



PRE-PARADE MEETING AGENDA & PACKET

JUNE 19 AT 6 PM OR JUNE 22 AT 10 AM, 2019

1. **Welcome & Introductions** – Randy Pittenger
 - ☆ Theme – “100 Years in Belton”

2. **Staging Locations & Timeline** – Nelson Hutchinson
 - ☆ Line up well before 9:00 a.m.
 - ☆ Rules and Regulations
 - ☆ Vehicle Entry Identification – Numbers
 - ☆ You must enter the line- up area from Loop 121 at either Crusader or MLK. Do not enter from Central Avenue or Main Street
 - ☆ Provide your line-up number to your participants.
 - ☆ University of Mary Hardin-Baylor – Crusader Way
 - ☆ University of Mary Hardin-Baylor – University Drive

3. **Safety** – Belton Police Department / LT Aguirre
 - ☆ Spraying Water / Throwing Candy/ Distribution of Materials
 - ☆ Vehicles Driving Safely
 - ☆ Location of Fire/Paramedics and Police
 - ☆ Entry points - Loop 121 to Crusader Way & Loop 121 to MLK
 - ☆ Street closures / Traffic plans

4. **Announcers** – Randy Pittenger
 - ☆ Announcer Locations
 - ☆ Commentary – Deadline is June 22

5. **Coggins** – Leslie White

- ☆ Location (on UMHB Campus) – time frame – 0800-0900
- ☆ Tags
- ☆ Trailer Parking
- ☆ Ponying Up
- ☆ No studs

6. **Judging** – Nelson Hutchinson

- ☆ Will take place at 9 am IN LINE (to be judged, you must be in your spot and ready BY 9 am)
- ☆ Categories
- ☆ All entries decorated according to theme and/or Red, White & Blue

7. **VIPs / Elected Officials** – Nelson Hutchinson

- ☆ Drivers/Vehicles
- ☆ Vehicles - Location and time to line-up
- ☆ Transportation to the Patriotic Program from staging area
- ☆ Transportation to staging area from courthouse

8. **Closing Remarks** – Nelson Hutchinson

- ☆ Have FUN!
- ☆ Safety
- ☆ Flow Control
- ☆ Participant Suggestions

RULES AND REGULATIONS

- ☆ **SAFETY FIRST!** It will be HOT. BE PREPARED. You must provide drinking water for those on your float during the line-up waiting time.
- ☆ **GET IN THE SPIRIT!** All entries must show patriotic spirit. Decorate your entry.
- ☆ You will be given two parade line-up number cards. This number needs to be displayed on the front of your entry so that parade announcers can see it easily. (Recommend putting it high on the windshield on both sides of the lead vehicle, so that judges can easily see.) No number means no commentary when your entry drives by the announcers.
- ☆ All entries should bear the name of the community, organization, company or individual responsible for its entrance in the parade. The letters should be large enough to be read from 50 feet away.
- ☆ When you receive your line-up number, it will indicate your line-up area.
 - All entry numbers will be printed on yellow paper
- ☆ **NOTE: All entries will stage on the campus of the University of Mary Hardin-Baylor.**
- ☆ **Enter from Loop 121 at Crusader or MLK - do not enter line up area from Main St / Hwy 317.**
- ☆ Your entry must be in place, ready to go with all riders aboard by 9:30am.
- ☆ Arrive early, especially if you have a large entry such as an 18-wheeler, so you will have more maneuvering room.
- ☆ Portable toilets will be available throughout the UMHB campus.
- ☆ Please keep your staging area clean and free of debris.
- ☆ Please provide your participants with a business card or index card with the name of the entry, so that your riders will be able to find your group in the staging areas. (See sample below.)
- ☆ **Example of card to distribute to participants:**
Please indicated your line up location with the name of the location.

