



## 2017 Chester Kiwanis Christmas Parade Registrant Information “Parade of the Christmas Toys”

**Sunday, December 10, 2017**

**2:00 p.m.**

**Rte 10 – from the Chester YMCA to Harrowgate Road**

Hello! Thank you for registering for the *2017 Chester Kiwanis Christmas Parade!* The below is extremely important to read and understand. Please share all the below information to everyone participating with your group and parents of minors now to alleviate confusion that can occur if everyone in your group is not aware of how the operates. All parade information is posted to our website at [www.chesterkiwanis.org](http://www.chesterkiwanis.org).

### **GENERAL INFORMATION**

1. **CODE OF CONDUCT:** This is a family-friendly event for all ages, and every unit in the parade is expected to be respectful of everyone. Any cursing or rude gestures to volunteers, police, participants, and spectators will not be tolerated and that individual and any person/child the individual may be dropping off will not participate in the parade. **ABSOLUTELY NO EXCEPTIONS!**
2. **NO SANTA COSTUMES ALLOWED:** Santa will follow at the end of the parade.
3. **LIVE ANIMALS:** All units with live animals are required to provide a “clean-up crew” to follow their unit to provide “clean-up” of the staging area, parade route, and disbanding area. This is a mandatory requirement. Droppings may not be disposed of at the disbanding area.
4. **WEATHER:** The Parade is a RAIN or SHINE event. Dress for the weather. In the event of inclement weather, the parade will continue with those participants that are able to attend; however, VDOT may determine the road conditions are too hazardous and cancel the parade.

### **STAGING INFORMATION**

1. **STAGING LOCATIONS:** The parade staging area for most groups will be located in the Chester YMCA parking lot (3011 W. Hundred Rd). Vehicle clubs will be across the street at JT Morriss (3050 W. Hundred Rd). Equestrian units have been assigned individually, and Fire Units will be in the Kohl’s parking lot (2701 W. Hundred Rd).
2. **STAGING TIMES:** Staging locations can be accessed between 11:00 am and 1:30 pm the morning of the parade. Please arrive giving you and your group plenty of time to stage, while still enjoying the parade experience. All units will need to be on-site and ready by 1:30 pm to ensure they are not affected by the road closure happening at 1:45 pm.

3. **STAGING ARRIVAL:** Please be sure that all participants with your group are aware of the **Group Name** registered with and the **Staging Number** assigned on the staging sheet. Group names and numbers become particularly important when working with multiple, similar groups (Scouts, etc.).
4. **GROUPS WITH MINORS:** You are required to have an adult member of your organization on site prior to the children's arrival. Determine this time for your group and communicate it to all participants/parents reminding them not to arrive to drop off prior to that time. We will have Key Club Members from Thomas Dale High School available at the YMCA drop-off location, escorting children to the adult in their unit, allowing the parent time to park and find a location to enjoy to the parade.
5. **YMCA PARTICIPANT DROP-OFF:** All traffic dropping off parade participants at the YMCA must do so by turning on Parker Lane (the road running adjacent to the YMCA). No traffic will be allowed to enter the YMCA from the Rt. 10 entrance. From Parker Ln, enter the 1<sup>st</sup> side entrance into the YMCA parking lot, drop off the participant, loop around and exit **right** on Route 10. Listen to the volunteers (in bright safety vest). There will be 2 lanes of traffic dropping off, therefore there is no parking or waiting in this area. Please remind parents to not stop on Rt. 10 and drop off their children. This is extremely unsafe for them and for the parent to stop in the middle of traffic.



6. **PARKING:** Vehicles that are not in the parade will not be allowed to park at any parade staging area (including the YMCA). Due to heavy congestion at the end of the parade route, it is recommended that people park west of Harrowgate Rd., off some of the side streets that allow easy exit, or either Thomas Dale High School parking lot. The police will close Rt. 10 at 1:45 pm and it will not reopen until the parade's conclusion.
7. **PARTICIPANT PICK UP:** Arrange the pick-up of all float riders, band members, etc. from the disband area located at the Chester Library parking lot.

