

Dear Parade Participant,

The Jubilee Days Festival Committee cordially invites you to participate in the Jubilee Days Parade on Monday, September 3, 2018. The Parade will step off promptly at 1:00 p.m.

We have chosen “LET THE GAMES BEGIN” as our theme this year. This theme is selected to enable parade units and festival participants to represent the games people play, whether they be board games, schoolyard games, or sports. The Jubilee Days Festival Committee encourages all parade units to be mindful of this theme as we celebrate this vision for our community. For more information, contact the Parade Chairman.

The Jubilee Days Festival Commission values and appreciates the support from our many participants over the years. Our goal is to present a Parade with the highest standards of quality, performance, and conduct. Therefore, the Parade Committee reserves the right to determine which units will be accepted and asks that you please read the enclosed application carefully (**all four pages**). Please describe, as fully as possible, your parade unit. All applications must be in before July 28, 2018 in order to receive placement and listing in the program brochure. Please note: Unauthorized units will not be permitted in the parade. Unless your unit is approved by the Committee to participate, please do not come on September 3 expecting to enter the parade.

Trophies will be awarded in several categories. Judging will take place during staging of the Parade .

You will receive your parade line-up number, map of parade route, and other instructions about two weeks before the parade. All correspondence will be sent to the contact person listed on your application. Please be sure that this information is listed completely and correctly.

If you have questions, please call the Parade Chairman at (847) 477-0677.

Sincerely,

Richard Walker
Parade Chairman

2018 JUBILEE DAYS PARADE

**Application Form
(Subject to Approval)**

THEME: "LET THE GAMES BEGIN"

Parade Date: Monday, September 3, 2018 1:00 p.m.

Please check below the category for your entry in the Parade:

Band Float Drill Team Marching or Horse Unit

There is no fee for the above categories, however, there may be a fee for entries in the following category. Contact the Parade Chairman with questions or for clarification.

Political Unit/Candidate Business or Commercial Unit
(See Fee Schedule on pages 3 & 4 of this application)

PARADE UNIT INFORMATION

Title of Unit: _____

Name of Sponsor _____

Name of Contact Person _____ Email _____

Address _____ City _____ Zip _____ Phone _____

Do you charge a fee to participate in the Parade? _____ How Much? _____

- Check here if your group is a non-profit organization (Scout troops, churches, etc.)
- Check here if you wish for your unit to be judged for a parade award
- Check here if your unit intends to distribute candy along the Parade Route (see pg.2)

THE JUBILEE DAYS PARADE IS BROADCAST ON CABLE TV. In order to most effectively present your unit for this broadcast and other media, please describe your unit as fully as possible (Include number of people in unit, unusual requirements, a picture, and any additional, pertinent information which we may use for publicity). **YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION.**

It is agreed by the applicant and persons representing the applicant, that the JUBILEE DAYS FESTIVAL COMMISSION, the Lakeshore Chamber of Commerce, The City of Zion, The Zion Park District, and all other persons involved in or with Jubilee Days shall be held harmless for any and all injuries sustained while traveling to and from or participating in Jubilee Days. Failure to follow the guidelines (as outlined on page 2 of this application) for entries or submitting an entry different than the one stated in the application may cause removal of your unit from the Parade. All applications are subject to acceptance by the Jubilee Days Festival Commission.

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JUBILEE DAYS FESTIVAL COMMISSION

GUIDELINES FOR PARADE ENTRIES

It is the continuing desire of the Jubilee Days Festival Commission to provide to the Community of Zion and its surrounding area a parade with high standards of quality, performance, and conduct. Entries to the Jubilee Days Parade are expected to provide “entertainment value”. Please remember that you and your entry are ‘on parade’, and as such, reflects upon your organization. The Jubilee Days Festival is eager to help you present the best parade unit possible. To that end, we ask that parade entries adhere to the guidelines listed below.

