

# PARADE INFORMATION PACKAGE



## Timmins Santa Claus Parade 2011

**Date:** Saturday, November 5<sup>th</sup>, 2011

**Time:** The parade will begin at 6:30 p.m.

*Canned goods and other donations will be accepted from 6:00 – 6:30 p.m. along the parade route.*

**Location:** Downtown Area, Timmins, Ontario

**Theme:** THE MAGIC AND THE MUSIC OF CHRISTMAS

### This Information Package Includes:

- ❖ Greetings from the Parade Chairperson
- ❖ General Parade Information
- ❖ Information for Parade Entries (2 pages)
- ❖ Parade Route Map
- ❖ Parade Registration Form

The Timmins Santa Claus Parade is organized by a group of volunteers and is made possible by the following non-profit organizations:

Timmins Chamber of Commerce



P.O. Box 985, Timmins, ON P4N 7H6  
76 McIntyre Road, Schumacher, ON  
Phone: (705) 360 – 1900; Fax: (705) 360 – 1193  
E-mail: admin@timminschamber.on.ca



71 Balsam Street South, Timmins, ON P4N 2C9  
Phone: (705) 264 – 8733; Fax: (705) 264 – 8855  
E-mail: timminsd@ntl.sympatico.ca  
Website: www.downtowntimmins.com



# TIMMINS SANTA CLAUS PARADE 2011

## Information Package for Parade Entries

**Date:** Saturday, November 5<sup>th</sup>, 2011

**Time:** 6:30 p.m.

**Location:** Downtown area, Timmins, Ontario

**Theme:** THE MAGIC AND THE MUSIC OF CHRISTMAS

### ***A Message from our Parade Chairperson***

*We're eager to host a beautiful display of colour, lights, and music with our 22<sup>nd</sup> annual Santa Claus Parade. We hope you will join us in making this an event to remember.*

*Our Committee makes safety our top priority. Please use great care on parade day. Expect congestion with traffic and spectators. We appreciate your cooperation with our ground support volunteers and with the details outlined in our parade registration package.*

*Parade floats can be registered by families, teams, companies or organizations. The more the merrier – but please make the effort to develop a Christmas entry. A company car with streamers is not a parade float.*

*We are always working to organize a bigger, better parade. This is my favourite time of the year. It's our 22<sup>nd</sup> parade, but it's just as exciting as our first!*

*See you on parade day!*

***Brian Blahey***  
Chairperson

### **So you want to participate in the parade...**

**To Register** a parade entry (float, marching group, vehicle/trailer combination, etc.):

- ❖ Refer to the "**GENERAL PARADE INFORMATION**," "**INFORMATION FOR PARADE ENTRIES**," and **MAP**
- ❖ Complete the registration form – make sure you include a phone number for a lead person
- ❖ Mail or deliver registration form by **Thursday, October 27<sup>th</sup>** to the **Timmins Chamber of Commerce\***
- ❖ Pay \$20 registration fee (school and non-profit youth groups are exempt)
- ❖ Questions or comments? Call or e-mail the parade committee at the **Timmins Chamber of Commerce\***

**To Volunteer** with the parade (*the parade relies on LOTS of volunteers*):

- ❖ We would love to get to know you!
- ❖ You must be at least 14 years of age, or be working with a trusted adult
- ❖ Get your group, organization or friends together (high school students welcome!)
- ❖ Contact the **Downtown Timmins Office\***

\*Contact information available on front page of information package



## GENERAL PARADE INFORMATION

The **Timmins Santa Claus Parade** is the community's largest single event and the largest parade in the region. More than 60 entries are expected, with over 1,000 persons involved with the parade as volunteers or groups in the parade itself. Over 10,000 spectators are expected.

