

Kiwanis Owen Sound Santa Claus Parade

SUGGESTED PARADE ENTRY - TO DO CHECKLIST

MONTH	TASK	COMPLETE
AUGUST	<ul style="list-style-type: none"> • Arrange for loan of a truck and a trailer • Check www.owensoundsantaparade.com for current year's parade info • Contact parade for registration santaparade@kiwanisowensound.com 	
SEPTEMBER	<ul style="list-style-type: none"> • Request a registration to get your entry forms on time • Book a generator and P.A. system • Seek sponsorship or financial contributors if needed • Gather float building supplies 	
OCTOBER	<ul style="list-style-type: none"> • Submit all your registration and fees if applicable • Find a location to build your float • Build your float using plenty of theme decorations and music • Registration correspondence • Build your float for all potential weather conditions 	
NOVEMBER	<ul style="list-style-type: none"> • NOTE REGISTRATION DEADLINE – First Friday in November <u>but space is limited so first come first served</u> • Receive section assignment from parade line-up marshal • Notify parade & rogers of any changes and submit info for TV broadcast • Post parade: disassemble and pack up your float off site for another year • Communicate arrival plans with all your participants, consider the weather conditions • Keep a group contact list for parade day and have chaperones if Children are participating in your entry • Be sure to minimize any of your risks , make sure your entry is safe <p style="text-align: center;">BE SURE TO ADHERE TO ALL PARADE RULES & REGULATIONS</p>	
DECEMBER	<ul style="list-style-type: none"> • Enjoy the Holiday Season! 	
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY	<ul style="list-style-type: none"> • Organize a committee & make a plan • Plan your float design following parade regulations 	
JUNE	<ul style="list-style-type: none"> • Seek out committed volunteers to help make it all happen 	
JULY	<ul style="list-style-type: none"> • Vacation! 	