



# 2009 La Porte Jaycees 4th of July Parade

The La Porte Jaycee 4th of July Committee invites you to submit an application to participate in their **64th annual 4th of July Celebration** as a unit in their 4th of July Parade. The 2010 Parade will be held on Sunday, July 4, 2010, and will travel down Lincolnway (Hwy 2). The Parade may be televised live on a local cable station and there will be live radio coverage from start to finish. The Parade will begin at **1:00 pm** and will last approximately 2-3 hours. **Carefully read through the UPDATED Parade Policies that will govern the selection of parade units.**

2010 Parade Theme  
To Be Announced

Application Deadline  
June 10, 2010

Application Fee of \$20 due at time of Application Submission  
Please see Parade Policies for Explanation

Applications received after the deadline are not guaranteed a spot in the 2010 La Porte Jaycees 4<sup>th</sup> of July Parade, nor any cable and/or radio coverage.

*Return this application to:*

**La Porte Jaycees**  
**4<sup>th</sup> of July Parade Entry**  
**P.O. Box 172**  
**La Porte, IN 46352-0172**  
Please call Sarah Poe at 219-851-3369  
with any questions you might have.  
E-Mail: sarahpoe23@yahoo.com

*The La Porte Jaycees wish you a safe and Happy Fourth!*

## **INSTRUCTIONS TO COMPLETE ENTRY FORM**

- 1) **NAME OF ENTRY** - the official name of the entry you are submitting. Please include the name of your organization.
- 2) **CONTACT PERSON** - the name of the contact person for your entry.
- 3) **DATE SUBMITTED** - date entry form was completed and returned to The La Porte Jaycees.
- 4) **ADDRESS** - the street and/or Post Office box associated with your entry or contact person and where confirmation letter will be mailed.
- 5) **CITY, STATE, ZIP** - the city, state, and zip code associated with your entry or contact person and where confirmation letter will be mailed.
- 6) **HOME PHONE, WORK PHONE, FAX NUMBER, E-MAIL:** contact person's telephone numbers. Please include a number for your organization if necessary. Fax number where we can fax items to you should we need more information.
- 7) **SPONSORED BY** - name of group, organization, or business sponsoring entry.
- 8) **TYPE OF UNIT** - please check the one category that best fits the type of entry you are submitting. If you are not sure which category your entry fits, please call our Parade Chairperson.
- 9) **HANDOUTS** - please indicate if your unit would like to hand out objects, such as candy along the parade route. List the specific object or item you would like to hand out. Your request to hand objects out will be considered.
- 10) **DESCRIPTION OF UNIT** - describe in detail your entry.
- 11) **LENGTH OF UNIT** - please list the entire length of your unit, including pull vehicles, for line up purposes.
- 12) **NUMBER OF PARTICIPANTS** - please list the number of people who will be participating in your unit on parade day.
- 13) **SPECIAL REQUESTS** - list any special requests you may have. The La Porte Jaycees will do their best to honor special requests when it is feasible to do so. Please remember that all units cannot be #1.
- 14) **OTHER 4TH OF JULY PARADE COMMITMENTS** - list time and location if you must be at another parade or if you are coming from another parade.
- 15) **PARADE SPONSORSHIP** – list any sponsorship/contribution that your organization would like to contribute.
- 16) **MAILING LIST** - indicate if your entry or organization would like to be on The La Porte Jaycees yearly 4th of July mailing list.
- 17) **RETURN DATE** - return entire application to the address listed by the date indicated. Applications received after the deadline date are not guaranteed a spot in the parade line-up.
- 18) **REPRESENTATIVE'S SIGNATURE** - please have your representative read and discuss the enclosed policies with your committee members then sign the form before returning. No signature may result in unit being refused!

The information you list on this entry form will help us now and in the future to arrange and present the best parade possible for our community and its guests. We thank you for your cooperation in providing the information necessary to complete this task!



