



MEMORANDUM

SUBJECT: PARADE ENTRY, RULES & STAGING AREA MAP
CONTACT PERSON: Darla Cotton
DATE: April 27, 2022



Included with this memo is a parade entry form, rules for the 2022 parade and a map of the route and staging area. Entry forms must be returned to the Recreation Center no later than Tuesday, June 28th before 10 p.m. Please return the parade form to Darla Cotton at Darla.Cotton@campbellcountywy.gov, drop off at the Recreation Center. This year's theme is **"Fortitude for Freedom."**

A couple changes to be aware of:

- **ALL ENTRIES (COMMERCIAL, NON-PROFIT, ETC.) SHOULD CONFORM OR INCORPORATE THE THEME AND ENHANCE THE PARADE.**
- **ALL ENTRIES INCLUDING POLITICAL ENTRIES ARE NOT ALLOWED TO DELIVER AUDIO MESSAGES DURING THE PARADE. (RULE #4 & #8)**
- **PLEASE BE AWARE OF THE RULES WHEN USING THE FLAG IN OR ON YOUR FLOAT. FLAG ETIQUETTE OR DO'S AND DON'TS WHEN DISPLAYING THE FLAG IN A PARADE OR ON A VEHICLE IS LISTED IN (RULE #2.)**
- **THIS IS A FAMILY EVENT WITH YOUNG CHILDREN IN ATTENDANCE. PROFANITY OR OFFENSIVE/INAPPROPRIATE BEHAVIOR/MATERIAL IS NOT ALLOWED. (RULE #1)**
- **ALL ENTRIES MUST HAVE A DETAILED DESCRIPTION OF WHAT YOUR FLOAT OR ENTRY WILL BE AS WELL AS A DESCRIPTION FOR THE ANNOUNCERS TO READ WHEN YOU PASS BY. (PARADE FORM)**
- **ANY PARTICIPANT/S 12 & UNDER CANNOT PARTICIPATE IN THE PARADE AS A WALKER OR ON A BICYCLE, SCOOTER, INLINE SKATES, ETC. WITHOUT A RESPONSIBLE ADULT ACCOMPANYING THE PARTICIPANT/S. THIS ADULT CANNOT BE ONE OF THE SAFETY PEOPLE. (RULE # 10)**
- **CANDY, SODA, WATER OR SIMILAR ITEMS MAY BE DISTRIBUTED BY WALKERS ALONGSIDE THE CROWD ON EITHER SIDE OF THE STREET. IT CANNOT BE TOSSED FROM VEHICLE WINDOWS, FLATBED TRAILERS OR THE MIDDLE OF THE STREET WHEN CARRYING BANNERS, FLAGS, RIDING A BIKE OR ANY OTHER MODE OF TRANSPORTATION. FLYERS, STICKERS AND OTHER TYPES OF SIMILAR MATERIALS ARE NOT ALLOWED TO BE DISTRIBUTED. (RULE #6)**

The Parade Safety patrol is required and provided by each parade entry. Each entry will be required to provide at **least** two parade safety people to help keep the crowd back from the float, horses, motor vehicle/s, etc. If your float is longer than 50 feet, you will need four safety patrol people. Safety vests will be given out with packet pickup for these people to wear. Due to space, if you are a club such as a dirt bike club or BMX bike club doing stunts or tricks, you will be limited to six participants doing these kinds of stunts or tricks. Burnouts, wheelies and donuts are prohibited.

In addition, I want to highlight some of the other rules: All entries must be decorated. Single vehicle entries are not allowed unless transporting a political candidate or **decorated** for purposes of a **"float/advertising"** entry. We have limited spots available so if you are a classic car, muscle car, or motorcycle and you want to be in the parade, you must join the car or motorcycle clubs and ride with those entries. Entries cannot exceed 80 feet in length or 14 feet in height. **Sales of any merchandise from an entry during the parade is strictly prohibited.** All participants operating a motorized vehicle must be a licensed driver.