<b>Time</b>	The parade begins at 6:30 p.m. and ends usually around 8:00 p.m. Parade entries must be moved into the Parade Marshalling area at least 1 hour prior to the parade, and by 4:30 p.m. Food bank donations will be accepted beginning at 6:00 p.m., with entertainment available for those waiting. This is a new addition to the parade.
<b>Route</b>	The parade takes place in the downtown area of Timmins. The total parade route is about 12 blocks. The parade leaves from Spruce Street South/Second Avenue and proceeds north on Spruce Street to Algonquin Boulevard, turns onto Algonquin for one block to Pine Street. At Pine Street, the route turns south to Third Avenue, and then runs down Third Avenue to Mountjoy Street. At Mountjoy, the route turns north to cross Algonquin Boulevard and ends at the Centre Culturel LaRonde.
<b>Dress</b>	You will be outside for 2 – 3 hours, and longer if you are participating in any of the parade entries. Dress warmly! Take care for hands, toes and faces, especially with young children.
<b>Warm-up Area</b>	Immediately following the parade, join us in the large ballroom of Centre Culturel LaRonde for hot chocolate, coffee, and cookies – all compliments of our sponsors.
<b>Parking</b>	Parking is banned along the parade route after 4 p.m. on parade day. This is for spectator safety. Parking is free at all parking lots and on street spots on parade day. Expect congestion, drive carefully, or use transit. For parade entries: Only parade entries may park in the marshalling area. <u>No other vehicles</u> . Plan to use nearby parking lots.
<b>Congestion</b>	The marshalling area at Brunette Road, Second Avenue, to Spruce Street will be congested on parade day. Please avoid driving to this area. Vehicles dropping off participants must do so outside the marshalling area. Following the parade, the Mountjoy Street area adjacent to Centre Culturel LaRonde will be congested. Plan to park at nearby parking lots and walk to meet your party.
<b>Parade “Headquarters”</b>	Volunteers will be available at the Parade Bus in the marshalling area to answer questions.
<b>Get in the Spirit!</b>	Parade Day is a lot of fun and for the most part, it's free! Remember that all parade traffic personnel and marshals are volunteers. They are working to provide a safe community event.
<b>Parade Organizers</b>	The parade is organized by the Santa Claus Parade Committee – a partnership of the Downtown Timmins Business Association and the Timmins Chamber of Commerce. The Committee Chairperson is Brian Blahey, and members are: Lynn Burchard, Noel Arbic, Noella Rinaldo, Mike Regimbal, Glen Shalton, Sgt. Marty Wallingford, Andre Regimbal, and Cst. Jeff DelGuidice.
<b>Questions or Comments?</b>	Please contact the Santa Claus Parade Committee Noella at <b>Downtown Timmins BIA</b> Tel: (705) 264 - 8733, or E-mail: timminsd@ntl.sympatico.ca Lynn at <b>Timmins Chamber of Commerce</b> Tel: (705) 360 - 1900, or E-mail: admin@timminschamber.on.ca



# TIMMINS SANTA CLAUS PARADE

## Information for Parade Entries

### Parade Registration Process

- ❖ Review the parade entry guidelines
- ❖ Get your team together for a fun time to plan and build your entry
- ❖ Submit your completed registration form with payment to either the Timmins Chamber of Commerce (address on the **REGISTRATION FORM**)

### Registration

An entry fee of \$20 per organization or company is applicable to help offset the costs (school groups and non-profit youth groups are exempt). No organization or company will pay more than \$20, even if they have more than one part to their parade entry.

For marshalling purposes, please indicate if your entry has multiple parts (e.g.: a walking group followed by a truck with trailer)

**Deadline for entries: Thursday, October 27<sup>th</sup>, 2010**

### Entry Guidelines

**Size of entry:** Maximum height of any entry is 4 metres (13 feet)  
Maximum length is tractor trailer with pup trailer (about 60 feet)

**Parade vehicles:** All parade trucks, trailers, or other vehicles must be licensed, insured and road-worthy. Entrants are responsible to ensure that their vehicle is operated by a driver licensed to operate that vehicle.

**IMPORTANT** —————> **Company vehicles may escort a parade float, band or dance group, but a company vehicle by itself is NOT a parade entry.**

**Music and Lights:** This is an evening parade, so the more lights the better! Entries are encouraged to include Christmas songs or other appropriate music in their entries.

- **Indicate on your registration if you will have a sound system or live music in your entry**
- **Drivers MUST NOT USE HORNS or sirens unless there is an emergency**

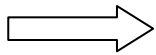
**Theme:** This is a Christmas parade, and entries must have a seasonal theme. Entrants are encouraged to adopt the parade theme: "**The Magic and the Music of Christmas**." The Parade Committee reserves the right to refuse any entry. This is a Christmas parade and a community event, and entries must reflect this.

**THE PARADE COMMITTEE WILL DISPLAY THE ONLY LIVE SANTA!**

**Handouts:** If your group intends to distribute handouts along the route, you must have representatives walking along the crowd to distribute any candy, toys, or coupons. **DO NOT THROW CANDIES, OR OTHER ITEMS AT THE SPECTATORS!**

**Taking care:** If children are included in your entry, have adequate adult supervision. Have children seated on parade floats. Do not have young children walking next to large trucks. Dress warmly! The parade committee has provided a **warm-up area** following the parade in the large ballroom at Centre Culturel LaRonde. Cookies, coffee and hot chocolate is available courtesy of generous local restaurants and merchants.

**Parade Marshalling:** A few days prior to the parade, your lead person will be advised of the position number for your entry.



**MAKE SURE THAT EVERYONE PARTICIPATING IN YOUR ENTRY IS AWARE OF THE POSITION NUMBER AND LOCATION YOU HAVE BEEN ASSIGNED.**

Do your part to make sure your people can find you and your entry. On Parade Day, move your entry to your designated position at least one hour prior to parade time, and by 4:30 p.m. for big rigs. Parade volunteers will have the marshalling area marked off with position numbers. Refer to the parade marshals for further directions. Parade entries must remain in their designated position in the parade at all times. All entries must move in a forward direction at all times, in order to help maintain the flow of the parade.

