



Homecoming Parade Guidelines and Entry Forms

Completed forms along with entry fees are due **ON OR BEFORE**
Wednesday, September 29, 2010 at 5:00 PM to:

Campus Involvement Center
Baker University Center 355
Ohio University

Homecoming Parade Information

Saturday, October 16, 2010

Parade Start Time: 10:00 AM

To incorporate this year's theme, *Homecoming 2010 - Let the Games Begin*, all parade entries must embody a game into their float and/or banner. As a way to inspire creativity, we have provided a list of ideas to get you started (see page 9). You may also request a game that isn't listed.

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

- Social fraternities and sororities (float only)
- Registered student organizations
- Athens community organizations and non-profit 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 **Wednesday, September 29, 2010 at 5:00 PM**
- 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.
- List the organization's top **five (5)** game choices in order of preference. Games will be assigned in the order that packets are received.
- Participants must complete and **sign the compliance agreement** as well as the **entry form**.
- **Attend the required Parade Orientation meeting scheduled for Tuesday, October 12, 2010 at 6:00 PM in Baker University Center Theater located on the 2nd floor.**

If you have any questions concerning participation in the parade or information in this packet, please contact Parade Co-chairs Elizabeth Muckensturm at em340906@ohio.edu or Kylie Brooks at kb174607@ohio.edu, or Homecoming Steering Committee Advisor Anne Lombard at 740-593-4024 or Lombard@ohio.edu. Any questions regarding the parade line-up information will be answered on October 12 at 6:00 PM. Late entries will ONLY be accepted on a case-by-case basis at the sole discretion of the Homecoming Steering Committee.

Completed entry forms along with entry fees should be submitted ON OR BEFORE
Wednesday, September 29, 2010 at 5:00 PM to:

**Ohio University
Campus Involvement Center
Baker University Center 355
Athens, OH 45701**

Homecoming 2010 - Let the Games Begin

October 11 -16, 2010

Important Information:

- **The parade will begin promptly at 10:00 AM to accommodate the 2:00 PM start time of the Ohio University Bobcats football game against the University of Akron.** 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 8:00 AM 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 correct side 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.**
- **Each entry is asked to incorporate a game, sport, or game show into their float or banner design. Assignments will be made in the order that entries are received. Groups will be notified via email of their assignment by Monday, October 4, 2010.**

Dates to Remember:

- Parade Packet Due: **Wednesday, September 29, 2010 by 5:00 PM 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 12 at 6:00 PM 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 16, 2010.** Line up begins at 8:00 AM at the intersection of N. May and E. State Streets.

Contact Info

Homecoming Steering Committee

Parade Co-Chairs

Kylie Brooks
kb174607@ohio.edu
 814-308-2696

Elizabeth Muckensturm
em340906@ohio.edu
 419-306-2583

Advisor

Anne E. Lombard, Ph.D.
lombard@ohio.edu
 740-593-4024

PARTICIPATION GUIDELINES

The information contained within this section of the Parade Packet will guide your group's participation in the Homecoming Parade. The Ohio University Homecoming Steering Committee (OUHSC) reserves the right to amend these guidelines as necessary. Marching bands and other selected groups participate at the invitation of the OUHSC. University and community groups will be permitted to participate at the discretion of the OUHSC.

Homecoming is a special event for Ohio University and Athens. Therefore, we expect that all parade entries promote and/or support Ohio University, Ohio University Athletics, the Ohio University Alumni Association, and/or the "Let the Games Begin" Homecoming 2010 theme. **Entries not adhering to this guideline will not be allowed to participate in the parade.**

Float judges, OUHSC staff, and volunteers reserve the right to disqualify any float or banner at any point before or during the Homecoming Parade that does not follow these guidelines. Note: **No firearms whatsoever are allowed on floats.** Antique, non-working firearms must be approved in advance by the Office of the Vice President for Student Affairs in consultation with the Ohio University Police Department.

