

Zeeland's Annual Pumpkinfest Parade

Spring 2011

To Whom It May Concern:

We are busy planning this year's **Pumpkinfest**, and would like to invite you to participate in the **parade**, which is **Saturday, October 8, at 3 pm**. The theme is "Pumpkinfest Celebrates Harvesting Goodwill." Applications will be available in July. **The deadline for applying to be in the parade is Thursday, September 8, 2011.** *Applications received after that date will not be accepted.*

If you are interested in being in the parade, please read the following information carefully, as requirements have changed from 2010:

***Get your application in early.** Because of limited line-up areas, a limited number of volunteers, and for safety reasons, we have a limited number of spots available in the parade. **The parade will fill up!** Once the parade is full, we will not be adding any more entries. We also will not be adding or adjusting after the deadline. We will not be making any "reminder" phone calls to remind you to sign up for the parade. We simply do not have the time or the staff to do that.

We need to have the actual application; no phone-ins allowed.

***We encourage you to apply even if you are just "thinking about" being in the parade.** It is much better to have a spot reserved and decide to cancel, than to miss being in it! If you do need to cancel, please let us know ASAP.

*** We will e-mail you a confirmation if you are approved to be in the parade.** Please provide your e-mail address on the application. If you do not have e-mail, we will call you. Please allow a few days' time for us to get your confirmation to you.

***You can expect to receive your line-up information in the mail a week after the deadline.** We will begin working on the line-up immediately following the deadline. Therefore, we will not be making adjustments or additions after September 8. This is a huge parade to plan and organize. We need to get the line-up information to the participants ASAP, organize our volunteers, get the line-up information to the Police & Rescue so they can plan accordingly, and we need time to organize our many other events for this 3-day festival.

***If you would like to be placed in the parade near another participant, please indicate that on your application,** as we will not be switching around the line-up once it is created.

***We will contact you if we receive your application and the parade is full.**

***Read & Sign the Hand-out Policy.** On the application, read and sign that you understand the policy regarding handing out candy or other items. ABSOLUTELY NO THROWING of anything during the parade! Do not throw from vehicles or from the middle of the road. You must have people walking along the curbside, *handing* items to the people in the crowd. We cannot have children running into the street to retrieve candy that was thrown irresponsibly. If you do not follow this rule, you will not be allowed to be in future parades. We need this to be a safe event. Also, hand-outs must not slow down the parade.

***Please allow 2 car lengths' of space between your entry and the entry behind and in front of you.**

***All entries must be decorated in an autumn theme, or to the theme of this year's Pumpkinfest.**

Thank you!

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