

2023 APS ELECTRIC LIGHT PARADE GUIDELINES, SAFETY & OPERATION DETAILS



CONTENTS

LIGHTING GUIDELINES	3
POWERING YOUR LIGHTS & OTHER TIPS.....	3
PARADE SAFETY, PARTICIPATION REQUIREMENTS & GUIDELINES	4
FLOAT GUIDELINES.....	6
DRIVER GUIDELINES	7
FLOAT RIDER GUIDELINES	8
ENTRY WALKING MARSHAL & SAFETY SPOTTER INSTRUCTIONS	9
FRIDAY NIGHT	10
ENTRY STAGING	10
ENTRY INSPECTION.....	11
PARADE DESTAGING	12
PARADE ENTRY TIPS	13
AWARD CATEGORIES	14
AWARD JUDGING (FRIDAY NIGHT).....	14
AWARD JUDGING (SATURDAY NIGHT).....	17
AWARD JUDGING POINT SCALE.....	18
AWARD WINNERS	18
IMPORTANT DATES AND DEADLINES.....	18
CONTACT INFORMATION	19
DISCLAIMERS	20
ATTACHMENTS.....	21

I'm registered to be a parade entry so now what?

The easy part is over and it's time to start to develop and implement a design for your entry. Carefully review all sections of this document as they address all things parade including lighting standards to safety requirements, to staging and destaging and everything in between. They are essential for the safe development of an entry that will wow the crowd, promote your entry and most importantly, will be safe.

LIGHTING GUIDELINES

The APS Electric Light Parade is a night-time parade; all entries MUST focus on developing an entry that has high visual interest through the use of lights.

- Only Underwriter Laboratory (UL) approved wiring, lights and batteries may be used (meets nationally recognized standards for safety).
- Everyone, whether walking or riding, and their accessories must be illuminated. Glow products may substitute for the lights.
- Handheld accessories: headpieces, instruments, etc., must be outlined or accented with lights or glow products. The route is over two miles...it's advisable to limit the weight on each uniform/instrument by using appropriate lighting systems.
- For optimum affect, it is suggested that lights be placed one to two inches apart (Light reflectors are suggested for better illumination).
- All batteries, battery packs and wires must be concealed within the costume or attached to the individual in an organized pattern.
- The use of spotlights and/or interior lit inflatables are okay to use if the entry is completely lit.
- All major construction points and lines should be outlined in lights to highlight the shape of the design element.
- There is no minimum number of lights on a float however, the float and/or tow vehicles must be completely covered in lights. LED's, neon, and glow products are also acceptable.
- All tow vehicles or entries need to completely cover or turn off or their headlights throughout the parade route.

MORE LIGHTS BRING MORE SMILES AND CHEERS

POWERING YOUR LIGHTS & OTHER TIPS

There are 4 common ways participants power themselves and their entries; many use a combination of these options.

- Portable gas-powered *generators*: provide a simple way to light without complicated wiring. Any standard holiday lights, inflatables and decorations will easily plug in.
- *Batteries* are permitted and easily power many battery-operated devices and novelties; unfortunately, batteries have a limited power source that can become heavy and wear down over time.
- *Inverters*: an inverter is a device that converts 12-volt DC current into 110-volt AC. This device easily connects to a cigarette lighter, generator, car battery or electrical source. Inverters are inexpensive but each model has a power limit so the inverter must match the capacity of the

wattage needed to operate your lights.

- *Novelties*: Primarily used by walking and performing entries, glow sticks, necklaces, and so much more are available through a number of vendors. Glow products best serve to enhance your lighting because it takes a lot of them to make a statement and meet the lighting guidelines.
- LED lights are amazing; they are bright, they draw very little power, and you can generally string a lot of them together.
- Net lights work great for large areas of the float; net lights easily zip tie together to create full area coverage.
- You don't have to build it yourself; there are a number of vendors that rent holiday lights, equipment and props that you can use to make your entry special.

Entry groups or individuals that fail to meet the lighting requirements in this document will be pulled from the APS Electric Light Parade.

PARADE SAFETY, PARTICIPATION REQUIREMENTS & GUIDELINES

- The success of the annual APS Electric Light Parade is dependent on the amazing entries developed. With the event theme in mind, build your entry with quality materials and use more lights than you ever planned to.
- All participants **MUST HAVE FUN!**
- To keep the APS Electric Light Parade moving smoothly, entries **WILL NOT** be permitted to stop for pictures or performances **EXCEPT** at the ABC15 broadcast site where ABC15 staff will regulate your time there. For the remainder of the parade, entries are required to keep pace (120-150 steps per minute) with the line of march; there are no counter or reverse marches or stunts contrary to forward progress allowed on the APS Electric Light Parade route. (These activities cause gaps in the APS Electric Light Parade that result in bad visual experience for attendees and viewers.)
- **The APS Electric Light Parade has ONLY ONE live Santa Claus; additional live Santa's are STRICTLY prohibited. Additionally, Mrs. Claus is staying home at the North Pole, so her use is also strictly prohibited.**
- **For the safety of our spectators absolutely nothing is to be thrown, tossed, launched, etc. to the crowd from an entry. Our children and other attendees are precious to us, do not encourage them to come onto the road for any reason.** Walkers, that meet parade guidelines, may hand to the crowd along the parade route.
- All first-time APS Electric Light Parade participants are encouraged to attend the 1st time entry meeting on October 3rd. Staff will walk attendees through these guidelines and answer any questions groups may have.
- Entries must commit to staging by deadlines in this document which are earlier than the entry may think necessary to ensure the staging and destaging plans for the parade can be properly executed. Please see schedules noted within this guide.
- The chaperone ratio for walking groups is 1 adult to 15 children. Chaperones are required to dress in total black or unit uniform. Too many chaperones become a distraction for the crowd so don't overdo it unless you are lighting them up as well.
- All parade entries must be appropriate, tasteful, festive, promote the holiday spirit and parade theme.

