

**Illinois State University
Homecoming
Parade Resource Guide**

Overview

Theme: Relive the Moments

Parade Start Time: 10:00 am

Parade Check-in Time: 8:30 am (will vary depending on entry category)

Football Opponent: North Dakota State (2 p.m. game time)

How can you participate in the parade?

You must submit an application to participate in the parade. Applications can be completed online and are available at Homecoming.ilstu.edu or by calling (309) 438-2586. Alternatively, hard copy applications should be submitted to Homecoming Parade, Campus Box 3100, Normal, IL 61791-3100. There are three types of entries your organization may consider that are eligible for prizes:

-Mobile Units

Cars or trucks with people riding. You will need to identify the organization with signs on both sides of vehicles and be decorated in some manner with the Homecoming theme.

-Walking Units

Walking units include entries with NO motorized vehicles. Ideally the group will entertain in costume and will represent the group's purpose and portray the Homecoming theme.

-Floats

The traditional float is usually built on a flatbed truck or a hay trailer and towed by another vehicle. Floats involve the construction of scenery and props. Please specify the length of your float for line-up planning purposes. Please note that floats are subject to additional safety requirements outlined in the rules section of this document.

What can your organization win?

Parade entries will be judged on incorporation of the homecoming theme, originality, workmanship, animation and special effects, and general presentation. Prizes will be awarded to judges top choices.

Parade Rules

Parade entries found to be in violation of parade rules will be disqualified from judging and may be prohibited from participation in the parade. These rules are subject to change. You will be notified with any changes that may occur. For more information contact the Illinois State University Office of Environmental Health and Safety at (309) 438- 8325.

I. General

- ◆ All organizations must submit a completed application listing all required information.
- ◆ At least one member of the organization must remain with the parade entry at all times.
- ◆ Articles shall not be tossed out or thrown from parade units. Articles may be handed out at the curbside only.

- ◆ No hazardous materials, flammable materials or use of actual fire is permitted.
- ◆ Drivers and participants must be drug and alcohol free
- ◆ **Consumption of alcoholic beverages or display of containers (keg, bottles or cans) is not permitted. Alcohol found within entries during the parade will be removed from the parade line up.**
- ◆ The homecoming committee has the right to remove entries or participants who demonstrate inappropriate or unruly behavior.
- ◆ Signs, slogans, gestures or specific language containing suggestive references considered inappropriate for family entertainment or spectators is not permitted.
- ◆ Float entries must comply with all additional regulations outlined in the following sections.
- ◆ **All float entries must be inspected by a safety officer from Environmental Health and Safety. Floats that do not meet safety standards cannot be allowed to participate in the parade. It is recommended to arrange a safety inspection prior to the parade day by contacting Environmental Health and Safety at (309) 438-8325.**
- ◆ When at all possible, we encourage the use of recycled and recyclable materials in constructing your float.
- ◆ **Community entries will be limited to the first 50 entries**
- ◆ Floats and Mobile units are limited to no more than 2 vehicles per entries

II. Fire Prevention / Safety

- ◆ Smoking and use of any open flame shall not be permitted on or near any float.
- ◆ Displays on floats shall not use any fireworks or explosives.
- ◆ It is required that a fire extinguisher be available during construction and on the float or in the tow vehicle readily available during the parade. The extinguisher shall be a 5 pound ABC type extinguisher or greater.
- ◆ Fire extinguishers may be borrowed from Environmental Health and Safety. A refundable deposit is required. Fire extinguishers may be picked up prior to the parade and must be returned to the Office of Environmental Health and Safety within five days after the parade. Groups failing to return the fire extinguisher will be charged the cost of a replacement.
- ◆ Floats on display shall be located at least fifty (50') feet from any building or structure.
- ◆ No spraying of water.
- ◆ Participants shall not jump from or onto the parade entry while the vehicle/float is in motion.
- ◆ No parade entry shall use prohibited material, including straw/hay.
- ◆ All materials used in the construction of the float (tissue paper, paint, etc.) shall be fire resistant and meet the "Field Test" Match Flame Test. It is suggested that you keep packaging stating that the materials are fire resistant to show the safety officer. If packaging is not available, the safety office will follow the procedure described in the National Fire Protection Association, NFPA® 705 Recommended Practice for a Field Flame Test for Textiles and Films 2009 Edition.
**If you have a question about acceptable materials, please contact the safety officer to arrange a safety test prior to float construction.
- ◆ Examples of Acceptable Float Building Materials:

Vinyl Floral Sheeting
Vinyl Fringe
Vinyl Festoon
Foam board
Letters/Numbers/Shapes
Metallic Floral Sheeting
Metallic Fringe
Metallic Festoon
Metallic Glitter

Mylar Film
Deco-puffs / POMPS
Confetti Stick
Bubble Machines
Smoke Machines
Paper Mache
Paint
Dry ice

III. Construction

- ◆ Hay, straw, or grass bales can be used on floats and vehicles as long as the bales are wrapped with fire retardant materials that meet the NFPA 705 Field Test. There shall be no uncovered hay, straw or grass (bales or loose) allowed on any float or on any vehicle.
- ◆ Hand holds, side rails or other adequate support shall be constructed and/or provided whenever float personnel are required to ride in a standing position or when they are stationed within two (2) feet of the edge of the parade float.
- ◆ The ground clearance of a float bed shall not be higher than four (4) feet or less than two (2) feet.
- ◆ The decorative float skirt must have a ground clearance of at least two (2) inches above the surface of the street.
- ◆ It is recommended that the float represent/incorporate the Homecoming theme.
- ◆ If floats are using electrical lighting powered by a generator, the generator shall be in the tow vehicle and not on the actual float.
- ◆ If a float is not built to a satisfactory condition according to the Office of Environmental Health and Safety, it will not be allowed in the parade.

IV. Float Towing Vehicle

- ◆ All floats must be pulled by a towing vehicle in satisfactory condition.
- ◆ The float must be built on some sort of flat bed or cart.
- ◆ Auxiliary supplies of gasoline, oil, or other fuels shall NOT be carried on the parade float or the towing vehicle. Any type of gasoline canister presents a fire hazard.
- ◆ The driver must remain with the float at all times.

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Parade Resources

<http://www.astroparade.com>

<https://www.astroparade.com/productlist.cfm>

<https://www.paradefloatsuppliesnow.com/>

Links for fire retardant sprays to treat flammable materials:

<https://natfire.com/product/fire-retardant-spray-for-fabric/>