

Home Is Where The Lumberjacks Are 2017 Homecoming Parade

Presented by Blue Key Honor Society

October 28th, 2017

Where: NAU Campus

Time: All floats must arrive by 9:30am at the latest or they will not be allowed in the parade, parade starts at 11:00 am

Staging: Staging will take place in the P16 parking lot, in between the Fieldhouse and the Cline Library. This will be where you will meet with your organization and your float on the morning of parade day to prepare.

Direct staging instructions will be provided to all participants prior to parade day!

Completed applications are due by:

Monday October 16th, 2017

Please return the completed application to the Blue Key Box in the ASNAU office. The ASNAU office can be found upstairs in the University Union.

**If you have any questions please contact Jonathan Gil Salazar at
BlueKeyHomecoming@nau.edu**

Contents:

- Parade Guidelines
- Information Session Details (Mandatory Info Session for All Parade Entries)
- Entry Form (Must be turned in!)
- Entry Description Form

Parade Guidelines

Please review with your entire organization as these guidelines are key to having an awesome and fun parade day for everyone!

- All participants must be properly attired. Remember this is for the Flagstaff community, NAU Alumni and their families and the entire NAU campus!
- The use of music and appropriate noise is encouraged, but be mindful of other floats!
- You must proceed on the designated parade route for the entire parade!
- Please provide plenty of space between your float and the float in front of you! It will make the parade last longer and allow your group to be properly seen!
- Objects may be handed out to the crowd; however throwing of anything is prohibited. Candy is permitted, but must be pre-wrapped and distributed by hand!
- All entries must have some form of banner or signage.
- Public intoxication will not be tolerated. Anyone who has consumed alcohol directly before or during the parade will not be allowed to participate.
- No limbs or objects should dangle off the sides of moving vehicles.
- Floats should never exceed 5 mph.
- All float ideas will be approved by Student Unions and Activities to ensure they meet University and state rules and regulations.
- You cannot solicit any businesses for materials or supplies for your float, you can also not advertise anything on your float.

Blue Key is currently attempting to secure some flatbed trailers to encourage groups to consider submitting a larger more elaborate entry for the 2017 parade. More details will be provided at the Parade Information Session, if trailers are available.

Parade Information Session

***At least one** member from every group interested in participating in the parade **must** attend this session. We encourage you bring along 2 or 3 members of your group to gain a better understanding of the parade.*

When: Wednesday October 11th, 2017 at 6:00 pm

Where: duBois Center, room Aspen B.

- Get tips for float designing
- Receive valuable resources including details on float materials reimbursement, available bays/locations for homecoming float building, and contacts for questions
- Get more instruction on parade route, staging, participation guidelines and other key information

Parade Entry Form

Must be completed and turned in to ASNAU or a Blue Key member by October 16th, 2017.

Organization Name: _____

Primary Contact Name: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Advisor's Name: _____

Advisor's Email: _____

Location of Float
Construction, if known: _____

Please read the following carefully and sign:

We, the undersigned, do understand and agree that our organization is fully responsible for any damage to property and/or injury to any person resulting from our organization's activities during this event. We agree to follow all university guidelines and to take any precautions necessary to ensure the safety and well-being of all participants. We agree to exercise care in the use of the area requested and agree to leave the premise/facility in the same condition as found prior to event and to compensate the University for any damage done to property. We hereby release, discharge and agree to hold harmless and covenant not to sue the chairpersons, advisors, and members of the Homecoming Committee, the Associated Students of NAU, Northern Arizona University, the Arizona Board of Regents, the State of Arizona, its officers, employees, volunteers, sponsors, and agents, and their heirs, administrators, and executors, from demands, losses, or damages on account of injury, including death or damage to property, caused or alleged to be caused in whole or in part by negligence or any person or otherwise, for myself and my spouse, if any, and our heirs, successors, and assigns, from and regarding any and all claims whatsoever for any and all damages and/or injury resulting from, arising out of or occurring in connection with any activities arranged or sponsored by our organizations and by participating in the 2017 Homecoming Parade.

Primary Contact Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Entry Description Form

Must be completed and turned into ASNAU or a Blue Key member by October 16th, 2017.

How many people do you expect will participate in your float on parade day? Will any be under the age of 18? (Please be aware all participants must sign a waiver when they arrive on parade day, and those under the age of 18 must have a parent's signature)

What will your entry consist of? (Please explain the components of your entry ex. car, truck, trailer, walking group, float built onto truck or trailer)

During the parade, an announcer will provide a brief blurb about your organization. Please provide an approx. 10 second blurb about your organization to be read at the judging station.

Will you be passing out anything to parade goers? (Ex. Candy, pens, necklaces, coupons)

Yes! If available, we would be interested in a flatbed trailer! We are aware that Blue Key makes no promise of being able to provide trailers for student orgs.

Fire Extinguisher Agreement Form

IF YOU ARE NOT BUILDING A FLOAT: You do not need to complete this form or file payment.

IF YOU ARE BUILDING A FLOAT: *This form and payment must be completed and turned in with your float packet to ASNAU by October 16th, 2017.* As a safety precaution, any and all floats must have a fire extinguisher to help prevent any possible fires. A float includes anything that is built onto a trailer or truck or includes an addition to a regular form of transportation.

All floats will be provided a fire extinguisher by a Blue Key member upon arrival at the parade. In order to prevent misplacement of these fire extinguishers we require you submit a refundable deposit of \$20. Since Blue Key borrows these we are responsible for their return so we charge this deposit to help ensure we get them all back! Once you have returned your extinguisher at the end of the parade the \$20 will be refunded to you on the spot.

Payment should be made to the ASNAU office by placing it IN AN ENVELOPE addressed to Blue Key with the organization it is for written on the envelope. Cash or check will be accepted, and both will simply be returned upon return of the fire extinguisher.

Any group requiring a fire extinguisher must sign below!

I hereby agree and understand that by placing this deposit I am agreeing to hold and carry a fire extinguisher on my float for the duration of the parade for the safety of all those involved. I understand that I am borrowing this fire extinguisher from Blue Key and the NAU campus and agree to return it at the end of the parade in the same condition I received it as long as use was not required. I understand that should I not return the fire extinguisher at the end of the parade I will not receive my deposit back and it will be kept as payment for the fire extinguisher. If I used my NAU account information I understand that my account will be billed by Blue Key for the cost of the fire extinguisher as they will directly incur those fees.

Signature of Person Placing Deposit

Name and Email of Person Placing Deposit