- 1. Parade units must make formal application for participation and be approved by the Jubilee Days Festival Parade Committee. Units will be evaluated on the basis of the Committee’s determination of the unit’s contribution to the overall effectiveness of the Parade. Unauthorized units will not be allowed to participate in the Parade.
- 2. The information provided on the application form is very important in determining entry acceptance or denial, parade line-up placement, promotion, and future correspondence. Please be sure this information is as complete and accurate as possible.
- 3. A valid parade application must be accompanied by a ‘Certificate of Insurance’ evidencing proper insurance coverage for you and/or your organization. A parade application cannot be processed without proof of insurance.
- 4. Any entry NOT falling into one of the categories listed on the application form is subject to a \$200.00 fee for participation. Any entry not providing the above referenced “entertainment value” (in the judgment of the Jubilee Days Parade Committee) are subject to the fee (See page 4 of this application).
- 5. **Candy or other items to be thrown from parade units must be approved (prior to the parade). The Jubilee Days Parade Committee reserves the right to prohibit any such items it deems inappropriate.**

Applicant’s
signature_____Date_____

Our check (if required) for \$_____payable to LAKESHORE CHAMBER OF COMMERCE is enclosed.

Return to: Jubilee Days Festival Parade Chairman
1300 Shiloh Blvd.
Zion, IL 60099
Parade Chair: (847) 477-0677
paradechair@zion.il.us

(THIS APPLICATION CONTINUES ON THE REVERSE SIDE OF THIS PAGE AND ON PAGE THREE)

PARADE RULES AND GUIDELINES

***PLEASE READ—THESE ARE AN IMPORTANT
PART OF THE
PARADE APPLICATION***

PARTICIPATION IN THE JUBILEE DAYS PARADE IS BY INVITATION ONLY. (APPROVAL AFTER SUBMISSION OF FORMAL PARADE APPLICATION). IT IS THE GOAL OF THE JUBILEE DAYS FESTIVAL COMMISSION TO PRESENT A PARADE OF THE HIGHEST ENTERTAINMENT VALUE. ADHERENCE TO ALL RULES AND GUIDELINES LISTED IN THIS PARADE APPLICATION WILL ENSURE SUCH AN EVENT.

POLITICAL OFFICE HOLDERS/CANDIDATES

Political Organizations, Politicians/Candidates for political office may be charged a fee inasmuch as their participation in the parade involves increasing public awareness in their candidacy (campaigning) or cause. The fees shall be determined in accordance with the following:

Local (City or Village, Township, Park District, County Board, School Boards, NSSD)

Countywide (Sheriff, Clerk, Coroner, etc.)

Regional (State Representative, State Senator, Judgeships)

State & Federal (U.S. Congress, U.S. Senate, Governor, President)

<u>Candidate provides:</u>	<u>Float</u>	<u>Float with Handouts</u>	<u>No Float</u>
Political Organizations	Exempt	\$150.00	\$300.00
Local:	Exempt	\$50.00	\$200.00
Countywide	Exempt	\$100.00	\$200.00
Regional	Exempt	\$150.00	\$300.00
State/Federal	Exempt	\$300.00	\$600.00

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Candidate must personally accompany his/her parade unit.

No more than 20 walkers or individuals may accompany the parade unit. All participants must stay with their assigned parade unit. Proceeding forward or falling behind so as to appear to combine with another unit or to make one self 'stand out' from the assigned unit will not be permitted.

All fees must accompany the parade application. The fee may be refunded after the parade, if it is determined by the Parade Committee that the unit is in compliance with all rules and guidelines.

BUSINESS OR COMMERCIAL UNITS

Fee is \$200.00 -- UNLESS unit provides the requisite "entertainment value" (in the judgment of the Jubilee Days Parade Committee) See page 2 for further information.

LOCAL BANDS/SPECIALTY UNITS

Local bands, drill teams, dance teams, etc. must, as a function of their application to participate in the parade, audition for the Parade Chairman, the Parade Committee, or their designees. Auditions may be live, or be submitted in video/audio format. Approval for participation will be based on the following criteria: talent, appearance, and appropriateness of performance (as exhibited in the above referenced audition). Approval for any performance fees or honoraria requested will, in addition, be based on the group's status as being non-government supported, years in existence (it's history), and the number of individual participants in the group. Once approved, failure to adhere to performance content or that of the audition, shall cause removal from the parade.

I HAVE READ AND ACKNOWLEDGE THE GUIDELINES AS SET FORTH ON PAGES 3 & 4 ABOVE.

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