- Inappropriate, unsafe participation, failure to follow instructions or other violations of parade guidelines can result in denied participation for individual and/or organizations in future parades.
- Entry contact person who registered the entry acknowledges that all walking participants are 8 years old and older.
- Each entry is required to have signage, in lights, on the front or both sides with the name of the entry group. This sign/name must align with the name submitted for the commentary.
- All entries are required to play theme or holiday music throughout the APS Electric Light Parade route. The use of the sound system for broadcasting messages is prohibited. The must maintain a volume will not interfere with other parade entries, or to be so loud that emergency auditory instructions or alerts cannot be heard by the driver and entry participants and does not violate City decibel requirements.
- Parks and Recreation Department producers must receive proof of vehicular insurance by Monday, October 31, 2023, for any vehicle being driven on the route.
- All drivers must participate in the mandatory Entry Driver's Orientation in the North Phoenix Baptist Church chapel building on Friday, December 1, 2023, at 5 pm.
- Each driver of a motorized entry is required to sign the safety acknowledgement form as a requirement of passing the entry inspection process (*NEW*).
- Children under the age of 8 are permitted to ride on or in a parade unit provided all regulatory seat belt and car seat laws are followed.
- No strollers carrying youngsters are allowed.
- Religious expression is not prohibited, but proselytizing is prohibited.
- All equestrian/animal entries must ensure all animals are healthy, behave well in crowded places and don't react negatively to loud noise. Additionally, entry must provide a person and have a clean-up system to pick up waste along the route and to ensure there is a proper disposal of the waste products.
- All entries are required to provide a person to walk (walking marshal) to lead their entry (instructions are provided in these guidelines).
- Motorized entries with walkers must provide at least one additional spotter to ensure entry safety.
- All entries must be able to travel at a speed of one to three miles per hour for just over two miles. The official parade pace is 120-150 steps per minute.
- The use of unlicensed character likenesses as part of an entry is STRICTLY prohibited.
- North Phoenix Baptist Church, entries/vehicles and the parade route are smoke and alcoholic free areas. Consumption is a violation of AZ State law (4244.20). Smoking or the consumption of alcohol by any individual will result in immediate removal from the event.
- Failure, by a participant or parents of participants, to obey any police officer or APS Electric Light Parade official will be cause for that entry to be removed from the APS Electric Light Parade.
- Indian School Road & 7th Street is the end of the APS Electric Light Parade, all entries are required to proceed to their designated de-staging area immediately.
- There is no vending permitted at the event site(s).
- Unless you are registered as a commercial entry, you must cover any commercial logos/name on your entry and tow vehicle.
- Parade entries begin to move onto the parade route at 6:45 pm so groups must be prepared (bathrooms runs completed, powered up, people in place, etc.) to ensure movement to the route is tight and seamless.
- If you suffer a breakdown during the parade, move the vehicle to the right side and allow the entries behind you to pass. If you can get your entry restarted, you may proceed down the route at the position you fall once you are moving.

- Although the parade is recorded by ABC 15 to be televised later, the footage is edited due to broadcast time constraints which means there is no guarantee that an entry will be shown as part of the broadcast. The Facebook live feed generally contains the entire parade.
- The official parade spacing between each entry is approximately 55 feet (two white or yellow lines on the road) from the entry before mine, and I must maintain that distance throughout the parade.
- Street closures begin early Saturday and continue and increase as the parade start gets closer- it's critically important for groups to be in place at the designated staging point early to ensure the destaging plan is effective. (Especially important to groups that arrive by bus.)
- No unregistered entries and/or uncertified entries (passed inspection) are permitted on the parade route.
- In the event of an emergency, Phoenix Public Safety Commanders have control and will make all decisions and will provide parade management and entries with instructions.
- Entries may NOT exit the parade route once the parade has begun; if there is an issue with your entry, safely pull out of the way of other entries and to the side.
- All children under 16 riding a bicycle, must wear proper safety equipment including a helmet at all times.
- The parade ends at Indian School Road; all music should cease, and lighting should be shut down immediately. Because 7th Street from Indian School to Osborn is for destaging only, shutting things off at Indian School Road prevents crowds from setting up in that area.

FLOAT GUIDELINES

It's critical that proper steps are taken while designing and building a float prior to its entry in the APS Electric Light Parade. The safety of the driver, passengers, marching participants and bystanders are all at risk if safety precautions aren't taken. During construction of your float, identify any hazards and plan your build to mitigate the issues. Below are guidelines and risk management practices to follow while preparing and operating your entry/float.

