



WEST VIRGINIA STATE
UNIVERSITY

October 2018

To Whom It May Concern:

The West Virginia State University (WVSU) 2018 Homecoming Parade Committee would like to invite you to be a participant in this year's parade on Saturday, October 6, 2018, beginning promptly at 10:30 a.m.

Since 2001, the WVSU Homecoming Parade has averaged 43 unit participants. The parade, as in the past, will start at Shawnee Park, travel through the middle of WVSU's beautiful campus and end at Dickerson Stadium (you will be directed to turn right to exit the area). **All participants need to arrive at Shawnee Park by 9:30 a.m. to be checked in and begin line up.**

If you have interest in being a participant in the Parade or if you are a past participant, please take some time and review the enclosed documents. The application/harmless agreement must be returned by September 28, 2018.

Please note: If you need to line up with another unit, please be sure to list that unit on your application. That unit will also need to fill out an application. If you will be riding in a vehicle with another unit, please list that unit on your application.

Thank you in advance for considering being a participant in our 2018 Homecoming Parade. We will do our best to make your experience an enjoyable one. If you have any questions, do not hesitate to contact me at (304) 204-4300.

Sincerely,

Lisa M. Williamson

Lisa M. Williamson, Coordinator
2018 WVSU Homecoming Parade

Enclosures: Application/Harmless Agreement
Guidelines, Rules & Regulations, & Participant Survey

**West Virginia State University
Homecoming Parade Application**

Date: Saturday, October 6, 2018

Time: 10:30 a.m.

NAME OF ORGANIZATION: _____

CONTACT PERSON (S) NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

TELEPHONE: (HM) _____ (WK/CELL) _____

EMAIL: _____

TYPE OF ENTRY (Please check one)

- | | | |
|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Float | <input type="checkbox"/> Band | <input type="checkbox"/> Color Guard |
| <input type="checkbox"/> Drill Team | <input type="checkbox"/> Single Auto | <input type="checkbox"/> Shriners |
| <input type="checkbox"/> Single Truck | <input type="checkbox"/> Vintage Car | <input type="checkbox"/> Horse |
| <input type="checkbox"/> Motorcycles | <input type="checkbox"/> Clowns | |
| <input type="checkbox"/> Other, please describe _____ | | |

(Limit 8 vehicles per entry)

How many people in your group? _____ Animals? _____

How many vehicles are in your unit? Cars _____ Buses _____ Motorcycles _____

CATEGORY OF ENTRY (Please check one)

- | | |
|---|---|
| <input type="checkbox"/> Local Organization | <input type="checkbox"/> Marching School Band |
| <input type="checkbox"/> Local Commercial | <input type="checkbox"/> Car & Truck Club |
| <input type="checkbox"/> Church Group | <input type="checkbox"/> Church Group |
| <input type="checkbox"/> Military Group | <input type="checkbox"/> Individual Entry |
| <input type="checkbox"/> Mounted Group | <input type="checkbox"/> School Organization |
| <input type="checkbox"/> Elected Official (s) | <input type="checkbox"/> Political Candidate |
| <input type="checkbox"/> Clowns | |
| <input type="checkbox"/> Other _____ | |

Cars _____

Buses _____

Other _____

**PARTICIPANTS ARE RESPONSIBLE FOR PROVIDING
THEIR OWN TRANSPORTATION FOR THEIR PARADE UNIT**

IMPORTANT NOTE: If you need to line up with another unit, please be sure to list that unit on this application. That unit will also need to fill out their own parade application. If you will be riding in a vehicle with another unit, please list that unit on this application.

Do you need to be lined up with another unit?

If yes, please list the unit _____

COMMENTS FOR THE PARADE ANNOUNCERS

Please print/type brief description of entry. Please include names of Queens, Princesses, Kings, Princes, politicians, dignitaries, etc. Use separate sheet if necessary:

HOLD HARMLESS AGREEMENT

The undersigned agrees to participate in the 2018 West Virginia State University Homecoming Parade to be held on October 6, 2018 in Institute, WV. We agree to cooperate in every way possible and to abide by the established rules in order to insure the safety and success of the parade.