Line-up # and location:

Name of Entry:

Point of Contact:

SAFETY

- ☆ 7:30 a.m. Central will be closed at this time from Main to Penelope.
- ☆ 9:00 a.m. The parade route closes. If you or part of your group are late, you will not be able to cross Main Street or Central Avenue after 9:00 a.m. You must enter the parade line-up from Loop 121 at Crusader or MLK.
- ☆ At the end of the parade all entrants will be kept moving northbound on Birdwell toward 6th Avenue.
- ☆ Entrants **will not be** allowed to stop or unload on Birdwell.
- ☆ Police Officers will be stationed at 6th and Birdwell to get entrants out onto 6th.
- ☆ Entrants returning to the staging area will have to go north on Old Waco Road, Beal, Wall or Penelope Streets.
- ☆ Entrants cannot go back south from 6th on any of the side streets.
- ☆ For the safety of the public and to try and insure smooth traffic flow, all officers and city staff are given instructions where to direct traffic.
- ☆ All vehicles/persons are required by law to follow instructions given by a Police Officer.
- ☆ Follow the routes directed and do not get in a rush.
- ☆ No spraying of water (squirt guns, fire hoses, etc.) due to safety concerns and participant/spectator complaints.
- ☆ No candy, flowers, promotional items, samples, or **anything whatsoever** may be thrown, distributed or passed out from any entry; this can cause children to run into oncoming parade traffic.
- ☆ Due to insurance policy, no real firearms are allowed in the parade at any time unless you are a part of a historical reenactment group with period appropriate pieces.
- ☆ Participants must take and keep their assigned place during the formation and movement of the parade until they reach the end at 2nd and Birdwell.
- ☆ Fire officials, paramedics and police will be stationed throughout the parade.

- ☆ All vehicles must be driven safely, no ***burning out***, turning around, speeding or careless driving.
- ☆ **Vehicles / entries can and will be pulled from the parade.**
- ☆ Please make every effort to keep your vehicles in the center turning lane (between the two yellow lines). This will ensure the safety of the spectators.

ANNOUNCERS

- ☆ Announcer Locations
 - Main Street at Aware Central Texas (MLK)
 - Main Street at First Baptist Church (6th Ave)
 - Main Street at Bell County Museum (6th Ave)
 - Central at Courthouse (between Main & East Streets)
 - Central at Chamber office (Between Wall and Blair Streets)
- ☆ Commentary – specifications and deadline – June 22nd