- Entries cannot exceed 13 feet 6 inches in height due to overhead obstructions. Make sure nothing protrudes overhead that could make contact with wires, banners, overpasses or other objects along the parade route.
- There is no limit on length of a float entry as long as it can successfully maneuver the staging area and route; there are two 90 degree turn angles required to access the route from the staging area and two additional 90 degree turns on the route (Central Avenue and Camelback & 7th Street and Camelback Road).
- If an entry is wider than 8 feet pre-approval is required from APS Electric Light Parade producer.
- Vehicle headlights must be blacked out or covered while on the parade route.
- Keep all decorative material clear of the float's exhaust system.
- Secure portable generators to the float away from flammable materials in a well-ventilated area.
- All vehicles and tow vehicle MUST carry a fire extinguisher.
- All vehicles and tow vehicle and have a fully functioning horn, brakes and brake lights.
- Ensure the float driver has a wide, unobstructed 180° field of view.
- Make sure the float attachment to the tow hitch is the correct size/form for a secure connection that stabilizes the float behind the tow vehicle when in motion.
- Entry must not refuel a generator while the vehicle is in motion.

- Float beds must be secured to the vehicle/trailer frame, and capable of carrying the weight of the riders and equipment.
- The entry lead must ensure float vehicle is properly serviced for gasoline, water, oil, brakes, tires and battery prior to entry into the parade to ensure all are in good working order.
- Proper clearance of decorative materials from around the wheels of the vehicles must be incorporated to avoid any materials dragging on the ground or being caught in the wheels.
- Portable generators must be used carefully. Do not allow the heated exhaust to come in contact with the parade float. Do not overload electrical wiring (an electrician should do all float wiring). Secure extension cords properly; do not let them drag on the ground, contact tires or the drive train. Inspect your electrical appliances before energizing the parade float.
- All wires, cords, and equipment must be in good condition with no cuts, breaks, damage or exposed wires.
- Re-fueling of generators will not be permitted while the entry is in motion.
- Riders must remain in restraints whenever the entry is in motion.
- Ensure all entry participants (especially the riders) know the location of the fire extinguisher and know how to shut off the generator(s) and other electrical equipment.
- Parade entry is solely responsible for obtaining permission for the use or perform in conjunction with the special event of any material copyrighted under state or federal law. Applicant must ensure that all necessary licenses or other permissions to use or perform copyrighted material, including performance of live or recorded copyrighted music, are obtained in advance of the special event.
- If spare fuel is necessary, the container **MUST** meet the Portable Fuel Container Safety Act of 2020 which requires portable gasoline containers to conform to ASTM F2517.

DRIVER GUIDELINES

Selecting the correct driver is extremely important. The driver is a critical component to the safety of your entry, entries in front of and behind yours as well as the public.

- Entries must select an experienced and responsible driver that is healthy, rested, and has a very good driving record/history.
- All drivers must possess and be prepared to show their valid motor vehicle operator's license.
- Driver must be adequately trained to drive their entry.
- Each driver of a motorized entry is required to sign the safety acknowledgement form as a requirement of passing the entry inspection process (*NEW*).
- Must attend drive orientation.
- Drivers should maintain a speed of no more than walking speed (no faster than 3 MPH) when the float is occupied.
- Drivers must maintain a space of 50 feet between the parade entry/floats in front of them to permit smooth and steady slowing/stopping.
- At staging time (6:30 pm) the driver, walking marshal and entry spotters **MUST** remain in place at the entry in the event there are questions, problems or if the float needs to be moved.
- Be sure that the operator (driver) has a clear field of view. The driver must have a wide field of view to avoid other floats and the crowd. If you have to back-up your parade float, have sufficient personnel to guide the float.
- The use of cell phones is strictly prohibited while driving the vehicle on the route.

- Driver must sign the driver safety acknowledgment form (example in attachments) which will include.
 - Verification that the vehicle was inspected and safe.
 - Understand rules and expectations of driver including:
 - maintain visibility
 - slow speed
 - no drinking, drugs or medication allowed prior (minimum 12 hours) to or during the parade
 - no smoking
 - no distracted driving
 - follow instructions from walking marshal, parade route marshals, entry spotter and Phoenix PD
 - breakdowns process
 - has reviewed and understands the parade route and where turns are located
- Driver must ensure there are no riders on the float once it leaves destaging to head home or back to the staging area.
- Driver must be aware when turns are approaching so speed can be reduced as those corners are typically where back-ups occur and entry pace slows.

FLOAT RIDER GUIDELINES

- Do not permit riders on the float during transport to and from the parade site.
- Float riders may not mount or dismount the float or tow vehicle when it is in motion.
- Children riding on floats should be supervised by an adult.
- Riders may not stand, jump, dance or dangle any body part over the edge when the float is in motion.
- Rider seats must be secured to the float deck. For maximum protection, a guardrail barrier should be erected along the exposed sides and ends of platforms to prevent falls of persons out of the float.
- Float riders must NOT throw items (i.e. candy) along the parade route or squirt/spray onlookers with silly string, liquid of any kind or other party novelties.
- Passengers riding in pick-up truck beds used as tow vehicles must be seated with the bodies fully within the confines of the truck bed. These passengers may not stand or straddle the truck bed when the vehicle is in motion.
- Float riders must identify the location of the fire extinguisher and know how to shut off the generator and other electrical equipment.
- Float rider must know that once the parade reaches destaging, all riders must exit the float prior to the float leaving onto the regular roadways.
- Float riders must remain in safety belts and/or holding hand-holds/other safety barriers/rails while the vehicle is moving.
- No riders will be allowed to ride on the edge of the float. Any float with riders or articles hanging over the edge, before or during the parade will be subject to removal from the line of march.