TOTAL LENGTH OF UNIT: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_

SPECIAL REQUESTS: \_\_\_\_\_

(List any special requests you may have. The La Porte Jaycees will do their best to honor special requests when it is feasible to do so. Please remember that all units cannot be #1)

OTHER 4TH OF JULY COMMITMENTS: \_\_\_\_\_

(Such as another parade on that day)

LOCATION AND TIME: \_\_\_\_\_

**PARADE SPONSORSHIP:**

If you wish to be a sponsor of the 64th La Porte Jaycees 4<sup>th</sup> of July Parade, please fill in the following information regarding your sponsorship. **Specify what you would like it to be used for: Floats, Bands, Novelties, Awards, Dignitaries, Route Clean Up.** Commercial/Business entries must be a sponsor of the parade.

Parade Sponsorship: \$ \_\_\_\_\_ Enclosed

\$ \_\_\_\_\_ Will submit prior to June 20, 2010

Use Sponsorship Funds For: \_\_\_\_\_

PLEASE RETURN ENTIRE FORM BY June 10, 2010 TO:  
THE LA PORTE JAYCEES

4TH OF JULY PARADE ENTRY  
P.O. BOX 172  
LA PORTE, IN 46352-0172

**Questions:**

Email: [sarahpoe23@yahoo.com](mailto:sarahpoe23@yahoo.com)  
or call 219-851-3369 and I will return your call as soon as possible.

Would you like to be on our annual 4th of July mailing list? YES \_\_\_ NO \_\_\_

I hereby acknowledge and state that I am a duly authorized representative of the group/organization submitting this parade application. I have read and understand the **UPDATED** policies enclosed with the parade packet and have discussed the same with all the members of my group/organization that will be participating in the parade. The group/organization agrees to abide by these policies and understands that the unit may be pulled and/or our group/organization's participation in the future maybe affected if we fail to abide by these policies. Our unit releases, in full, the La Porte Jaycees, the 4th of July Committee, and Parade sponsors from any and all responsibilities and liabilities regarding accidents and injuries while participating in the 4th of July Parade. We further agree to indemnify, defend, and hold harmless the La Porte Jaycees, the 4<sup>th</sup> of July Committee, and Parade sponsors from any and all claims or actions arising from our participation in the parade. We further acknowledge that our unit shall have sufficient liability and property damage insurance in case of accident, injury, or property damage.

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

**A reply letter confirming your entry number and staging location will be mailed on June 26, 2010.**

## **2010 LA PORTE JAYCEES 4TH OF JULY UPDATED PARADE POLICIES**

1. **Application Fee:** Starting for the 2010 Parade, an Application Fee of \$20 will be required. Though the LaPorte Jaycees do not wish to foreclose those members of the community who wish to participate in the parade, rising costs for all aspects of the parade have required us to mandate a \$20 application fee. Without charging a fee, the LaPorte Jaycees would be unable to offer a parade. All fees will be used to fund the parade and Fourth of July Celebrations. Any individual, group, or company which makes a donation of over \$20 will not be required to pay the application fee.
2. Parade Starting Time will be **1:00 PM CENTRAL DAYLIGHT TIME**.
3. The entry application form must be completed and signed with the understanding of the general policies and guidelines. Incomplete forms will not be accepted. Entry forms that are improperly completed will be contacted for clarification. Due to space limitations and guidelines, all entries submitted may not be accepted. The parade organizers reserve the right to reject any entry at any time and all decisions are final. The general policies and guidelines listed are for the safety and quality of the parade. Failure to abide by these policies and guidelines and those presented with the parade information packages, may result in the unit's removal from the parade and jeopardize future invitations.
4. Acceptable parade units include: floats, bands, marching units, or novelty units with historic or entertainment value. Entries need not adhere to the parade theme, but must be appropriately designed to be an acceptable unit. **All commercial vehicles must have appropriate Fourth of July decorations.** The committee may reject entries if necessary. No entry will have a political theme of any kind, with the exception of Political Parties approved by the La Porte Jaycees 4th of July Parade Committee. **Fire Departments are limited to 1 (one) fire truck.**