Due to staging constraints and length of the parade, **only 100 entries** will be taken. Entries should be turned in early to guarantee a spot in the parade. Each entry will be assigned a line-up number after the entry deadline. The line-up numbers must be clearly visible and displayed on the lead vehicle/person/bicycle/etc. and will be available

for pick up at 1:00 p.m. on Friday, July 1st at the Recreation Center. All line-up numbers and route line-up maps must be picked up by 5 p.m. on Sunday, July 3rd.

Other Important Information:

First Street will be one-way traffic only with one entry point at Burma and one exit point at Brooks Avenue. Only parade traffic will be allowed down First Street between 7:30 a.m. and 12:30 p.m. when the parade ends. The westbound lane of Second Street from Osborne to 4-J will be for parade traffic only, including parade participants who need to access the side streets or to drop off people who are on floats. The City of Gillette will block off all intersecting streets between First and Second Street from Osborne to 4-J on the morning of July fourth. The blocked streets include Rohan, 4-J, Richards, Ross, Warren, Gillette, Kendrick, Carey, Emerson and Osborne Avenues. These barriers will be in place until approximately 12:30 p.m. on the fourth of July. The streets need to be blocked off to control traffic in the staging area as well as on the parade route. **All entries/floats must be in their designated starting location no later than 9 a.m.** (The parade will begin at 10 a.m.) The starting location will be clearly marked by paint on the ground that corresponds to the entry number in the parade and will allow for length of entry. Vehicles should pull up to the number so that their front bumper aligns with the number on the ground and the right tire hugs the curb. Entries can be parked on their starting location the night before the parade if needed. Please do not park your personal vehicle in any of the staging locations as indicated on the route line-up map. If you are in the parade and need to park your vehicle, unload horses, etc. please park in the field north of the fire station. There will be a small driveway from First Street that will be marked with flagging for entry into that field. In addition, please do not park or block the areas in front of the following: the Way Station Buildings, the Community Garden, Community Garden Plots, or any private business located on the north side of First Street that may be open for business. **Rohan Avenue will be blocked and used as an emergency route for the Campbell County Fire Department.** The parade will end at the intersection of Burma Avenue and Highway 14-16. Police, Recreation Center and City Public Works Staff will be directing traffic. All floats/entries will use Burma and First Street to get back to the staging area.

If you have questions or need further information, please contact me or the Recreation Center staff at 682-8527.





2022 Campbell County Parks and Recreation 4th of July Parade Rules



1. Campbell County Parks and Recreation **requires that all entries be decorated** and relate to the chosen theme. This year's theme is **RED, WHITE and BOOM!** (An ode to the flag and fireworks.) Entries should relate to the theme and be decorated including businesses entries, trucks, vehicles, cars, flatbed trailers, and political entries. **All entries (commercial, non-profit, etc.) should conform or incorporate the theme and enhance the parade.**

Please remember that this is a family event with young children present and profanity or offensive or inappropriate behavior/material is not allowed. **Any offensive or inappropriate behavior will result in no participation of the 4th of July parade and/or future 4th of July parades.**

2. If you are displaying the American Flag on your entry, please note the American Flag has very specific rules for display. A couple of important flag etiquette rules specific to parades:
 - When carried in a parade front with other flags, the U.S. Flag should always be to the marching right of the other flags, or to the front and center of the flag line.
 - When displayed on a float in a parade, the U.S. Flag should be mounted on a staff or, if displayed flat, it should be so suspended that its folds fall free, as though the flag were staffed.
 - The Flag should not be draped over the hood, top, sides or back of a vehicle or of a railroad train or a boat. When the Flag is displayed on a motor car, the staff should be fixed firmly to the chassis or clamped to the right fender. Draped red, white and blue bunting should be used for decoration, with the blue at the top and red at the bottom.
 - The Flag should never be carried flat or horizontally, but always aloft and free.
 - Do not use the Flag as wearing apparel, bedding or drapery. It should not be used as or on a costume or athletic uniform.
 - Do not use the Flag for advertising or promotion purposes or print it on paper napkins, boxes or anything else intended for temporary use and discard.