ENTRY WALKING MARSHAL & SAFETY SPOTTER INSTRUCTIONS

Entry Walking Marshals are critical to the success of the parade by keeping their group on the required pace which eliminates parade gaps as well as our first line of communication between parade organizers, PD and the entries. They are also critically important to the safe operation of the entry, the public and other parade participants.

- All entries are required to provide a person to walk (walking marshal) to lead/accompany the entry; if an entry does not have a walking marshal the night of the APS Electric Light Parade, that unit or group will be removed.
- All entries with a motorized entry and walkers are required to have at least one additional safety spotter. The safety spotter works with the entry driver, and walkers to ensure safety throughout the route.
- The spotter must, at all times, be ready to react and to have a method to alert the driver of emergencies, the need to stop an entry and deal with issues on the route or instructions provided by Phoenix PD and parade route monitors stations down the route.
- The parade Starting Line Manager will stop all floats to provide any final communications, and they will release entries onto the parade route at the appropriate entry spacing gaps.
- Walking Marshal (WM) must carry a lit entry number for entry identification to ensure the number is visible as the entry approaches the judges table, sound stations and ABC15 broadcast area. Entry number is issued at the event information table approximately 2 hours before the start of the parade.
- NEW- To ensure communication with the driver can be done quickly and safely, the WM is moving to the driver side for the march rather than from the passenger side of the entry.
- WM must be at least 18 years of age.
- WM must be dressed in black (black pants, black shirt, black shoes).
- WM are required to walk approximately five feet in front of but not in the path of the entry.
- WM, through communication with their entry driver and walkers, maintain the pace and entry spacing gaps required to ensure no parade gaps are created.
- WM must have the ability to listen, follow instructions and communicate issues to the parade monitors along the route.
- WM must be able to provide instruction/direction to their entry. If your entry suffers a breakdown during the parade, move the entry to the right side and communicate with and allow the entries behind you to pass. WM must notify the closest parade monitor of the breakdown (parade monitors are wearing yellow vests and can be found on the map and list which will be provided).
- The WM should pay attention to the road ahead and if they observe debris or a trip hazard, attempt to remove it safely. If unable to address the issue, the WM should alert the next Parade Monitor they pass.
- The WM and spotter must attend the driver, WM & Spotter mandatory meeting held Friday, December 1st at 5 pm in the chapel building.
- The WM should ensure they turn in the entry number at the end of the parade route where a city staff member will be collecting them.

FRIDAY NIGHT

We highly encourage all entries participating in the APS Electric Light Parade to be a part of staging and the judging that takes place Friday night. The Friday night judging has become a Phoenix tradition for families as they come out to see and appreciate the creativity of the entries; they love and want to see your entry up close. Friday night remains very important for each entry; traveling to the staging area proves your entry's street worthiness and provides the driver an opportunity to check sightlines and vehicle control. Just as important, it offers an opportunity to power up the generator(s) to verify how long they will actually run on the tank of gas (the parade power demands on the generator will be different than what you expect it to do based on your personal use on a weekend camping trip, for example). Running the equipment Friday night will allow you to determine if and how much spare fuel you'll need to have for the actual parade. Finally, it gives entries time to address and solve any problems that develop whether it's a bad string of lights or something that failed in the inspection. Other notes:

- Most entries remain parked on site in their staging position over-night.
- Security is on site all night to keep your entries safe.
- Entries must remain aware of staging position/alignment to allow effective staging access for the other entries.
- Parade staging areas are restricted however, the remaining church parking is open to the public and first come first served- there are no entry parking passes.
- All entry work must be completed by 9 pm as no individuals are permitted on site after that.
- North Phoenix Baptist Church has sole vending rights to the campus and weather permitting, will have a vendor on site.

ENTRY STAGING

What is parade staging? Staging refers to getting all parade entries placed in a pre-assigned spot at North Phoenix Baptist Church parking lot which allows for an organized and systematic approach to moving all participants onto the parade route. Staging begins Friday, December 1st from 11 am until 5 pm and continues Saturday, December 2nd from 11 am to 4 pm.

- The staging area is broken into 4 zones which includes the information/command center, walking entry zone, motorized entry zone and a sponsor entry zone (see diagram in attachments).
- Entries must enter the staging lot at the North entry gate.
- Staging information, event updates, maps, parking passes, etc. are distributed at the mandatory entry meeting held at Steele Indian School Park- Memorial Hall (300 East Indian School Road).
- Staging packets are available beginning at 5 pm and the meeting will begin at 6 pm on November 28, 2023.
- **NEW: Staging can become very busy and congested with floats; to keep pedestrians safe, ONLY entry vehicles are permitted in the staging lots. There are NO personal support vehicles permitted inside the staging areas. Entries must plan accordingly so they are prepared to transport supplies and equipment from designated parking spaces to their entry position in the staging lot.**