COGGINS / HORSE ENTRIES

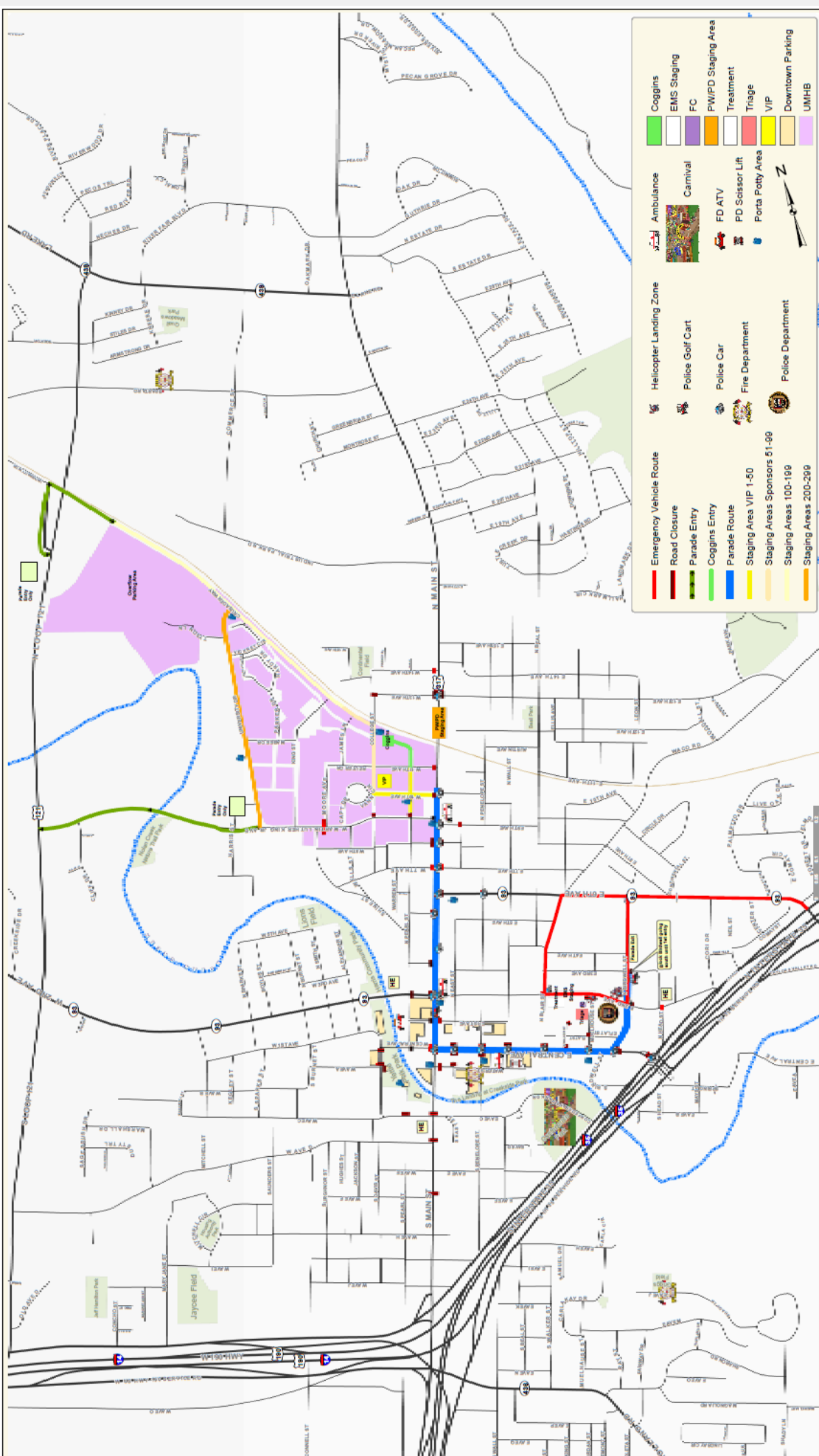
- ☆ Line-up location: Field on UMHB Campus just south of the railroad tracks at College and Crusader Way
- ☆ Each horse will be tagged once Coggins papers have been verified. **NO COGGINS, NO PARTICIPATION!**
- ☆ ONE rider per horse – NO PONYING UP!
 - This means no horse can be tied or led by another. There must be a rider on each horse that has control over it.
 - This excludes foals. Foals may be tied in order to follow mothers, no riders on foals.
 - Horses that kick must have a red ribbon tied to their tail.
- ☆ No Studs!
- ☆ Coggins check time will be 8am – 9am