The following links are good for proper etiquette regarding the U.S. Flag

<https://www.va.gov/opa/publications/celebrate/flagdisplay.pdf> and <https://www.vfw.org/community/flag-etiquette>.

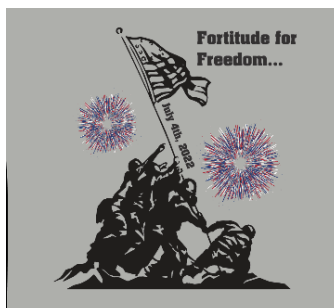
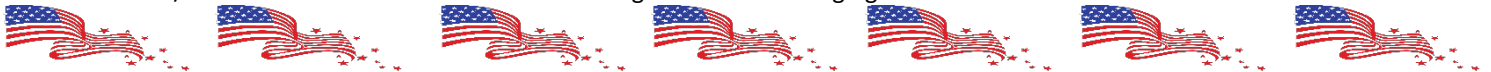
3. All entries are due by 10 p.m. on Tuesday, June 28th. Only 100 entries will be accepted.
4. Political entries are allowed in support of a candidate or cause but should conform to or incorporate the theme of the parade. **All entries including political entries are not allowed to deliver audio messages during the parade.**
5. **NO ENTRY CAN EXCEED 80 FEET IN LENGTH (including the tow vehicle) or 14 FEET IN HEIGHT.** (Be sure to notate extra wide vehicles on your parade form as well. Restrictions do not apply to width but are taken into consideration for staging purposes.)
6. **The sale of any product during the parade is prohibited.** Candy, soda, water, or similar items may be distributed by walkers alongside the crowd on either side of the street. It cannot be tossed from vehicle windows, flatbed trailers, or the middle of the entry when carrying a banner, riding a bike or any other mode of transportation.

Flyers, stickers, and other types of materials are not allowed to be distributed. (They end up everywhere as trash rather than in the hands of the parade attendee.) Keep in mind that it is difficult to hand out high demand items to 4000-6000 attendees. Ice Cream for example, has not gone over well in the past. We also do not allow cut fruits or vegetables to be distributed during the parade. (NOTE: Be creative, people have handed out fly swatters, hats, mini rubber balls, etc. but please make sure that it isn't going to become trash on the street.)

7. Each parade entry is required to provide two parade safety (Must be 18 years old or older) people per 50 feet of length of a parade entry. If your entry is 50 feet or longer then you must provide four people. These parade safety people will walk along the sides of your entry and assist with crowd control and keeping parade spectators from crowding the entries as they drive along the route. Safety patrol is not allowed to hand out any items of any kind during the parade. Safety patrol will also receive safety vests identifying them easily during the parade. There will be a staff member at the end of the parade collecting the safety vests.