- For event night (Saturday, December 2nd), entries receive up to 4 parking passes for parking at North Phoenix Baptist Church.
- For event night (Saturday, December 2nd), entry parking passes are available for destaging (the end of the route) in Steele Indian School Park. These passes make it easy for parade participants to easily meet up and also to leave once they reach the end of the route parade.
- Street restrictions and street closures begin early Saturday and continue and increase as the parade start gets closer to start time- it's critically important for groups to be in place at the staging site early. (Especially important to groups that arrive by bus. The earlier it is, the fewer restrictions and closures drivers will face getting to the bus destaging area.)
- Entry staging placement in the parade is made by Parks and Recreation Department staff; entries with a specific request related to their parade placement must submit the request in writing to include the special need and/or reason for the request; all requests are considered however, there is no guarantee of acceptance. Requests are due by Monday, October 31, 2023.
- All entries will be inspected to ensure adequate and safe float and lighting before the APS Electric Light Parade. Inspections begin at about 5 pm on Friday and 3 pm on Saturday. Entry groups or individuals that fail to pass inspection will be pulled from the APS Electric Light Parade.
- Staging support vehicles left in NPBC lot once the parade starts must be retrieved as soon as possible following the parade as lot and grounds clean-up begins immediately following the final entry departure onto the route.
- The North Phoenix Baptist Church campus map is located in the attachments.

ENTRY INSPECTION

All entries will be inspected by Phoenix Police Department personnel to ensure adequate and safe float and lighting before the APS Electric Light Parade. Inspections begin at approximately 5 pm on Friday and 3 pm on Saturday. Entries that fail to pass initial inspection have time to fix the issue. If the issue cannot be resolved, the entry will be removed from the APS Electric Light Parade. The following items are part of the inspection.

- All critical systems (steering, breaking, etc.) on the entry vehicle must be in safe working order.
- Anyone riding on a float (standing, laying, sitting, etc.) must be attached to the float by a seatbelt-type strap or belt with quick release mechanism of sufficient strength to hold a person in motion. Entries cannot be tied in- no use of ropes or knots is permitted; participants have to be able to escape, on their own, in an emergency situation.
- The driver must have an unobstructed view of the road to the front and to the side unless in radio contact with a guide.
- The driver must have access to an exit; must be escapable.
- The driver seat must be securely mounted to the frame.
- No smoking on or near a float at any time.
- The driver must have adequate ventilation to bring in outside air; there can be no exhaust leaks in the driver compartment.
- A minimum of one 2A10BC-type fire extinguisher must be provided on each entry or unit. If an individual is in an enclosed entry, there should be one extinguisher inside and within reach of the driver and another extinguisher outside. The fire extinguisher must have a current State Fire

Marshal certification tag indicating that the extinguisher has been serviced within the last year. The gauge must indicate that the extinguisher has pressure. Do not obstruct the extinguisher with decorative material to hide its location.

- Batteries must be secured with no loose connections.
- Fuel tanks must be secured and there may not be any leaks.
- Spare fuel must be stored in a UL or ASTM approved container.
- Spare fuel must be secured and stored away from any heat source, but not inside the cab or enclosed in the tow vehicle.
- All wiring must be properly secured to prevent mechanical damage and injury to float riders.
- All connections must be made with UL approved electrical boxes or devices.
- Portable generators or compressors used on the float must be securely mounted on a vehicle or other substantial base. A minimum of 12 inches clearance must separate any part of the generator/compressor from combustible fabrication material.
- Portable generator may not be secured or braced in an enclosed space with the driver or rider.
- All entry materials must be flame retardant.
- Open flames, fire and flammable props are prohibited.
- The steering must work properly (up to a 1/4 turn is ok).
- Exhaust pipe(s) must be wrapped with fire retardant tape if it passes through the float's skirt/decoration and it should extend at least 6" beyond the rear of skirt.
- Generators/compressors must be equipped with firmly attached exhaust systems that terminate either into a common exhaust serving the vehicle or in the same manner as vehicle exhaust.
- Generator exhaust must be properly vented; not in contact with anything combustible.
- Castors or wheels must be securely attached and in good condition (i.e. no cracks in wheels)
- Entry must have access to radiator cap to add water (hatch or opening); must have extra water for radiator.
- The entry may not contain sharp or jagged metal or boards that could cause injury to the driver, rider or spectator.
- For self-propelled floats, tow bar(s) must be secured and remain with the float at all times in case of breakdown.
- Draw bars must be secured.

****Depending on what your entry is, a number of these inspection items may not apply.*

PARADE DESTAGING

What is destaging? Destaging refers to the process of getting all entries off the parade route at 7th Street and Indian School and to their designated areas to shut down and prepare for getting the entry home as well as to get the walking groups connected with their families. In general, motorized entries (trailered and non-trailered) are sent south of Indian School Road on seventh street which is closed all the way down to Osborn. Walking entries are sent west on Indian School Road to Steele Indian School Park. Groups that utilize busses to get to/from the event also travel west on Indian School Road to their busses that are staged on Indian School Road between Central Avenue and 3rd Street. Destaging information, event updates, maps, parking passes, etc. are distributed at the mandatory entry meeting held at Steele Indian School Park (300 East Indian School Road) on November 28, 2023.

- Entries are provided parking passes in Steele Indian School Park to allow effective access to their vehicles following the parade. A limited number of passes are available, so we encourage car-pooling to the site. Passes are issued at the mandatory entry meeting held on November 28th.
- Effective destaging is reliant on effective staging; groups, especially those arriving by bus, MUST adhere to established timeline and be staged early to ensure the busses can get down to the destaging zone prior to street closures.
- Longtime entries should share any special destaging plans they use by the end of registration to ensure destaging planner can take the information into consideration as they develop the destaging plan.
- If an entry has a special destaging need that does not fit the aforementioned model, please make the request with the destaging lead before the end of the entry meeting.
- Entries do not have to park / destage in Steele Indian School Park, it is only an option. Many long-time entries have identified parking lots around the destaging area and have used them for years which you are welcome to do as well.

