

Cooroy Chamber of Commerce  
and Rotary Club of Cooroy presents  
Christmas in Cooroy 2011  
including the:

## **Bendigo Bank Street Parade**



## Parade Guidelines

### Contents

1. Introduction
2. Guidelines and suggestions for planning your entry
3. Entry categories
4. Parade route and map
5. Assembly location and times
6. Conditions of entry
7. Entry form
8. Contact us

### 1. Introduction

The Bendigo Bank Street Parade will be held on Saturday 3 December 2011. The Parade will commence at 5.00pm sharp from Lower Mill Road (marshalling here from 4.00pm to 4.45pm).

The organising committee would like to encourage all groups and businesses to participate in the parade, whether it is a float or marching group, a piece of street theatre or just bearing a flag or banner. We welcome all to join in the festivities as we celebrate Christmas in Cooroy. Schools, school bands, sporting groups, businesses and community groups are encouraged to participate.

The logistics of diverting traffic to minimise impact is quite extensive and requires detailed planning and the support of authorities such as the Roads and Traffic Authority, SES and the Queensland Police. We have developed excellent working relationships with these groups and to maintain this, it is our responsibility to keep the parade on schedule and to adhere to the requirements of the authorities. We ask that you follow instructions in this document to help us run a successful parade.

Remember, **this is your day** and your chance as a Cooroy business or organisation to advertise your name, so send your entries in and let's make it a parade to remember. Schools, school bands, and sporting groups are encouraged to participate.

**The branch of Bendigo Community Bank, Cooroy is proud to sponsor the 2011 Christmas in Cooroy Street Parade. We continue to actively work with the Cooroy community as it builds its own future.**

**At the Bendigo, it starts with U.**



## 2. Guidelines and Suggestions for planning your entry

### 2.1 Theme:

The theme for the Bendigo Bank Street Parade this year is "Heroes & Villains". It is up to you to decide what theme your entry will have, to visualise it, and think of the maximum impact.

Remember: The Parade is for the entire community and therefore entries should be of a nature suitable for family entertainment.

### 2.2 Draw it and plan it:

It is suggested that you take the time to make some sketches of your ideas. Discuss them with your group and business associates. Pay attention to detail, consider how much the onlookers will see, and ensure any messages are large enough to see. Consider how much it will cost, if you can get sponsorship, where you will prepare your entry and how you will do it. Consider joining with similar businesses to submit a combined entry. Or join in one of our parade workshops – contact us on the details at the end of this form for more info.

## 3. Entry Categories

### 3.1 Floats

Floats make a parade and are traditional to parades around the world. Floats are where we show our creativity and our messages. A float is a vehicle covered and decorated. For our parade we would like to see lots of floats. Some points to consider when planning your float entry are the width limit is imposed by the width of a lane of traffic. The height is limited by the height of tree branches and overhead power lines.

Any type of vehicle can really be used in the parade. Some examples are as follows:

**Ute** - useful for carrying small groups. If you are using a ute, please decorate it as much as possible. Remember that the crowds on the street will need to see your entry.

**One tonne truck** – a bit bigger than a ute and again will need to be decorated and clearly marked to get maximum exposure.

**Three tonne truck** - a medium sized truck that can support the needs of an average group.

**Eight tonne truck** - A big truck, big enough for most purposes. Whatever you put on this truck will have a prominent position in the parade. It's a great truck to get a lot of people on and to plan your theme.

**Car & Motorbikes** - unless cars are decorated they're not very effective in the Parade. Consider using a convertible or a collector's car or motorbike as they encourage glamour and extravagance. Cars that are not decorated will not be eligible to entry in the parade.

**Minibuses** - minibuses need costume to make them stand out. Generally minibuses are okay for transporting people who are unable to walk in the parade but we do ask that they are decorated to get attention.

**Trolleys, beds, prams** - are all allowed in the parade providing they are part of a marching group entry and do not hold up traffic in any way.

***Remember there will be lots of people watching the Parade so give your transport some colour and excitement.***

### **3.2 Marching Groups**

Many people will simply want to walk in the parade with their school, business or association banner. The sight of a group of people marching together gives colour to the parade and gives each group their own identity within the parade.

