



# HOLIDAY LIGHTED PARADE

**Parade Sponsor: TBD**

**Parade Date/Time:** Saturday, December 2, 2023  
Parade begins at 6PM. Please line up by 5:15PM.



**Parade Meeting:** Tues., Nov. 28th at 5PM-Virtual via Microsoft Teams

**Organizers:** City of Janesville-Recreation Div., Hedberg Public Library, Downtown Janesville, Inc., Janesville Performing Arts Center, Janesville Area Convention & Visitor's Bureau, Trinity Episcopal Church, Rotary Botanical Gardens, Boys & Girls Club of Janesville, Janesville Community Center, JATV, Children's Museum of Rock Cty., Rock Cty. Historical Society, YMCA of Northern Rock Cty, Velocity Multi-Sport & Cycling, Downtown BID, ECHO

**Route:** Parade entries will assemble in the public parking lot located across from the Police Station at N. Jackson St. & Wall St. The parade route is a little over  $\frac{3}{4}$  of a mile. The parade will proceed South on N. Jackson St., East on Milwaukee St., and South on Main St., ending at Racine St. Parade entries should disperse from Racine St.

**Application Deadline** All applications must be received on or before **Friday, November 17<sup>th</sup>** by mail, email, or office delivery.

**Entry Fee:** There is no entry fee.

**Entry Types:** Typical Parade Entry Types  
-Floats  
-Vehicles (cars, trucks, buses, bikes, etc.) \*Limit of 2 vehicles per entry  
-Marching Groups (bands, choirs, color guard, veterans' groups, etc.)  
-Walking Units (school groups, clowns, clubs, etc.)  
-Animals (carriages, horse drawn vehicles, walking units, etc.)

**Parade Acceptance:** Acceptance into the 2023 Janesville's Jolly Jingle Holiday Light Parade will be confirmed via email. Please allow up to a 10-day response time from application submission date.

**Awards:** Awards given in the following categories for entries overall:  
Judge's Choice Award- (Choice of \$100 cash, Engraved Plaque, or Trophy)  
Best Use of Lights- (Choice of \$50 cash, Engraved Plaque, or Trophy)  
Best Use of a Theme- (Choice of \$50 cash, Engraved Plaque, or Trophy)  
Most Creative- (Choice of \$50 cash, Engraved Plaque, or Trophy)  
Most Spirit- (Choice of \$50 cash, Engraved Plaque, or Trophy)  
People's Choice-(Choice of \$50 cash, Engraved Plaque, or Trophy)-*New for 2023!*  
*Additionally; award winners will get to choose (in above order) their spot in Next Year's parade. They will also be announced as last year's winners in the next years' parade.*

**Weather:** The event will run rain or shine unless there is severe weather. We will decide if it will be cancelled the day of the parade by 2PM. We will email you if it is cancelled; if you receive no email the event is on. There is no rain date if it is cancelled. You can also call our Rainout Line for cancellation status at (608) 447-4007 ext. 10, or sign up for email and text alerts here: <https://rainoutline.com/subscribe/notify/6084474007/0>, or download the free Android and iPhone Rainout Line app to check the status of this event (Family Programs) in the App Store or Google Play. Receive live updates right to your phone by signing up and easily unsubscribe at any time.

**Contacts:** Please contact Shelley Slapak, Recreation Director at the City of Janesville Recreation Division at (608) 755-3030 or [slapaks@ci.janesville.wi.us](mailto:slapaks@ci.janesville.wi.us).

**SEE REVERSE SIDE FOR INSTRUCTIONS**

## INSTRUCTIONS TO PARTICIPANTS

1. Parade staging will occur in the municipal lot at the corner of Jackson and Wall Streets, on Jackson Street from Milwaukee Street to Laurel Avenue, on Wall Street from Jackson Street to High Street, and on Milwaukee Street from High Street to Jackson Street.
2. Your unit number will be marked in numerical order within the parking lot or street area. Please line up or park your vehicle/float by your unit number. Only vehicles pulling a float or vehicles that are part of the parade are allowed in the N. Jackson St. parking lot.
3. Any vehicles needing to park or are dropping off parade participants only should park in the old Chase Bank parking lot (Franklin St. & Wall St.). The staging area is ONLY for parade entries. Please provide this information to your participants prior to this event. This is very important.
4. All parade entries must check in with event staff upon arrival in the staging area.
5. There will be a portable toilet available in the parking lot.
6. A chalk marker or paper number will be used to assign unit numbers. This number must be visible on the driver's side of the vehicle for judging purposes. Walking units will be given their number on paper.
7. All entries must be in their assigned spots no later than 5:15PM and complete by 5:30PM. Entries will be inspected between 5:15-5:45PM. Please have a representative at your entry. Some entries may be assigned to come earlier.
8. The parade will begin at approximately 6PM. You will be instructed by parade officials when and where your group will merge with the parade.
9. Please designate a location for families to meet if children need to be picked up. You may go back to the Municipal lot starting point.

## RULES & REGULATIONS

1. All parade entries must be decorated and lighted. They should have a minimum of 500 lights. The lights must be in good shape, with no wires exposed. The only exception is marching bands. Walking units are encouraged to use glow necklaces, etc.
2. All units must be appropriate and family friendly. No symbols of hate or other inappropriate language or depictions can be on any parade entry or person participating in the parade.
3. **No Santa Claus costumes will be allowed in any entry.** Santa will be making his grand appearance at the end of the parade.
4. The name of your entry/business/organization must be displayed on your unit.
5. For safety reasons, throwing of candy and/or items from vehicles or floats is not allowed. However, individuals can walk near float and throw candy. Individuals passing candy out (pre-packaged only) should pick a side of the vehicle to walk on for the duration of the parade. Participants should not cross to the other side at any point during the parade. Walkers **should not** stall the pace of the parade. It stalls the parade when people hand something to every single person or chat with parade goers.
6. All handouts/flyers must be approved prior by the Recreation Division and a copy should be submitted at the same time as other parade paperwork.
7. All parade entries must always have an adult 18 years old or over present at all times.
8. The driver of a vehicular entry must be at least 18 years of age with a valid license and insurance.
9. Vehicular parade entries must provide their own liability insurance certificate to our office by Nov. 28th.
10. If parade announcement is not in by Nov. 28<sup>th</sup> a generic announcement will be used that just says up next is (name of organization or business).
11. Any entry that includes animals must provide their own waste clean-up. A Coggins certificate is required for entries with horses by November 28<sup>th</sup> or earlier.
12. Turn off vehicle headlights and use parking lights when driving in parade route.
13. Fire extinguishers must be on every float entry.
14. No smoking, vaping, or consuming alcoholic beverages on any parade entry at any time.
15. Generators, converters, and/or batteries can be used to power lights and sound.
16. Units are highly encouraged to incorporate holiday music into their float/unit.
17. All units and entries must always keep moving forward. Please stay within 15 feet of entry in front of them. Large gaps in a parade are not ideal for parade spectators.
18. Safety protocols and precautions will be in place for the parade including increased security measures with hard closures and public safety presence.

*All rules/regulations are subject to change. Entries will be made aware of ANY changes.*