PARADE ENTRY TIPS

ABC15 BROADCAST LOCATION

- There will be parade spotters at the broadcast area that will stop entries to ensure they are in place for the proper video taping. Once ABC15 production staff has the video needed, the spotters will release the entry to continue down the parade route. This is the ONLY spot on the parade route entries should stop.

ADDITIONAL TIPS

- The parade goes on rain or shine so dress and prepare for the weather.
- Place as many vehicles at the bottom of the route as possible because it is very difficult to get back up to the church staging area after the parade.
- Because parade staging clean-up begins the minute all entries are on the route, do not leave anything behind that you expect to find after the parade.
- Keep a “supply” vehicle at the church staging area. Because staging is done hours before the parade, the supply vehicle provides a place to keep snacks, food, drinks, chairs, etc for the entries as they wait for the parade.
- It’s a long route, utilize your float to carry water or other hydrating liquids for the walkers.
- Keep the route map with portable restroom locations handy so you know where to go if there is an emergency.
- If you plan to drive your entry back to the staging lot after the parade do not use the area to tear down your entry or leave debris behind in the staging lot because cleaning crews have already completed the area and are moving down the parade route.

AWARD CATEGORIES

All entries will be judged based on the entry category used in the registration process. Judging will take place either Friday night or Saturday night as noted below. Only one award per entry will be allowed except for the Best Use of Lights and Best Presentation of Theme awards which may be awarded to any entry judged Friday night and Best Use of Lights (marching or performance) judged Saturday night. Entry awards are detailed in the section below.

AWARD JUDGING (FRIDAY NIGHT)

The following awards are determined by the judging that takes place for entries registered in the categories noted, that are staged at North Phoenix Baptist Church on Friday evening (none of these entry categories will be judged on Saturday). Judges will begin to make their way around the staging area at 6 pm to see and talk with entries (judging route will follow the numeric staging plan-lowest to highest number). We ask that floats remain lit until 8 pm when judging is complete. Winners from Friday night will be posted at the information/check-in table on Saturday and will be posted on the Parks and Recreation Department web page shortly after the parade. Entries that are not on-site Friday night will not be judged Saturday. Judges will judge all floats unless the entry declines (can be done earlier at check-in or when the judges arrive at the entry). If an entry is not in place or ready (lit) for judging when the judges arrive at their placement point, they will not judge the entry and they will not return at a later time to judge. For Friday night, accompanying things like performers that are not riding on the float are not considered in the judging. Similarly, for Saturday night, accompanying things, like a float, are not considered in the judging.

BEST NON-PROFIT ENTRY AWARD

Judging Criteria:

1. Originality

- Entry displays creativity
- Entry is unique
- Entry displays innovation in its decoration and design concept

2. Quality

- Entry displays quality execution in the build/construction
- Entry demonstrates attention to detail through execution and effective lighting levels

3. Theme

- Best interpretation/use of theme

4. Presentation

- Effective overall presentation
 - Use of holiday sound/music
 - Eye appeal (effective use of color, materials, lights and special effects)

*1st place: **This award has a \$750 prize.*

*Runner-up: **This award has a \$500 prize.*

BEST COMMUNITY ENTRY AWARD

Judging Criteria:

1. Originality
 - Entry displays creativity
 - Entry is unique
 - Entry displays innovation in its decoration and design concept
2. Quality
 - Entry displays quality execution in the build/construction
 - Entry demonstrates attention to detail through execution and effective lighting levels
3. Theme
 - Best interpretation/use of theme
4. Presentation
 - Effective overall presentation
 - Use of holiday sound/music
 - Eye appeal (effective use of color, materials, lights and special effects)

*1st place: **This award has a \$750 prize.*

*Runner-up: **This award has a \$500 prize.*

BEST SMALL COMMERCIAL ENTRY AWARD

Judging Criteria:

1. Originality
 - Entry displays creativity
 - Entry is unique
 - Entry displays innovation in its decoration and design concept
2. Quality
 - Entry displays quality execution in the build/construction
 - Entry demonstrates attention to detail through execution and effective lighting levels
3. Theme
 - Best interpretation/use of theme
4. Presentation
 - Effective overall presentation
 - Use of holiday sound/music
 - Eye appeal (effective use of color, materials, lights and special effects)

BEST LARGE COMMERCIAL ENTRY AWARD

Judging Criteria:

1. Originality
 - Entry displays creativity
 - Entry is unique
 - Entry displays innovation in its decoration and design concept
2. Quality
 - Entry displays quality execution in the build/construction
 - Entry demonstrates attention to detail through execution and effective lighting levels
3. Theme
 - Best interpretation/use of theme
4. Presentation
 - Effective overall presentation

- Use of holiday sound/music
- Eye appeal (effective use of color, materials, lights and special effects)

BEST GOVERNMENT ENTRY AWARD (NON-CITY OF PHOENIX)

Judging Criteria:

1. Originality

- Entry displays creativity
- Entry is unique
- Entry displays innovation in its decoration and design concept

