



October 6, 2010

Dear potential Warrenton Christmas Parade Participant:

Let the registration begin!

Women of Wonder (WOW) Fauquier County are proud to announce they will again host the Warrenton Christmas Parade to be held on **Saturday, December 4, 2010 at 10 a.m.** The theme will be "**Season of Giving.**"

WOW is a non-profit organization whose purpose is to bring women together for social activities and community service involvement. We are happy to organize the parade for our community but in doing so, we incur certain expenses. In addition to covering the costs of the parade, we are hoping to raise enough donations to help support WOW's Community Service efforts.

Each year, WOW chooses a non-profit group to be the recipient of funds raised as a result of the parade. Last year we donated over \$2100 to the Fauquier County Food Distribution Coalition. Our Community Service organization we chose this year is the **Fauquier Free Clinic**, whose purpose is to provide primary health and dental care for local uninsured families. Volunteer doctors, nurses, dentists, and lay people donate their time and energy but medications and medical supplies cost real money. The clinic is helping 50% more patients a month than just two years ago. Many of the patients at the Free Clinic have been surviving on unemployment benefits but those benefits are expiring. Worse yet, donors and sponsors are having hard times of their own, and that is finally starting to show up in reduced giving. The clinic needs our support! To learn more about the Fauquier Free Clinic, visit www.fauquierfreeclinic.org

How can you be involved? You can participate in the parade by registering an entry. Registration is still FREE! In addition, perhaps you'd like to be a parade sponsor--- details and benefits of sponsorship are included below. If being a sponsor is not within your reach, we'd appreciate any monetary donation you can give. We sincerely hope that many of you will choose to contribute!

This package includes parade registration and general information plus the following documents:

1. 2010 Christmas Parade Registration Form
2. Liability Wavier/Indemnity Agreement, Agreement of Release
3. Rules of Participation

For your registration to be complete, you must mail the Registration Form and the signed Liability Waiver/Indemnity Agreement to Women of Wonder, P.O. Box 313, Warrenton, VA 20188 NOT LATER THAN November 6, 2010.

We look forward to hearing from you!

Sincerely,

The 2010 Christmas Parade Committee

Registration Requirements and General Information

Registration Deadline: The registration deadline is November 6, 2010. Space is limited so please mail in your information early!

Registration Form: To help us coordinate parade line-up order, please complete the registration form carefully before mailing. The information you supply will enable us to plan and facilitate the flow of the parade.

- a. Please note the registration form includes space for you to annotate your monetary contribution level.
- b. Please include any commentary to be read by the parade announcer as your entry passes the Grand Stand. Notes can be written on the back of the registration form, or submitted on a separate piece of paper attached to your registration. Comments must be brief!

Parade Route: The Christmas parade is one of the largest parades in Warrenton so we do have an EXTENDED route! We start at 10:00 a.m. at Fifth and Main, proceed west along Main through Courthouse Square onto Waterloo, and end at Chestnut and Waterloo. Participants will turn left onto Chestnut and disperse. We are encouraging spectators to stand/sit along the entire parade route so pass the word!

Line Up: You will receive your line-up location, position and time by mid-November. Line-up times will be staggered, starting around 9 a.m. Line-up starts at Fifth and Main and extends backwards along Falmouth, using designated side streets.

Inclement Weather Policy: In the event the decision is made to cancel the parade due to heavy snow/ice, the parade will NOT be rescheduled. Please check our website at www.fauquierwow.com at 7:30 a.m. for a decision or call 540-878-0908.

Participant Drop Off: The line up area becomes VERY crowded the morning of the parade. We cannot have vehicles, other than those entered in the parade, in the line up area. Please coordinate a meeting point with your participants. The point should be near to the line up area, but away from the congestion, where your group can assemble and move on to the line up together.

Floats and Other Large Vehicles Registered in the Parade: Only registered parade floats/vehicles may enter off Meetze Road and turn right onto Falmouth Street to get to your line-up position. NO OTHER personal vehicles will be allowed.

Participant Pick Up after Parade: The parade will turn left onto Chestnut Street, which marks the end of the parade. (Do NOT stop at Ashby Street--keep going and entertaining the spectators!) Entries may disperse in the areas of Chestnut & Lee. Be sure to inform your participants of the pick up location.

Entertaining During the Parade: The parade has grown TREMENDOUSLY in the last few years and it is VERY important to keep the parade flowing! Do NOT stop in front of the Grand Stand to perform. Instead, your group should perform ALL along the parade route for the spectator's enjoyment!

