**Chick-fil-A Christmas Parade at Chesapeake Square**

**Policies & Procedures**

**(RETURN)**

Please review the following policies and procedures of the Chick-fil-A Christmas Parade. An Administrator of your company/organization must sign this form to verify compliance:

1. All units must reflect the theme “Our First Christmas”. Interpretation of the theme may be displayed

differently.

2. Organizations may display their names and greetings only on their unit and not on any other vehicles,

if applicable.

3. To ensure the safety of parade spectators, parade units may not throw anything (including candy)

into the crowd during the parade. Violations of this rule could result in a unit’s removal from the parade

or forfeiture of attendance in any future event sponsored by Chick-fil-A Portsmouth Blvd.

4. UNITS THAT ARRIVE LATE WILL NOT BE PERMITTED INTO LINEUP. Any time after 7:15 am Is late!!

5. It is the organization's responsibility to arrange pickup of all float riders, band members, etc. from the

disbandment area. Organizations are responsible for any vehicles left at the disbandment area

unattended.

6. Any walking units should be aware that the street could have residual dirt or debris and should take

necessary precautions.

7. All participants must try to incorporate the theme of the parade “New Beginnings” into their unit.

8. NO Santa characters are allowed. In addition, Santa beards are strictly prohibited. Santa hats ARE

permissible.

9. Only vehicles approved by the Parade Committee are allowed along the parade route with

participating units.

10. Parade participants must keep pace with the line of march to avoid gaps. All units must maintain a

forward motion during the parade. Counter marching or other maneuvers are prohibited.

11. Alcohol or other controlled substances, including all tobacco products (cigarettes, cigars, etc.) are

forbidden on and along the parade route. This includes all staging and disbanding areas. Participants

consuming said substances prior to or during the parade will not be allowed to participate and will be

removed from the lineup.

12. The parade will take place rain or shine, hot or cold, unless forecasted weather predictions indicate

proceeding with the parade would be detrimental to all involved. In the event of cancellation, parade

participant contact persons will receive notification by telephone. Otherwise, please be prepared for

all weather conditions.

13. The Chick-fil-A Christmas Parade at Chesapeake Square does not provide liability insurance for the protection of

parade participants, spectators, vendors or merchants engaged in these activities and do not assume

liability for claims filed as a result of participating in the parade.

14. Once approved, you may not change your unit design without authorization of the parade

committee. You must notify parade committee in writing of any planned changes.

PARTICIPANTS THAT SHOW UP ON PARADE DAY WITH UNIT CHANGES THAT HAVE NOT BEEN

APPROVED ARE SUBJECT TO REMOVAL FROM THE PARADE LINE-UP. Any entry not conforming to the

Approved application will be disqualified.

15. The Chick-fil-A Christmas Parade at Chesapeake Square committee reserves the right to accept or reject any

application without further explanation.

**I understand and agree to the policies and procedures set forth by the Chick-fil-A Christmas Parade at Chesapeake Square Committee.**

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Chick-fil-A Christmas Parade at Chesapeake Square**

**Application**

Saturday, December 7, 2019 9:00 AM

THEME: “Our First Christmas”

Application/entry fee deadline is Monday, November 18, 2019

**All applications are subject to approval.**

ORGANIZATION INFORMATION

**ORGANIZATION NAME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIMARY CONTACT NAME** (Please list the person who will be in charge of the unit on parade day):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MAILING ADDRESS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CITY/STATE/ZIP**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHONE** (REQUIRED; Number Contact Person can be reached at on parade day):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FAX**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EMAIL** (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of organization:

\_\_ Corporate \_\_\_Recreational \_\_Professional Organization or Association \_\_\_ Nonprofit *(501-C only)*

Will your group be performing? \_\_\_\_\_yes \_\_\_\_\_no

**Alternate Contact Name and Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNIT DETAILS**

**Creative Title of Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Note: The title you provide will be used by the commentator during the parade. Please be creative! Otherwise, a title will be created for your unit. The parade committee reserves the right to edit unit titles to fit the available spaces.)***

***Please Circle the Unit Type that applies***

**I. Unit Type: Animal**

**Is your unit**: \_\_\_\_ Non-equestrian \_\_\_\_\_Equestrian (*Equestrian units must provide a current copy of their Coggins test for each horse)*

**Number of animals in unit**: \_\_\_\_\_ (maximum of 20) **Ages of handlers**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What types of animals are in your unit?** \_\_\_\_Dogs \_\_\_Cats \_\_\_\_Horses/Ponies Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of appearance** (uniforms, shoes, hats; for both handlers and animals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is there a vehicle in your unit? \_\_\_\_\_Yes \_\_\_\_\_No

**Will your unit have music**? \_\_\_\_Yes; Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_No

For equestrian units:

Will horses be diapered or will your unit have designated cleanup: \_\_\_\_\_diapered \_\_\_\_\_Cleanup

**Number/size of trailers**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(this is for organizing parade line up and also for parking purpose’s)

