups, political parties, etc.) No monetary prizes are awarded in this category		× \$150.00	
Late Float: will be considered on a case-by-case basis.		× \$50.00	
OHIO student Banner (registered student organization, Greek, or residence hall)		× \$25.00	
Community Banner (non-profit groups, community organizations, civic groups, etc.)		× \$25.00	
Community Banner (corporate entities, businesses, for-profit groups, political parties, etc.) No monetary prizes are awarded in this category		× \$50.00	
Late Banner: will be considered on a case-by-case basis.		× \$50.00	

Please make checks payable to Ohio University. Total Due \$ _____

Please turn this form in to the Campus Involvement Center, Baker University Center 355 with entry fee, on or before Friday, September 30, 2011 by 5:00PM.

University personnel will be photographing the parade for participants to review and purchase photos from the Homecoming website at a later date, if they wish. Photos will be available for one year after the event and will be available to any parade participants or their supporters. If you have questions about the photography or how photos will be distributed, please contact the Parade Chair or Parade Co-Advisor.