ALL PARADE ENTRIES

1. All parade entries **must** attend the Parade Orientation meeting on **Tuesday, October 12, 2010 at 6:00 PM in the Baker University Center Theater.**
2. Throwing items from your float such as candy, favors, etc. will not be permitted. You may, however, walk to the sidewalk and hand out candy, favors, etc. Entries identified as throwing items will not be invited to participate the following year and may face judicial charges, if appropriate.
3. Stopping during the parade is strictly prohibited. The Ohio University Marching 110, the Singing Men of Ohio, and the Ohio University Alumni Band are permitted to stop to play throughout the parade. Entries that stop intentionally or due to malfunction will be removed from the parade.
4. The Homecoming Steering Committee reserves the right to accept or deny entries submitted after September 29, 2010 at 5:00 PM pending space availability. Late entries will be processed on a case-by-case basis at the sole discretion of the Homecoming Steering Committee and WILL be assessed a \$50.00 late fee.
5. Only one (1) vehicle per entry form will be permitted. Towing vehicles larger than vans, pick-ups, and sport utility vehicles will not be permitted.
6. Consumption of any alcoholic beverages prior to or during the parade is in violation of University policy and is strictly PROHIBITED. Entries violating this policy will be removed from the parade and referred to the Athens Police Department and/or Ohio University Office of University Judiciaries.
7. Participants in the parade who exit the parade route during the parade will **NOT** be permitted to rejoin their float, banner, or group at any point during the parade.
8. Homecoming Steering Committee staff members and volunteers reserve the right to remove individuals or entire units before or during the parade for inappropriate behavior or other actions not in accordance with parade objectives or University policy.

COMMERCIAL ENTRIES

There must be no overt production or selling thereof incorporated into the parade.

POLITICAL CANDIDATES

Only one (1) entry will be accepted from each political party regardless of the actual number of candidates that political party has running. The first entry received from each political party will be allowed to participate.

FLOAT & BANNER COMPETITION 2010: 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 15, 2010 at 8:00 AM.** 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. All student organization floats will be inspected beginning on Thursday, October 15, 2010.
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 form 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 pulled to Parking Lots 81 & 82 near Wolf Street Apartments.
7. When the parade is over, all floats should be removed from the parade line-up and disposed of properly. All student organizations are required to recycle immediately following the parade. A parade official will be at the end of the parade route to assist you. Disposal must be in compliance with University and local dumping regulations as well as any relevant state and/or federal laws. **For questions regarding recycling, please contact Ed Newman in the Campus Recycling Office at 593-0231.**
8. Winning floats and banners will be announced during the 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, and political parties) and commercial organizations.
2. The banner you use for competition may be created from a bed sheet or paper. 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 the theme, creativity, overall appearance, and group support.
4. You must carry your banner in the parade.
5. The deadline for entries is Wednesday, September 29, 2010 at 5:00 PM. Late entries will be charged a late fee if they are allowed to participate.

JUDGING INFORMATION

FLOATS

1. **The judging of competing floats will take place on the day of the parade, Saturday, October 16.** Every competing float will be given a sign with a number on it the morning of the parade when you check in at line-up. 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. 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 12, 2010 at 6:00 PM.** Any floats that are absent from the line-up at the time of judging will be deleted from the parade whether or not they are competing. 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. 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. The number sign must be prominently displayed on the passenger's side door or your float could be disqualified.

BANNERS

1. Banner judging will take place during the parade on Saturday, October 16, 2010.
2. The winners of the banner competition will be announced on Saturday during the football game at Peden Stadium.

JUDGING CRITERIA

Floats & Banners

Points	Design	Theme	Originality/Spirit
5	Excellent craftsmanship Excellent public appeal	Clearly incorporates a game to fit the <i>Homecoming 2010 – Let the Games Begin</i> theme	All participants' dress enhances represented game 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 game to fit the <i>Homecoming 2010 – Let the Games Begin</i> theme	Most participants' dress enhances represented game 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 game to fit the <i>Homecoming 2010 – Let the Games Begin</i> theme	Some participants' dress enhances represented game 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 game to fit the <i>Homecoming 2010 – Let the Games Begin</i> theme	Few participants' dress enhances represented game 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 game to fit the <i>Homecoming 2010 – Let the Games Begin</i> theme	No participants' dress enhances represented game 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 fodder.
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 lit 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 the weather is damp, use a ground fault disrupter receptacle to avoid electric shock or serious injury. They 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(s) 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 – doors 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 inexpensive 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 that 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 by **Monday, October 19 at 8:00 AM**. 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 593-0231. For additional information, please contact Brent Aufer in Environmental Health and Safety, Second Floor, Hudson Health Center at 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 12, 2010 at 6:00 PM** all organizations will be instructed as to the specifics of the recycling program. Recycling will occur immediately following the parade itself. This no cost option only requires your group to provide a crew for dismantling your float. Following the parade, all floats will be directed to parking lots 81 and 82. Campus Recycling will have personnel on hand to help load the dismantled materials onto trucks for recycling. Salvageable materials should be stored in a neat manner as to not create a hazard.