**II. Unit Type: MOTORIZED**

# of 2-axle vehicles in unit: \_\_\_\_\_ (maximum of 10) # of 3-axle vehicles in unit: \_\_\_\_\_ (maximum of 5)

Total number of vehicles in unit: \_\_\_\_\_\_ (not to exceed 15)

**Description of appearance** (uniforms, shoes, hats): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will your unit have music**: \_\_\_\_\_Yes \_\_\_\_\_No **If yes, explain**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

III. **Unit type: MARCHING/WALKING UNIT**

Number of participants in unit: \_\_\_\_\_ Age range of participants: \_\_\_\_\_\_\_\_\_\_\_\_

**Description of costuming**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of performance**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will your unit have music**: \_\_\_\_\_Yes \_\_\_\_\_No If yes, explain;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will your unit have a vehicle in it?**: \_\_\_\_\_Yes \_\_\_\_\_No If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV Unit Type: FLOAT**

**Dimensions of float**: \_\_\_\_Length \_\_\_\_Width \_\_\_\_\_Height

**Size of float flatbed**: \_\_\_\_width \_\_\_\_\_length **Size of tow vehicle**: \_\_\_\_\_width \_\_\_\_\_length

**Number of participants on float**: \_\_\_\_\_ **Number of walkers** (not to exceed 10): \_\_\_\_\_\_\_\_

**Description of Unit & Costuming** *(include: sound, music, special effects or movement [i.e. mechanical animation, etc.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*A detailed sketch, picture or rendering of your unit must be included with your application. Acceptance will be based on information provided and the sketch. Units that do not provide their information by will not be eligible to participation in the parade.*

V **Unit Type: BAND**

Number of band members: \_\_\_\_\_ Number of drill/dance/baton team members: \_\_\_\_\_

Age range of participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Unit & Costuming** (include: sound, music, special effects or movement [i.e. mechanical animation,etc.]):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of bus passes needed: \_\_\_\_(limit of 3)

Number of drop off auto passes needed: \_\_\_\_\_ (limit of 5)

**Will an equipment wagon accompany the bus**? \_\_\_\_\_\_\_\_

VI **Unit Type: SPECIALTY UNIT** *(units that do not fit any category above)*

**What is the best way to describe your unit**?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age range of participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of participants:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are animals part of your unit**?: \_\_\_\_\_Yes \_\_\_\_No If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Unit & Costuming** (include: sound, music, special effects or movement [i.e. mechanical animation,etc.]):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will your unit have music: \_\_\_\_\_Yes \_\_\_\_\_No

If yes, explain type and method of play\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will your unit have a vehicle in it?: \_\_\_\_\_Yes \_\_\_\_\_No

If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Acknowledgement, Consent, Release & Waiver, Indemnification**

**(to be completed by ALL UNIT LEADERS)**

**(RETURN)**

**Acknowledgment:** I acknowledge and agree to abide by the 2019 Chick-fil-A Christmas Parade at Chesapeake Square policies and procedures. I understand that my or my unit’s disregard for these items may disqualify us from future involvement in the Chick-fil-A Christmas Parade at Chesapeake square.

**Consent to Use Photographs:** I understand that photographs may be taken of me, my child, my unit and unit participants and may be used for publication in material or media used to promote future Chick-fil-A events. These pictures could occur both during set up (in the staging area), during line up, or during the actual parade.

**Statement of Waiver**

**Release and Waiver:** In consideration of being permitted to participate in any way in the 2018 Chick-fil-A Christmas Parade at Chesapeake square, I for myself, my heirs, personal representatives or assigns, do hereby release, waive, and forever discharge Sean Hess, ATZLLC, Chick-fil-A at 4204 Portsmouth Blvd Chesapeake Va. 23321, its employees, volunteers and agents for liability from any and all claims, demands, rights and causes of action of whatever kind resulting in, but not limited to, bodily injury, personal injury, accident or illness (including death), and property damage sustained by me and my agents, representatives, employees, or family members arising from participation in the 2019 Chick-fil-A Christmas Parade at Chesapeake Square.

**Indemnification:** I shall indemnify and hold harmless the Chick-fil-A at 4204 Portsmouth Blvd, its officers, employees, and agents from and against any and all claims, losses, damages, fines, penalties, suits and costs, including injury and death penalties imposed by any authority which arise out of any violation of law by, and all acts and omissions caused by me, my employees, subcontractors, agents, or representatives during the participation in the 2019 Chick-fil-A Christmas Parade at Chesapeake Square.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Printed Name)

**Diagram of Unit Formation or Float Design**

**(RETURN)**

**Chick-fil-A Christmas Parade at Chesapeake Square**

**SCRIPT INFORMATION**

**(RETURN)**

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name five interesting facts about your Unit or Organization: This info is what we will use to have the MC announce about your unit as the unit rolls thru the grand stand area.

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Awards your unit or organization has won: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leaders of your unit or organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other specific script information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Due to time restrictions, we cannot guarantee that all the information listed above will be included in the script on parade day.**

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_