2. Quality

- Entry displays quality execution in the build/construction
- Entry demonstrates attention to detail through execution and effective lighting levels

3. Theme

- Best interpretation/use of theme

4. Presentation

- Effective overall presentation
 - Use of holiday sound/music
 - Eye appeal (effective use of color, materials, lights and special effects)

BEST USE OF LIGHTS AWARD (OPEN TO ALL ENTRIES BEING JUDGED FRIDAY NIGHT)

Judging Criteria:

1. Best use of lights

- Entry demonstrates the WOW factor as it relates to lights.
 - Effective lighting levels; quantity of lights used is more than adequate to light up the entry and paints a picture for the viewers
 - Eye appeal / aesthetics; quality of the use of lights through placement, colors and materials

***This award has a \$500 prize.*

BEST PRESENTATION OF THEME AWARD (OPEN TO ALL ENTRIES JUDGED FRIDAY NIGHT)

Judging Criteria:

1. Best presentation of the parade theme

- Effective interpretation and use of theme; entry clearly paints a picture of the theme through the design and use of materials, decorations, colors, special effects and holiday music
- Entry clearly presents the parades theme

***This award has a \$500 prize.*

AWARD JUDGING (SATURDAY NIGHT)

Saturday night judging focuses on the marching band and performance entry categories ONLY. The judges sit at the parade starting point located at Central Avenue and at Montebello so it's important that the groups start performing as they begin to move down Central Avenue and onto the parade route. Awards that are judged Saturday night are: Best Marching Band; Best Performance Group; and Best Use of Lights (marching or performance group only). Winners will be posted on the Parks and Recreation Department web page shortly after the parade. If the performance entry is not performing as they pass the judges, the entry will not be judged.

BEST PERFORMANCE UNIT AWARD

Judging Criteria

1. Spirit

- Performers displayed high energy
- Performers engaged the public

2. Execution

- Performance reflects thought in arrangement
- Entry utilizes holiday music
- Entry displays good formation and execution which shows attention to detail, practice and synchronicity

3. Presentation

- Effective overall presentation, appearance/eye appeal (effective use of color, materials and lights on uniforms and instruments) and special effects. Accompanying things like a float are not considered in the judging.

***This award has a \$500 prize.*

BEST MARCHING BAND ENTRY

Judging Criteria

1. Spirit

- Entry displayed high energy
- Entry engages public

2. Execution

- Performance reflects thought in arrangement
- Entry utilizes holiday music
- Entry displays good formation/execution which shows attention to detail, practice and synchronicity

3. Presentation

- Effective overall presentation, appearance/eye appeal (effective use of color, materials and lights on uniforms and instruments) and special effects

***No award- marching bands receive an honorarium- see marching band entry section of this guide.*

BEST USE OF LIGHTS (MARCHING OR PERFORMANCE GROUP)

Judging Criteria

1. Entry has the WOW factor as it relates to lights

- Effective lighting levels; quantity of lights used is more than adequate to light up the

- individuals (and instruments/props/etc.) and paints a picture for the viewers
- Eye appeal / aesthetics; quality of the use of lights through placement, colors and materials

***This award has a \$500 prize.*

AWARD JUDGING POINT SCALE

Each criteria (noted above) will be judged on a 10 point scale (see scale below). Judges scores will be combined to determine the overall score. In the case of a tie, judges will discuss their scores, possibly review entry and re-score each entry that is tied again, if a tie remains, both entries will be awarded.

- 0 None**
- 1-3 Limited**
- 4-6 Fair**
- 7-8 Good**
- 9-10 Exceptional**

AWARD WINNERS

Results for the award winners from Friday night judging will be available Saturday. Winners will receive their trophy and can decide if they want to show if off through the parade. Saturday results and winners will be notified where and when they can pick up their trophy within 2 weeks of the event. All award results will be posted to the event web site as soon as possible following the event.

IMPORTANT DATES AND DEADLINES

IMPORTANT DATES	DETAILS
September 5 – October 17, 2023	Parade entry open registration period
October 3, 2023 (6-7:30 pm)	First-time entry workshop This is an informational meeting for first time participants and/or those interested in an in-depth look at the entry guidelines, the entry inspection process, as well as some decorating tips and tricks. Return entries are welcome to attend to discuss updates to the APS Electric Light Parade and to share ideas and insight with newcomers. The workshop will be held at Devonshire Senior Center, 2802 E. Devonshire (1 block N. of Indian School Rd. on 28th St.).

October 31, 2023	Commentary form, proof of vehicle insurance, and special placement consideration request due
November 28, 2023 (6-7:30 pm but doors open for packets at 5 pm)	Entry Meeting This is a MANDATORY meeting for all entry representatives and walking marshals to review the staging and de-staging plans, receive the APS Electric Light Parade line-up and any last-minute changes and announcements, as well as to pick up parade packets and parking passes. The meeting is held at Steele Indian School Park (Memorial Hall), 300 East Indian School Road.
December 1, 2023	Entry check-in & staging Entry check-in & staging (11 am-5 pm). Entries can arrive, check in and stage their entry at the designated location in the North Phoenix Baptist Church parking lot at Central Avenue & Bethany Home Road.
	Entry judging (6-8 pm) All float entries must be on site at North Phoenix Baptist Church, 5757 N. Central Avenue, and ready (lit) by 6:00 pm to be judged.
	Driver, Marshal & Spotter meeting (5:00 pm) This is a MANDATORY meeting conducted by the Phoenix Police Department for all float or towing unit drivers to cover specific regulations. The meeting is held in the chapel at North Phoenix Baptist Church, 5757 N. Central Avenue.
December 2, 2023	Entry check-in & staging (11 am-4 pm) Entries can arrive, check in and stage their entry at the designated location in the North Phoenix Baptist Church parking lot at Central Avenue & Bethany Home Road.
	Parade Go Time Entries should be lit up and ready to go at 6:40 pm. The staging manager will begin to move entries into formation at 6:50 pm. APS Electric Light Parade begins PROMPTLY at 7 pm.