Animal Entries: For entries with animals, you must provide a clean-up crew for animal waste. Waste must be removed as you move along the parade route. The pedestrians following will appreciate your efforts! NOTE: Any entry at line-up that does not bring equipment for this purpose will be excused from the parade.

Santa and Mrs. Claus: Remember, there is only one Santa in the parade. Please do not include one in your parade entry!!!!

Sponsorship and Donation Opportunities

We seek community contributions to help fund the parade. There are certain operating costs involved to hold the parade, including insurance and advertising. In the spirit of Christmas and the theme of this year's parade, "**Season of Giving,**" we ask that you please consider making a contribution. Even if you can't donate enough to reach a full sponsorship level, each donation, no matter the size, does make a difference. Any donation you make is fully tax deductible because Women of Wonder is a non-profit organization. Finally, our "Elves" will be along the parade route with stockings to collect donations from the spectators for the Free Clinic. Please help us raise enough to not only cover our operating costs, but to have a surplus to donate to the Fauquier Free Clinic.

Sponsorship Levels

- 1) Red Sponsor - \$100 donation
- 2) Silver Sponsor - \$200 donation
- 3) Gold Sponsor - \$500 donation
- 4) Santa Sponsor - \$1000 donation

Benefits of Sponsorship

As an official parade sponsor, the parade announcer will acknowledge you the day of the parade. Additionally, your name will appear in our parade advertisements and publications, and on the WOW website. Plus, we have a special recognition this year! All Red, Silver, and Gold level parade sponsors will receive a "Sponsor sign" to carry or display on your entry to show the community how much you are appreciated as a parade sponsor.

Sponsorship Deadline

We have no set deadline for sponsorships but would appreciate your decision in a timely manner. Donations received after the close of parade registration may not receive the full benefits of sponsorship.

Entrant Awards

There will be two categories for awards this year ~ "Best Themed Entry" and "Most Entertaining Entry". Keep in mind that entrants will be judged all along the parade route, not just when passing by the Grand Stand. The "Best Themed Entry" is awarded to the entry that reflects the parade's theme "**Season of Giving.**"

We look forward to working with you this year. Have a wonderful holiday season!



WOMEN OF WONDER

P.O. Box 313, Warrenton, VA 20188

2010 CHRISTMAS PARADE REGISTRATION FORM

REGISTRATION DEADLINE is November 6

*****SPACE LIMITED REPLY ASAP*****

Entry fee not required, however, donations are GREATLY appreciated!

Parade Date: Saturday, December 4 - 10:00 AM

Line Up: 9:00 AM

Parade Route: Main Street Warrenton from Fifth Street to Chestnut Street

Group Name (to be announced by MC):

Contact Name:

Email:

Best Phone:

Alternate Phone:

Estimated Number of Participants:

Please Check ALL that apply to your Unit:

- Walkers; Estimated Number
- Children; Estimated Age Range
- Music
- Dancers or Performers; Type
- Animals; Type
- Banner
- Float/Trailer

Quantity

Vehicles; Please list all with type (car, truck, van, etc):

Comments for parade announcer: (not to exceed 30 seconds)

Special Requests & Considerations for the Parade Committee: (to aid with line up)

Sponsorships and Donations: Please see the Participant Letter for detailed information on sponsorship opportunities and other donations. **Sponsorship Levels:** Please check one below—ALL donations are tax deductible!

- Red Sponsor: \$100 donation
- Silver Sponsor: \$200 donation
- Gold Sponsor: \$500 donation
- Santa Sponsor: \$1000 donation
- Other donation _____

**Mail completed registration, signed Liability Waiver, and your donation check by Nov 6 to:
Women of Wonder, P.O. Box 313, Warrenton, VA 20188**

Registration Contact: Linda K. Stouffer @ 540-878-0908 or email WarrentonParade@gmail.com



2010 Warrenton Christmas Parade
Certificate of Participation

LIABILITY WAIVER/INDEMNITY AGREEMENT
AGREEMENT OF RELEASE

The undersigned will appear in the Warrenton Christmas Parade sponsored by Women of Wonder Fauquier County on Saturday, December 4th, 2010 on or in various public streets, parts, and other property owned and/or controlled by the town of Warrenton, Virginia and or the Commonwealth of Virginia.

The parade is given as a civic endeavor organized by unpaid volunteers who donate their time and efforts as a public service to the citizens and visitors of Warrenton; therefore; I (both individually and on behalf of the members of the group or organization for which this waiver and indemnity is executed) hereby assume any and all risks for myself and all individuals in my organization associated with participating in the events and particular activities that I agree to undertake, including but not limited to negligent or reckless acts by other participants and volunteers, all such risk being know and appreciated by me. I also agree to abide by the "Rules of Participation" (see page 6) as set forth by designed officials and supervisors.