**Marching Musical Units:** Marching musical units are requested to perform the 2-mile parade route.

**Equestrian/Animal Units:** The participants must have control of their animals at all times. Any animal deemed unsafe in the parade will be removed. **All animal units must provide their own "clean-up" – "pooper scooper" crew and equipment to follow their unit in the parade. If you do not show up with a clean up crew you will be pulled from the parade line up.**

**Floats:** Floats must be a fully decorated trailer that is self-propelled or pulled by a tow vehicle. It is strongly encouraged that the tow vehicle also be covered, decorated and incorporated into the float theme. Size dimensions of the float must also be included on the application form. **Tractor-trailer trucks are not acceptable to be used as a float and will not be judged.** Float applicants must follow the "Parade Float Guidelines". All float entries will be judged prior to the start of the parade.

**Specialty Units/Novelties/Marching Units:** Drill, Dance, or Baton teams units will be considered on their entertainment value. Entries requiring vehicles to carry sound systems must notify parade organizers on the application. The type of vehicle must be listed for approval by parade organizers. Decorated carts or vehicles are required. STOPPING TO PERFORM WILL NOT BE ALLOWED!

**Vehicles:** Vehicles considered for entry must be antique or unique. Vehicles permitted in the parade will be restricted in numbers. **NO commercial or private vehicles are allowed in the parade without prior written approval by the parade committee.**

**Commercial Business Entries:** Commercial entries must be a sponsor of the parade. A commercial business entry **cannot be used as a "major" advertisement** for the sponsoring business.

5. **NO THROWAWAYS ARE ALLOWED** from any unit or vehicle on the parade route. Units wishing to give away articles must receive permission from the 4th of July Parade Committee and must provide their own people to distribute them to spectators on the curb so as not to interfere with the flow of the parade. Only Parade "walkers" will be allowed to distribute candy or other approved items. **Please DO NOT throw items from the vehicles or encourage children to approach your unit – YOU MAY ENDANGER THEM.** *Violators will be subject to removal from the parade.*
6. Each unit will provide its own motor power. We suggest that you set up the idle speed of your car to prevent stalling. Our desire is to present a parade which flows smoothly at approximately 2 MPH and is free of gaps. The parade starter will instruct you before leaving the starting line on the proper distance to maintain between you and the unit ahead. This distance must be maintained throughout the parade unless you are instructed to do otherwise. There will be Jaycees (in Referee shirts) along the parade route who may ask you to alter the space between you and the unit ahead.
7. Final position of entries in the parade will be determined by the La Porte Jaycee 4th of July Parade Committee. Special requests will be accepted for consideration, but are not guaranteed.
8. **All floats must be in their line-up position, according to their parade number, at 11:00 am. You MUST have all personnel riding on the float and be completely ready for judging by 11:30 am. If you are not in position and ready to be judged by 11:30 am, you will not be judged and therefore will not be eligible for the award competition. All other units MUST be in place before 12:00 pm. The parade begins promptly at 1:00 PM.**
9. **Any special guests participating in the La Porte Jaycees 4th of July Parade as political office holders are not allowed to use campaign materials in their unit.**
10. Complete judging information will be sent out with your confirmation packet. All Judging is final!
11. **NO** alcoholic beverages will be allowed on the route.
12. These policies are established to ensure a safe and enjoyable parade for all. **Any parade entry, which does not comply with these established policies, will be asked to leave the parade route at the discretion of the Parade Chairperson and will be subject to possible suspension from future parades!**
13. The La Porte Jaycees 4th of July Parade confirmation packet containing your instruction letter, line-up number, map, position number cards, and judging information will be mailed to all entries approximately one week prior to the Parade date.
14. Please make sure to bring your position numbers cards, along with tape, staple gun, or other means of attaching the cards to both sides of your unit.

**We thank you in advance for your cooperation with this new policy.**