CONTACT INFORMATION

Event Email: ELP@phoenix.gov

Parade Lead: Bob Berlin / bob.berlin@phoenix.gov

Entry Liaison: Dallon Bartleman / Dallon.bartleman@phoenix.gov

Destaging Lead: Paul Mangan / paul.mangan@phoenix.gov

Northeast Division Office: 602-262-6696

DISCLAIMERS

For Parks and Recreation:

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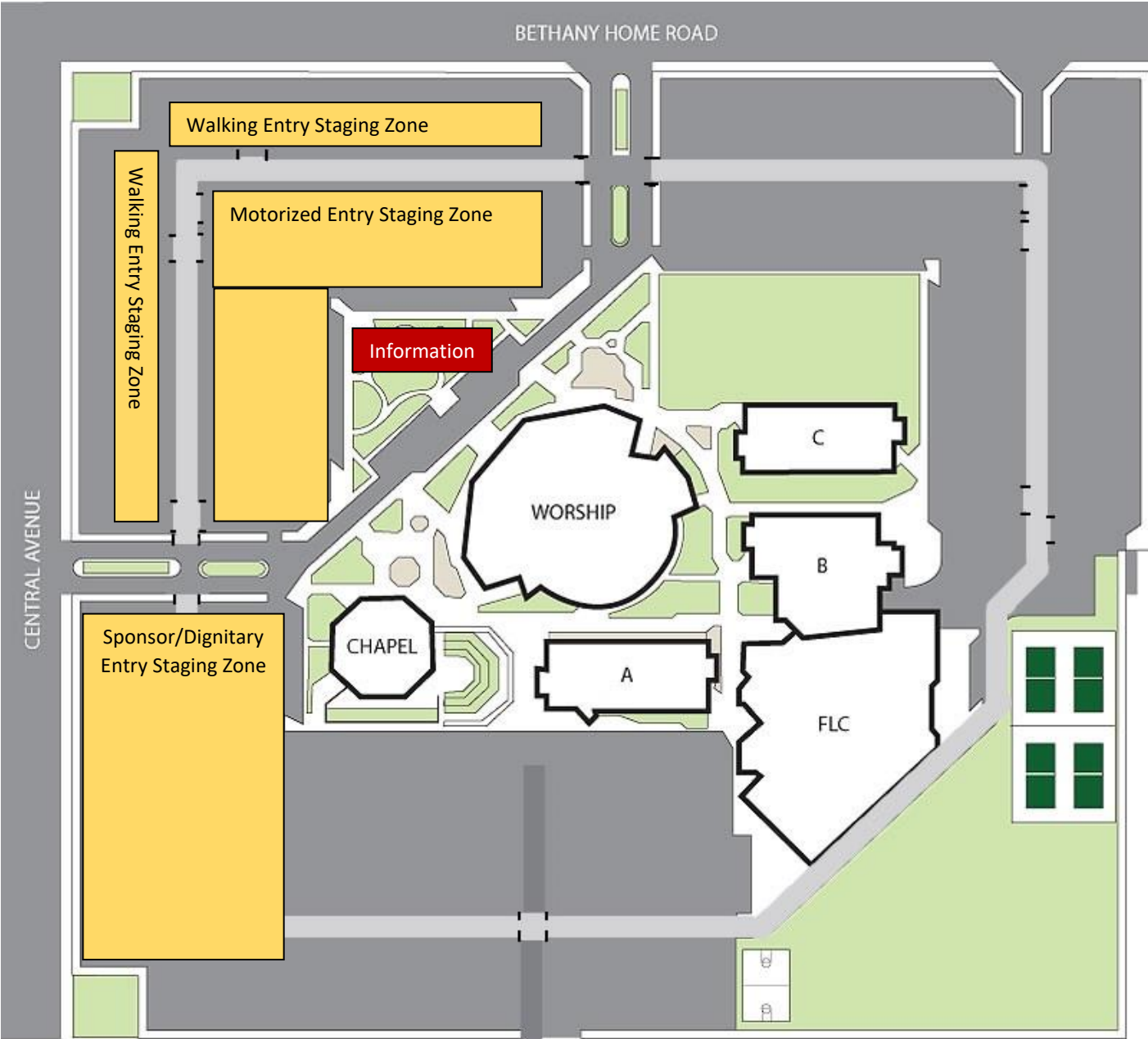
E-mail: receptionist.PKS@phoenix.gov

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North Phoenix Baptist Church Campus Map (parade entry staging location)



A detailed placement map as well as destaging information, event updates, maps, parking passes, etc. are distributed at the mandatory entry meeting held at Steele Indian School Park- Memorial Hall (300 East Indian School Road) on November 28, 2023.