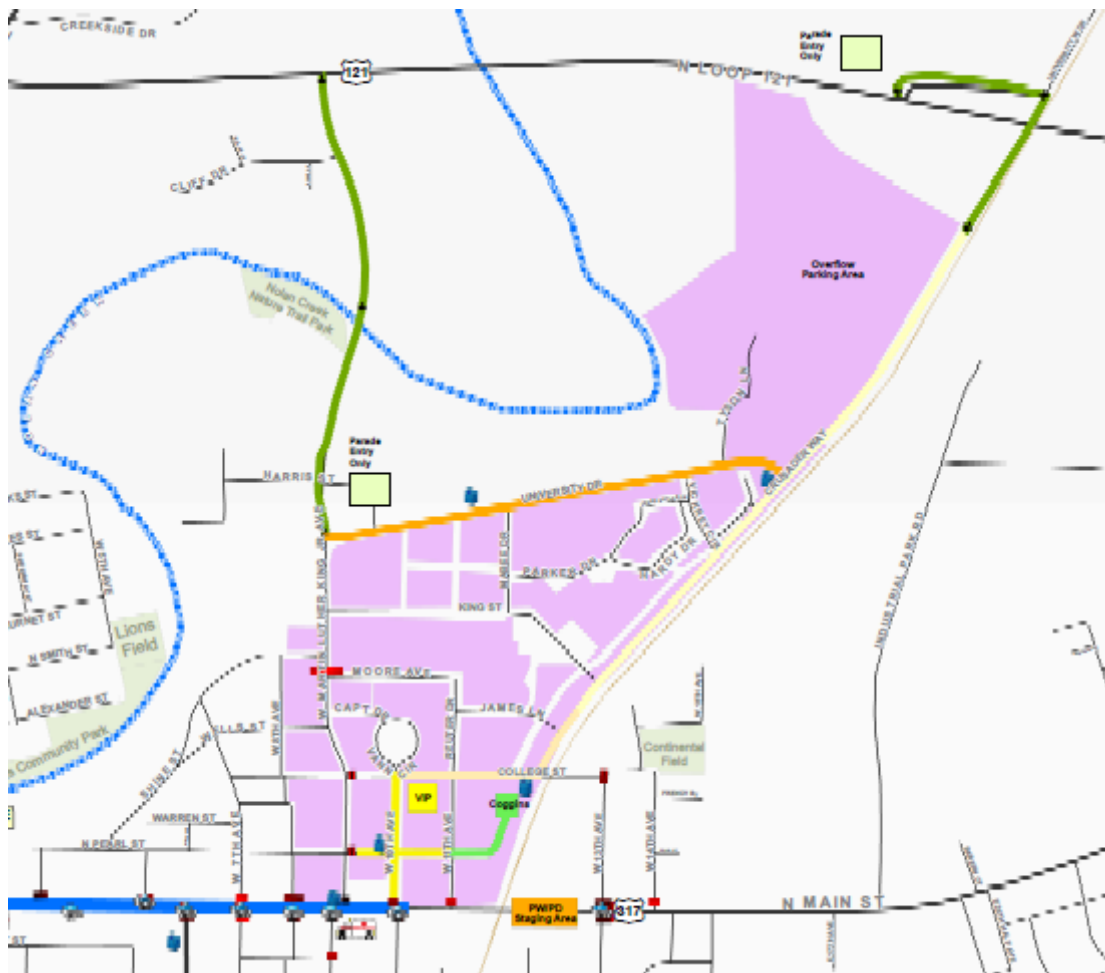
JUDGING

- ☆ Judging will take place IN LINE at 9am. The judges will drive down the route starting at 9 am to judge entries.
- ☆ **Entries arriving after 9am will not be judged.**
- ☆ Trophies will be awarded prior to start of the Parade (cash awards will be given later).
- ☆ Categories:
 - Best of Show/Chairman's Choice – For Profit Business
 - Best of Show/Chairman's Choice – Non- Profit Organization
 - Most Original/Best Use of Theme – For Profit Business
 - Most Original/Best Use of Theme – Non- Profit Organization
 - Most Patriotic - For Profit Business
 - Most Patriotic - Non-Profit Organization
 - Best Youth Organization
 - Best Sports Team
 - Best Equestrian Unit
 - Best Walking or Marching Group
- ☆ All entries must be decorated according to theme and/or Red, White & Blue

VIPS / ELECTED OFFICIALS

- ☆ Ensure your vehicle arrives in the Parker Academic Building parking lot (Corner of 10th & College Street) **AFTER** 8:00 a.m. but **NO LATER** than 9:30 a.m.
- ☆ If your driver is meeting you at the staging area - ensure they know whom they are driving for.
- ☆ Belton ISD will have a bus available to transport you to the Patriotic Program at the courthouse from UMHB at 8:20 am.
- ☆ From the courthouse, all dignitaries who have entries in the parade will ride on the bus provided on the East side of the courthouse.
- ☆ Must ride in a vehicle, no walkers may walk alongside.





CLOSING REMARKS

- ☆ **HAVE FUN!!!**
- ☆ Safety
- ☆ Flow Control at corner of Birdwell and Central Avenue
- ☆ Participant Suggestions / Questions / Concerns / Issues

Pre-Parade Attendance

By signing this I agree and confirm that I have attended a 2019 Pre-Parade meeting and understand and acknowledge all information, rules, and regulations that have been discussed.

Name of Organization, Business or Individual: _____

Contact Name: _____

Contact Number: _____

Print Name: _____

Signature: _____ Date: _____