

Home Is Where the Lumberjacks Are 2017 Homecoming Parade

Presented by Blue Key Honor Society

October 28, 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 NAU 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.

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 available bays for homecoming building, and contacts for questions
- Get more instruction on parade route, staging, participation guidelines and other key information

Parade Entry Form

Blue Key invites all Flagstaff community participants to attend the Parade Information Session and Float Building Workshop on October 11th. At this workshop/session, participants will receive tips on float construction, design ideas, safety, and other helpful ideas and information. We encourage you to be as creative as possible as there is a chance of winning prizes.

There will be a fully refundable \$20 fee for the use of a fire extinguisher if your group is creating a float that contains flammable materials such as wood, paper, etc. The fee will be refunded in full once the parade has been completed and your group has completely torn down and disposed of your parade entry properly and once the provided fire extinguisher (where applicable) is returned to Blue Key. Failure to return the fire extinguisher will result in not receiving your \$20 deposit. The entry fee and registration form is due to ASNAU by **October 16, 2017**.

In order to ensure that the 2017 Homecoming Parade is the best NAU has had, we are asking your group to read, sign and abide by the following agreement and terms for the parade. We are asking your group to carefully examine the NAU handbook that outlines the Code of Conduct for the NAU campus. Particular emphasis will be placed in the enforcement of alcohol and substance abuse regulations. These items are not permitted on the parade route and the NAU and Flagstaff Police Departments will be in the area to enforce this policy.

AGREEMENT:

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.

President or Responsible Party _____ Date _____

Approved: Parade Chairman _____ Date _____

Entry Description Form

Organization Name:

Primary Contact
Name:

Primary Contact
Phone:

Primary Contact
Email:

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 or guardian'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)

Off Campus Organization Entry Packet 2017

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)

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 3rd, 2016.* As a safety 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.

Organization Name: _____

Primary Contact Name: _____

Signature of Person Submitting Entry Form