8. Once you enter the line of march, there is **ABSOLUTELY NO STOPPING** along the parade route. Distance between entries shall not be less than 100 feet or more than 300 feet. Please do not stop unless directed to do so by a parade worker or during an emergency. **Audio messages of any type are not allowed. Music or bands may play for entertainment purposes while riding on a float or marching in the parade but must always maintain forward progression.**
9. **All participants operating a motorized vehicle of any kind, (go-kart, motorcycle, four-wheeler, moped, etc.) must be a licensed driver at least 16 years of age.** Participants not meeting the age requirements wanting to display their motorized vehicle may do so on a trailer or flatbed truck. They may not drive at any time during the parade. **Helmets are recommended** for all riders of bicycles, skateboards, inline skates, scooters (motorized or not,) motorcycles, etc. regardless of age.
10. Any participant/s 12 & under cannot participate in the parade as a walker or on a bicycle, scooter, inline skates, etc. without a responsible adult accompanying the participant/s.
11. Entries with performance tricks are limited to no more than six of these performing participants at one time. Burnouts, wheelies, and donuts are strictly prohibited. Performances must be able to always maintain forward progression and should be able to maintain the distance between entries listed in #8 above.
12. Each entry will be assigned a line-up number after the entry deadline. The line-up numbers must be clearly visible and displayed on the lead vehicle/person/bicycle/etc. on both sides of the entry so it is visible to staff along the route.
13. **All entries/floats must be in their designated starting location no later than 9 a.m.** (The parade will begin at 10 a.m.) The starting location will be clearly marked by paint on the ground and will allow for length of entry. Vehicles should pull up to the number so that their front bumper aligns with the number on the ground and the right tire hugs the curb. Entries can be parked in their starting location the night before the parade if needed (but make sure you are not blocking the flow of traffic).
14. **Any person in violation of these rules as determined by the 4th of July Celebration Staff, will be suspended from future involvement with the parade and/or any other 4th of July activities.**

Street Closures and flow of traffic: First Street will be one-way traffic only with one entry point at Burma and one exit point at Brooks Avenue. Only parade traffic will be allowed down First Street between 7:30 a.m. and 12:30 p.m. when the parade ends. The westbound lane of Second Street from Osborne to 4-J will be for parade traffic only, including parade participants who need to access the side streets or to drop off people who are on floats. The City of Gillette will block off all intersecting streets between First and Second Street from Osborne to 4-J on the morning of July fourth. The blocked streets include Rohan, 4-J, Richards, Ross, Warren, Gillette, Kendrick, Carey, Emerson and Osborne Avenues. These barriers will be in place until approximately 12:30 p.m. on the fourth of July. The streets need to be blocked off to control traffic in the staging area as well as on the parade route. **All entries/floats must be in their designated starting location no later than 9 a.m.** (The parade will begin at 10 a.m.) The starting location will be clearly marked by paint on the ground that corresponds to the entry number in the parade and will allow for length of entry. Please do not park your personal vehicle in any of the staging locations as indicated on the route line-up map. If you are in the parade and need to park your vehicle, unload horses, etc. please park in the field north of the fire station. There will be a small driveway from First Street that will be marked with flagging for entry into that field. In addition, please do not park or block the areas in front of the following: The Way Station Buildings, the Community Garden, Community Garden Plots, or any private business located on the north side of First Street that may be open for business. **Rohan Avenue will be blocked and used as an emergency route for the Campbell County Fire Department.** The parade will end at the intersection of Burma Avenue and Highway 14-16. Police, Recreation Center and City Public Works Staff will be directing traffic. All floats/entries will use Burma and First Street to get back to the staging area.





2022 4th of July Parade
 Monday, July 4 @ 10 am
“Fortitude for Freedom”

Return to Darla Cotton at Darla.Cotton@campbellcountywy.gov
 or drop off at the Recreation Center by Tuesday, June 28 before 10 p.m.



Group/Organization Name: _____ Adult Representative: _____

Mailing Address: _____ City: _____ Zip: _____

Email Address: _____ Cell Phone: _____ Work Phone: _____

REQUIRED: Description of float and what you want the announcer to read during the parade (please do not leave blank, use the back if needed)

REQUIRED: Total Length of float for staging (Cannot exceed 80 feet in length or 14 feet in height): _____

Do you have an extra wide float due to a wide trailer or are you a semi pulling a trailer? Yes ____ or No ____

List names of the adults who will be your designated “parade safety” patrol, must have 2 for up to 50 Feet or 4 for over 50 feet (required for all entries): _____

ALL ENTRIES MUST BE DECORATED AND CONFORM TO OR INCORPORATE THE THEME OF THE PARADE!

Single classic car entries will not be allowed unless they are transporting persons or advertising a queen, political candidate, etc. If you want to display your classic car, we require that you participate with the local classic car club. Inquire with staff about how to participate with the local club.