Knowing these facts, and in consideration for being permitted to participate in the parade, I hereby, for myself, and on behalf of the members of my organization and my heirs, executors, administrators, successors, assigns, or anyone else who might claim on my behalf, covenant not to sue, and waive release and discharge the WOW International, Inc. or Women of Wonder Fauquier County and it officers, directors and/or members, the Town of Warrenton, or the Commonwealth of Virginia, any and all parade sponsors, volunteers and each of them, their officials, agents, designated event supervisory personnel or anyone acting for or on their behalf, from any and all losses, costs (including without limitation, litigation costs, and attorney fees), claims, damages, suits, actions, demands, liability, and expenses in connection with loss of life, personal injury and/or property damage of any kind whatsoever, in law or in equity, arising out of or in the course of my participation in the event.

The undersigned does hereby release his/her voice, biography, audio/visual clips and likeness(es) solely in connection with the promotion, advertising for this year and subsequent parades, and archival use of the Parade (including print, radio, television, and Internet advertising and promotions, including promotional materials). The undersigned hereby grants WOW International, Inc and the Women of Wonder the right to broadcast, and or to authorize others to broadcast, via radio, television, cable television, Internet, or otherwise solely for the purposes of promoting the Parade. Undersigned acknowledges and agrees that prior to, during or after the Parade, producers may, but will not be obligated to, disseminate information and various materials concerning the Event via the Internet, various online services or through other means or media.

The undersigned hereby accepts sole responsibility (for his/her entire organization) for the conduct and operation in the parade. The undersigned agrees that he/she/it will not involve or conduct itself in any manner that would negatively impact the good reputation of the parade. The undersigned agrees to be legally bound hereby.

Name _____

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date: _____

(Must be signed by person 18 years or over)

2010 Warrenton Christmas Parade Certificate of Participation

RULES OF PARTICIPATION

To ensure the safety and enjoyment of all our participants, volunteers and spectators, the following RULES will apply. Please read carefully!

All individual participants:

- Keep your eyes and ears open at all times and use good common sense.
- Only vehicles that will be participating in the parade are allowed on, or along, the parade route. Participants must be dropped off away from the line-up area.
- Young participants must have adult supervision at all times.
- Each Entry will adhere to the line-up schedule, time and order.
- Please follow the directions of the parade marshals, who are volunteer members of the Women of Wonder. They will be in orange safety vests, assuring proper line-up, and keeping the parade moving
- Throwing, tossing or passing out of anything (i.e. candy, peanuts, balloons, etc.) from floats/vehicles is strictly prohibited! Handing out, NOT throwing items, is permitted to persons at curbside. If items drop in the street, they must be picked up immediately. No items are to remain on the parade route, to avoid someone running onto the parade route and getting injured.
- To avoid risk of fire, Smoking is NOT allowed in the staging areas, or along the parade route.

Entries: In consideration of participation in this event, it is assumed and agreed that the individual, business or organization named below, will make provisions to ensure that all of their equipment and decorations are safe during the event, and that it is the responsibility of the individual, business or organization to see that this criteria is met.

- Each Entry is allowed up to two vehicles.
- Entrants must ensure that vehicles and equipment be in compliance with all federal, state and local mandates; and be in good safe operating condition.
- All drivers must be at least 18 years old, have a valid driving license, be licensed to operate the vehicle class they will be driving, have full liability insurance coverage, and will operate their vehicles in a safe, responsible manner.
- It is highly recommended that each vehicle and float have an easily accessible portable fire extinguisher on board.
- USE OF FIRE, SMOKE OR FLAMES OF ANY TYPE IS STRICTLY PROHIBITED!
- Entries with horses---Riders/Owners must assume all responsibility (risk of injury and liability) associated with their participation in the parade. We highly recommend that you obtain special event liability insurance for the parade.
- Entries with animals must provide a clean-up crew with supplies that walks along following behind the Entry to remove animal waste. If an entrant does not provide a clean-up crew, they will be removed from the parade.
- There are NO performance locations. Entries should perform all along the parade route.
- There is only ONE Santa Claus and Mrs. Claus in the parade; please do not include in your entry.

*****In Case of Emergency: Notify a parade marshal (Orange Safety Vests) or police officer of your emergency, and he/she will radio for whatever help is needed. *****