**Big rigs/trucks:** **DO NOT USE HORNS OR SIRENS EXCEPT TO INDICATE AN EMERGENCY!**

For safety along the route, tractor trailers must be escorted by walkers alongside the entry: 2 in front, 2 alongside or behind is recommended. WALKERS MUST BE OVER THE AGE OF 16. Walkers should wear safety vests or bright clothing. For safety reasons, tractor trailers must arrive in the parade marshalling area before other entries – by 4:30 p.m. on parade day.

**Parking & Traffic:** DISEMBARK PASSENGERS IN FRONT OF THE LARONDE BUILDING AND THEN MOVE YOUR FLOATS AND PARADE VEHICLES OUT OF THE AREA. You may disassemble your float in the nearby parking lots, not on the street! A warm up area and refreshments is available at the LaRonde building. Drop by!

**Awards:** All parade entries will be presented with a certificate. **Presentations will be made at the Shania Twain Centre on Sunday, November 6<sup>th</sup>, 2011 at 12:00 p.m.** WE INVITE 1 OR 2 REPRESENTATIVES FROM EACH ENTRY TO ATTEND THE PRESENTATION OF CERTIFICATES. Entries will be reviewed by a panel of judges. This review will take place immediately prior to the parade and along the route, near the ONR station.

Best in Theme  
Best Walking Group  
Best Small Entry (Open Theme)  
Most Spirited  
Best Large Entry (Open Theme)

Biggest and Brightest  
Best Animated Float  
Most Comical Float  
Most Original Float



# TIMMINS SANTA CLAUS PARADE

## REGISTRATION FORM FOR PARADE ENTRIES

Organization/Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Fax: \_\_\_\_\_

Day time Phone: \_\_\_\_\_

Organizers will be contacting you a few days prior to the parade with information about your location in the parade line-up. Please provide a phone contact **with an answering machine**. This person will be responsible for passing on this information to all other people involved with your entry.

**DESCRIPTION OF ENTRY** In order to assist with organizing the parade, please provide the full details of your entry.

Title or Name of your Entry: \_\_\_\_\_

Brief Description: (vehicle type, trailer or flatbed, walking group?) \_\_\_\_\_

Examples:



(Flatbed)



(Truck with/without trailer)

Do you have music in your entry? \_\_\_\_\_

Type: (i.e., live or stereo) \_\_\_\_\_

Length of Entry (estimate): \_\_\_\_\_

Height of Entry (estimate): \_\_\_\_\_

TOTAL NUMBER OF PEOPLE IN YOUR ENTRY:

Actually on the float/entry \_\_\_\_\_

Walking (must be over 16 years) \_\_\_\_\_

IF YOUR ENTRY INCLUDES A VEHICLE AND/OR TRAILER:

Is the vehicle/trailer insured? \_\_\_\_\_

Is your driver insured for that vehicle? \_\_\_\_\_

Additional information you would like the judges to know about your group or entry (i.e., special features about the entry, details about your group or organization, how long to prepare your entry, sponsors, etc.) \_\_\_\_\_

Category of Award Consideration: (please check one)

- |   |   |   |
|---|---|---|
| <input type="radio"/> Best in Theme       | <input type="radio"/> Best Animated Float           | <input type="radio"/> Most Comical Float            |
| <input type="radio"/> Best Walking Group  | <input type="radio"/> Best Small Entry (open theme) | <input type="radio"/> Most Original Float           |
| <input type="radio"/> Biggest & Brightest | <input type="radio"/> Most spirited                 | <input type="radio"/> Best Large Entry (open theme) |

Registration: \$20 per organization or group    Cheque \_\_\_\_\_ Cash \_\_\_\_\_ Debit \_\_\_\_\_ M/C \_\_\_\_\_ Visa \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Submit to the **Timmins Santa Claus Parade**, c/o the **Timmins Chamber of Commerce**, at P.O. Box 985, Timmins, ON P4N 7H6  
**Street Address:** 76 McIntyre Road, Schumacher, ON. **Fax:** (705) 360 - 1193



Hollinger Park  
 Brunette Road (formerly Park Road)  
 Shania Twain Road  
 Railway Street

Park Road Square Food Banks  
 Library  
 ONR/ TEDC  
 Parade Bus  
 Call Centre  
 Beer Store

Spruce Street  
 Marshalling Area  
 Marshalling Area

Empire Building  
 101 Mall  
 Police Bldg  
 Gas Station  
 Timmins City Bingo

Pine Street  
 Video area  
 CIBC  
 Tweed & Hickory  
 Health Unit

City Hall  
 Algonquin Boulevard  
 Transit Station  
 Third Avenue  
 Cedar Street  
 Second Avenue  
 Fire Hall  
 First Avenue  
 Kirby Avenue

Balsam Street  
 Canada Post

Birch Street  
 Elm Street

End of parade route.  
 Disembark passengers at LaRonde Centre but vehicles must leave area.

On Parade Day:  
 No on-street parking along parade route after 4pm  
 Also, no parking in marshalling area all day  
**Free parking** in all other lots and all other streets

LaRonde Hall (warm up area)  
 Designated parking for Disabled persons  
 DAYS INN  
 Elm Street

**PARADE ROUTE MAP**

Don's Pizza  
 Wilson  
 Mountjoy Street