Check or circle all that apply to your type of float

(This is necessary when putting the parade in an order making sure we do not mix walkers behind horses or horses in front or behind entries with loud horns/engines/music.)

- | | | | | |
|--------------------|-----------------|----------------------|------------------|----------------------------------|
| Car/Pick-up | People Walking | Horse/Donkey(s) | Political | Other (livestock, animals, etc.) |
| Loud Horns/Engines | Flatbed/Trailer | Motorcycles/Go-Karts | Bands/Loud Music | Please list _____ |



Waiver of Liability and Release and adherence to attached July 4 Parade Rules

- I accept and assume full responsibility for any and all injuries, damages (both economic and non-economic), losses of any type, and harm which may occur to me, my child/children, ward(s) or guest(s), and hereby fully and completely waive, release, and discharge Campbell County, Campbell County School District and Gillette College departments and employees, and any representatives, successors, or assigns from any and all civil or criminal claims, demands, damages, rights or causes of action, present or future, whether the same be known or unknown, anticipated, or unanticipated, resulting from or arising out the use of Campbell County, Campbell County School District and/or Gillette College facilities and equipment or participation in activities organized, hosted or facilitated by said entities. My and my child/children, ward(s) or guest(s), participation in Campbell County, Campbell County School District and/or Gillette College activities or use of said entities’ facilities and equipment is not within the course or scope of my employment.
- I expressly agree to indemnify, defend, and hold harmless the Campbell County, Campbell County School District and Gillette College their officers, agents, employees, successors, and assignees from all claims, lawsuits, losses, and liability arising out of my own negligence, the negligence of my child/children, ward(s) or guest(s), and the failure of such persons to act in a reasonable and safe manner.
- I am solely responsible for safety and well-being of my child/children, ward(s) or guest(s), and understand that Campbell County, Campbell County School District, and Gillette College may not provide supervision, instruction, or assistance for the use of all activities, equipment, and facilities. I agree to comply with all rules and policies imposed by Campbell County, Campbell County School District and Gillette College regarding activity participation and the use of such entities’ facilities and equipment. I agree to always conduct myself and ensure the behavior of my child/children, ward(s) or guest(s), to always act in a controlled and reasonable manner, and to refrain from using any equipment in a manner inconsistent with safety or its intended design and purpose.
- I understand and agree that neither Campbell County, Campbell County School District nor Gillette College is responsible for property that is lost, stolen, or damaged while participating in an activity with or in, on, or about either entity’s premises.
- I understand and acknowledge that participation in an activity or the use of equipment and/or facilities may involve risk of minor or severe physical harm, including permanent disability and death, physical and/or mental stress, of health issues from exposure to weather, and exposure to and infection from communicable illnesses, pandemics, and epidemics.
- I hereby authorize Campbell County, Campbell County School District and/or Gillette College to publish photographs, video, or audio of me, my child/children, ward(s) or guest(s). I understand and agree that such material can be used in advertising, printed materials (such as booklets, books, manuals etc.) and/or posted on the internet, bulletin boards, or venues outside of Campbell County, WY. I also agree to neither expect nor demand any benefit, including monetary compensation from the use of such images; even if Campbell County, Campbell County School District and/or Gillette College benefit, in any way, from the use of such imagery and video/audio materials.



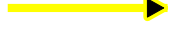


I have read this waiver and release of liability in its entirety as well as the July 4 Parade rules and fully and voluntarily agree to its terms with full knowledge of its content as it applies to my acceptance as well as my child/children, ward(s) or guest(s) to participate in the 4th of July Parade.

Print Name of Adult Representative: _____ Signature of Adult Representative: _____

Participant must be at least 18-years old to sign. Date: _____



4th of July Parade Route

-  Parade Route
-  Primary Lineup & Staging
-  Back-up Lineup & Staging
-  Staging Area
-  End of Parade Route



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