West Virginia State University, the Board of Governors, and the 2018 Homecoming Parade Committee shall not be held responsible and/or held liable for the property of participants from theft, damage by fire, water, accidents and/or other causes of injuries. It is hereby understood and agreed that the above organization, business, corporation and/or individual(s) shall not hold the officers, members, agents, volunteers and/or employees of West Virginia State University of the event responsible for any and all liability, suit, destruction, injury and/or claims caused by them, their volunteers and/or to volunteers, participants and/or spectators.

Signature: _____

Date: _____

Signature: _____

Date: _____

Please return application/harmless agreement as soon as possible to the Student Activities Office or fax it to (304) 766-4292.

WVSU Homecoming Parade
Attn: Ms. Lisa Williamson (lwilliamson@wvstateu.edu)
Wilson University Union
P.O. Box 1000
Institute, WV 25112-1000

If you have any questions, please call Ms. Lisa Williamson at (304) 204-4300.

Guidelines for Parade Participants

1. Application/harmless agreement should be mailed in as soon as possible. You may email (lwilliamson@wvstateu.edu) or fax them to (304) 766-4292.
2. Participants are responsible for providing their own transportation/vehicles for their parade unit.
3. Each entry shall be in "good taste" and shall, in the opinion of the Parade Committee, add beauty and interest from the public point of view.
4. **Each entry will display a sign or banner indicating affiliation.**
5. Floats should bear the name of the community, organization, company or individual responsible for its entrance in the parade on the side.
6. Participants must take and keep place assigned by the Parade Committee until the parade's official termination.
7. Please keep a distance of one (1) car length between you and the entry in front of you. Committee members will assist in this area.
8. The parade begins at Shawnee Park. You will be checked in by a committee member.
9. The parade travels through the middle of West Virginia State University on the brick road.
10. The parade ends at Dickerson Stadium (you will be directed to turn right to exit the area).

**West Virginia State University
Homecoming Parade Day
Rules & Regulations**

1. Participants should arrive at Shawnee Park **no later than 9:30 a.m.**
2. The parade will **begin at 10:30 a.m. sharp.**
3. **Check in** will be at the park entrance.
4. **If you need to line up with another unit, please be sure to list that unit on your application. If you will be riding in a vehicle with another unit, please list that unit on your application.**
5. **Drivers (of buses and other pertinent vehicles)**, after dropping off participants, may find parking near the Walker Convocation Center, Erickson Alumni, Sullivan Hall, or another lot on campus.
6. Units **may perform** as they are marching. A unit **may not stop** to perform unless the entire parade has otherwise stopped.
7. **Safety of our parade participants and crowd** is of utmost concern. Each parade participating group must be responsible not only for their own safety, but also for the safety of the public audience around them.
8. **Vehicle drivers are solely responsible** for the safe operation of their vehicle.
9. Participants must obey uniformed police officers and/or parade marshals at all times.
10. **No alcoholic beverages or illegal substances** of any kind will be allowed in the staging area, in any vehicle, on any float or on the person of any parade participant. This will not be acceptable or tolerated throughout the parade.
11. Parade groups with horse or animals of any kind **must each provide people** to perform **immediate "pooper scooper" duties.**
12. Your **group may not** in any way **solicit funds** from the parade audience.
13. There must be at least **1 adult for every 10 children under 12 years old.** There must be at least **1 adult for every 20 children between the ages of 13 & 17.**
14. All float materials **must be flame retardant.**
15. All **wiring must be** properly secured to prevent mechanical damage and injury to float riders.
16. Windshields of vehicles **must not be totally covered** to obscure the vision of the driver.
17. **Failure**, by any participant or parents of participants, **to obey any police officer or parade official** will be cause for an entry to be removed from the parade.
18. **Please** write down all comments about your parade experience, good or bad, on the Participant Survey.

**West Virginia State University
2018 Homecoming Parade
Participant Survey**

Please take a moment to fill out and send back (by mail, email, or by fax) this survey. We are very interested in your experience as a participant in the 2018 West Virginia State University Homecoming Parade.

1. Did you receive a parade informational packet with a letter of invitation, an application, parade guidelines, rules and regulations, etc.?

Yes _____ No _____ Comments: _____

2. Did you find the information helpful? Answer if this applies.

Yes _____ No _____ Comments: _____

3. If you had questions, were they answered to satisfaction?

Yes _____ No _____ Comments: _____

4. What would you like to see in next year's parade? _____

5. Would you participate in this parade again?

Yes _____ No _____ Comments: _____

6. What, in your opinion, could make the WVSU Homecoming Parade better next year? _____