Some points to consider for your marching group entry:

- Wear the same colours or have a common theme to give a picture of uniformity
- Use a banner or flag to identify your group
- Keep together as you walk so you don't get mixed up with another group

### **3.3 Animals**

We love having animals participate in the parade so long as they are kept under control. Dogs should be on leads at all times. Horses and horse drawn vehicles are encouraged but need to be calm in traffic and crowds. If you are entering animals in the parade, please ensure you advise the Committee of any special requirements such as not placing horses near bands etc. If your entry includes horses and carriages or carts we ask that you come early so we can allocate an appropriate spot in the parade.

### **Important Information for All Entrants**

- Participants in the parade need to have their own insurance cover. Our insurance only covers members of the public who may suffer injury at the event.
- Please ensure that your entry form includes all details of your entry as well as a description for publicity.
- Ensure that all vehicles are in working order and that drivers have clear visibility.
- Ensure you have a cover for wet weather and be mindful of generators should it rain.
- Ensure that children are supervised at all times, especially if they are on a float. Once the parade starts moving, children on floats must be accompanied by adults.
- Ensure you arrive on time and register for your number.
- Listen to marshals who will tell you where to assemble.
- Consumption of alcohol is not permitted in the parade. Drivers may be subject to random breath testing.
- To increase safety this year we are asking that handouts (lollies, toys, etc) are not thrown from floats as it encourages children to run forward into the path of oncoming traffic. Handouts must be handed out to the crowds by people walking beside the floats. No handing out of items from the floats themselves is allowed.
- We will be endeavoring to incorporate barriers and additional volunteers this year to assist with safety and crowd control. Please only provide people with handouts if they are behind the barriers. If they are in front of the barriers please advise them nicely that they need to go behind the barriers before receiving any handouts.
- Enjoy yourself - remember it's a day for the community!

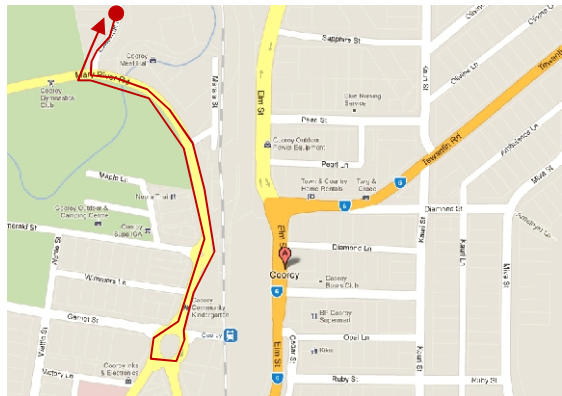
### **5. Assembly**

- Check-in desks will be set up at the marshalling point and will start at 4.00 pm until 4.45pm. All floats must be in position by 4.45pm at the latest but please allow time to check in and be allocated a position in the parade. Floats arriving after this time will not be allowed to participate in the parade.

- On arrival, please register with marshals and your place will be confirmed.
- Walking entries will also assemble at the marshalling point in a marquee and must be in place by 4.45 pm. Please ensure that your group stays together and that everyone is aware of your entry number.

#### 4. Parade Route & Map

The parade will start at 5.00pm sharp from Lower Mill Road. The parade will turn left into Maple Street and continue up to the roundabout near the Cooroy Hotel and back to the starting point. Police and marshals will be on hand to ensure a smooth flow of the parade. Please follow their instructions.



#### 6. Conditions of Entry

- All groups are asked to arrive on time and be mindful of your place in the parade. The parade must run in order for the MC's to announce your entry correctly.
- All participants must ensure that a consistent pace will be set throughout the event. It is a requirement of authorities that there are no gaps so please listen to marshals when your name is called.
- No alcohol is to be consumed during the parade by participants. Random breath testing may be conducted. Any participants seen consuming alcohol will be asked to leave the parade.
- Please ensure that all of your details are correct on the entry form.

#### 7. Entry Form

Fill out the entry form and post it or fax it to the details listed below:

The Bendigo Bank Street Parade  
 C/- Cooroy Chamber of Commerce  
 PO Box 13  
 Cooroy Qld 4563

Or Fax to : 5472 0819

Cheques (\$30 from businesses only – community groups are free) must be made out to the Cooroy Chamber of Commerce. Other payment options are listed on the entry form.

#### 8. Contact us

Danielle Taylor      Event Co-ordinator - 0403 023 802 / [danielle@fireflysolutions.com.au](mailto:danielle@fireflysolutions.com.au)