8. **RESTROOMS:** The Chester YMCA has graciously agreed to open from 11:30 am through 3:00 pm to allow parade participants use of their restroom facilities. Please take a moment to thank them.

## **PARADE INFORMATION**

1. **PARADE START:** The parade will begin at 2 pm. It will start on Rt. 10 at the Chester YMCA and will proceed west to Harrowgate Rd.
2. **PARADE END:** The parade ends at Harrowgate Rd. Groups that do not need to disband and do not wish to go into the Village Green (generally staged at JT Morriss), and units with vehicles too large for the Village Green, can continue west on Rt. 10 at Harrowgate Rd. Tractor trailers and Tow Truck Trains will be directed by police to stop on Rt. 10 in front of Walgreens for riders to get off the trailer or tow trucks to unhook so they do not have to turn into the Village Green and get stuck on the smaller roads. Please see separate document regarding Rt. 10 Disbanding.
3. **DISBANDING:** Units needing to disband will turn right into Chester Village Dr. and disband in the Library parking lot. Police will be directing traffic at the Green, follow their instructions. **DO NOT** disband prior to the library, do not turn on any side streets, and do not stop at the Village Green and block traffic. Disbanding ‘mid-stream’ causes parade back-ups and poses a safety risk for the children/participants involved. TDHS Key Club members will be available at the disbanding location to help with ‘kid control’, making sure that safety measures are followed as each child awaits their parent/guardian. The Key Club will not take responsibility for the children participating in the parade – only their safety! Adult members of each participating group are responsible for assuring that their child participants are picked-up by the appropriate adult following the parade.
4. **VEHICLES IN PARADE:** No vehicles are allowed to drive recklessly (burnout, race engine, etc.) for spectator and parade participant safety. Police are along the parade route and will ticket anyone acting in a reckless manner.
5. **THROWING CANDY OR OTHER OBJECTS:** Candy, toys, etc. are not to be thrown from the floats or any unit. These items can be handed to spectators by participants walking along the side of the road and handing out these items.
6. **MUSIC:** Feel free to add music to your unit. Holiday music is an especially nice touch. Loud or inappropriate music that interferes with other parade participants is not acceptable.
7. **KEEP THE PACE:** All units must keep moving at all times. Unless directed by Parade Volunteer or a Police Officer there is to be **NO STOPPING**. Groups can perform while still moving but keep up with the group ahead of you. Police and volunteers will be enforcing this.
8. **JUDGES:** The Judges will be located at the corner of Rt. 10 and Parker Ln. on the “driver’s side.” Units will be judged for originality, best use of theme, and crowd appeal, with any score resulting in a tie being decided by the panel of judges following the parade. Award categories will be: Best Float, Best Vehicle (single or car club), Best Band, Best Performing Unit, Best Equestrian Unit, Best Walking Group, and Best Fire/Rescue Unit. The results will be published in the Chester Village News.

I want to take this opportunity to thank you for participating in this year's Chester Kiwanis Christmas Parade. Without the support of everyone in the community, our parade, and the continued work accomplished by the Chester Kiwanis Club would not be possible.

If you enjoy the parade and would like to become part of the Chester Kiwanis Club, feel free to contact me, any Chester Kiwanis member, or visit our website for information. Our club loves to support the community in any way we can and supports various activities throughout the year. We always welcome new members that share our philosophy. *Together we can make a difference, one child and one community at a time.*

If you have any questions or concerns, please do not hesitate to contact me. Merry Christmas to you and yours!

Pam Dvorak, Chairperson

Chester Kiwanis Christmas Parade

[chesterchristmasparade@verizon.net](mailto:chesterchristmasparade@verizon.net)

(804) 318-1564 - home

(804) 437-4805 – cell (day of parade)