All materials must be thoroughly dismantled and **all unsalvageable materials should be properly disposed of by Monday, October 18 at 8:00 AM.** All waste 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.

Float/Banner Game Options

Monopoly	Life	Sorry
Parcheesi	Candy Land	Chutes and Ladders
Apples to Apples	Catch Phrase	Scrabble
Trivial Pursuit	Chess	Checkers
Clue	Battleship	Jenga
Scene It?	Cranium	Mouse Trap
Operation	Don't Break the Ice	Hungry Hungry Hippos
Risk	Dominoes	Trouble
Yahtzee	Connect 4	Pictionary
Memory	Guess Who	Baseball
Basketball	Football	Golf
Softball	Field Hockey	Soccer
Swimming & Diving	Track & Field	Volleyball
Lacrosse	Ice Hockey	Rugby
Crew	Bingo	Texas Hold'em Poker
Blackjack	Slot Machine	Family Feud
Price is Right	Who Wants to be a Millionaire	Wheel of Fortune
Jeopardy	Double Dare	Deal or No Deal?
Newlywed Game	Legends of the Hidden Temple	Cash Cab
Dog Eat Dog	Hollywood Squares	The Dating Game
Let's Make a Deal	The Weakest Link	Greed
Whammy	Are you Smarter than a 5 th Grader?	The Singing Bee
Name that Tune	Uno	Mah jongg
Bridge	Euchre	Old Maid
Hearts	Red Rover	Dodge Ball
Twister	Putt Putt	Left Right Center
Cribbage	Chinese Checkers	Scattegories
Mancala	Tripoly	Mexican Train

2010 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 2010 Homecoming Parade Float and Banner competitions. Entrant also agrees to send a representative from his/her organization to the required Parade Orientation meeting scheduled for Tuesday, October 12 at 6:00 PM 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 withdrawal from the Homecoming Parade as well as forfeiture of any monetary prize bestowed upon said organization and any and all entry fees paid.

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 "Let the Games Begin" Homecoming theme or we will be disqualified from participating. This disqualification may occur as late as Saturday morning of the parade itself.

There is only one deadline for entering the parade. This deadline is Wednesday, September 29, 2010 at 5:00 PM. 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 2010 – Let the Games Begin theme, as well as their specific designated game. 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 _____
Group Advisor(s) – for student organizations only

ENTRY DESCRIPTION:

Describe your entry in the Homecoming Parade (names of people, float description, or 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 Review Stand in front of the Baker University Center. The Homecoming Steering Committee reserves the right to write 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.**

GAME PREFERENCE:

List your organization's top 5 game choices in order of preference. **1=most preferred, 5=least preferred**
Games will be assigned in the order that packets are received. (Need ideas? See the list of possible games on page 9.)

1)
2)
3)
4)
5)

2010 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	X Fee	= Total
OU Student Float (registered student organization, Greek, or residence hall)		X \$50.00=	
Community Float (non-profit groups, community organizations, civic groups, etc.)		X \$50.00=	
Commercial Float (corporate entities, businesses, for-profit groups, political parties, etc.) No monetary prizes are awarded in this category.		X \$150.00=	
Late Floats: Will be considered on a case-by-case basis.		X \$50.00	
OU Student Banner (registered student organization or residence hall)		X \$25.00=	
Community Banner (non-profit groups, political parties, civic groups, etc.)		X \$25.00=	
Commercial Banner No monetary prizes are awarded in this category.		X \$50.00=	
Late Banners: Will be considered on a case-by-case basis.		X \$50.00	

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 **Wednesday, September 29, 2010 by 5:00 PM.**

For Office Use Only:

Date Received _____

Time Received: ____ : ____ AM/PM

Received by: _____

Check # _____