
The City of Plano Parade Planning Guide



Provided As A Community Service
By The City of Plano
Risk Management Department

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2 PARADE GUIDE REVISION HISTORY

Date	Revision Description	Revised By
08/03/06	Base guide completed.	Jeff Roberts
01/07/07	Updates from Christmas Day parade observations, primarily relating to the logistics required within the staging area.	Jeff Roberts
02/01/07	Updates from Joey Page and Dana Conklin, includes their observations from the Christmas Day parade.	Jeff Roberts

3 INTRODUCTION TO PARADES

3.1 Guide Sponsorship

This guide is presented by the City of Plano Risk Management Department. The City of Plano (referred to as the “City”) recognizes that “Parades” are special events held within the City and are subject to ordinances drafted specifically for “Events.” The guidelines contained herein address the subject of parades on public lands and do not attempt to address parades on private lands or the broader subject of all special events.

3.2 Audience

Audiences and readership of this material are typically individuals who have either volunteered or been selected by their organizations or associations for which they are members or enjoy an affiliation. Parades and parade organization are significant activities and require careful planning to successfully manage the event. As with all challenging endeavors, certain risks must be managed and laws adhered to in order to achieve a safe event that does not overly burden parade participants or spectators. You will need assistance to properly coordinate your parade. This guide identifies the resources available to you through the City; parade organizers will no doubt require assistance from within their own organizations.

3.3 Safety Introduction

These guidelines are tools to be used by parade organizers in planning a safe and interesting event for everyone involved. The information contained within not only addresses those issues that will contribute to a safe event but also addresses many of the issues of parade planning and participation that should be avoided. Let it be known that if there is a prohibition or recommendation stated in this document, City ordinance or other governmental document relating to a parade the reader should consider these restrictions purposeful and the reasoning self-evident. Ignoring any guideline or law only serves to expose the permit holder to significant liability and participants or spectators to personal injury or death.

Underestimating safety exposures can result in unimaginable consequences. The permit holder is strongly urged to follow the guidelines, follow the law, and get serious about safety.

It is recommended that parade leadership should designate a safety leader who is responsible for setting the tone regarding safety with the participants and maintains this tone up until completion of the parade. Monitoring how often and how vigorously the safety message is delivered will benefit everyone involved. Participants will conform to parade leadership requirements; make safety the first highlight during every discussion or memo. Praise those who conform and sideline those who don't. Remember, it's either

safe or it isn't and parade planner/organizers been given guidelines to follow to make the parade safe. The planner/organizer is the executor of these guidelines and overseer of compliance.

Additionally, you will need to understand exactly how a parade entrant intends to participate in the parade. For example: Where will the people be located on the "float" or vehicle? What if the vehicle brakes suddenly, what will happen? Is the add-on construction safe? Is it bolted to the trailer decking? Is the decking bolted to the trailer? Can you confirm that the bolts are in place? What is the wind forecast for parade day? Does the float appear to be safe in 10mph winds? What if wind speeds rise to 40mph during the arrival of a weather front? Will the float disintegrate and who will be in danger? What if it starts to storm (with lightening) 30 minutes into the event, what is the contingency plan? Will out-walkers hand items to spectators? What kind of items? How exactly do out-walkers replenish supplies? Are they going to approach a moving vehicle to be re-supplied? What if they trip or become entangled with the vehicle? Do out-walkers understand the difference between throwing and handing an item to someone? Have replacement or additional people been added to the entry at the last minute? Is a rules restatement needed to remind and protect everyone?

The above sample questions are real management issues. On the day of your parade everyone who intends to participate in the event should already have mitigated risks at your direction by taking steps to address the exposures. It's up to the parade leadership to ask the right questions and check for compliance. It's also up to parade leadership to develop a "don't tell me, show me" safety and communication mindset. Risk will always be present but through a controlled set of communications and management principles both written and spoken, much can be done to mitigate these risks.

The safety of parade participants and spectators rests solely with the permit holder. The City of Plano does not, under any circumstances, ultimately determine the safety and well being of participants or spectators.

3.4 Safety Training

1. The City recommends that a Parade Safety Training Meeting be held well in advance of the event. Guidelines presented in this manual and pertinent information from the City of Plano Special Events Ordinances should be the main agenda items. Permittees may elect to facilitate the meeting themselves, delegate to their safety coordinator, and/or invite experts to assist with the dissemination of information. The Fire Department, Risk Management, Police Department, etc. should all be considered for inclusion in this activity. As always, documenting the meeting agenda items is key.
2. In some cases, certain participants have built a knowledge base and gained enough experience that they may be considered local experts. These participants may also have access to specialty tools and may be willing to donate their time to assist other entrants in the design and construction of their apparatus. If these individuals exist, the Permittee should consider utilizing them as subject matter experts for their parade.
3. The City recommends a trailer/vehicle inspection before any parade-specific modifications have begun. A checklist of considerations is included in Appendix 13 of this document.

3.5 Spectator Safety

1. Significant spectator safety information should be distributed through utility flyers announcing the parade event and/or through local media outlets providing intermittent or continuous coverage of the parade.
2. A well designed parade route and a thorough familiarization with the route will assist planners in protecting the public from unnecessary risk. Work with the City Police department to obtain their input and recommendations; doing so will assist planners in reducing risk but not eliminating it entirely.

3.6 Parade Guidelines vs. Law

As the person primarily responsible for the success of your parade, the City of Plano is providing you with a complete planning guide to assist in the execution of your event. This guide is not a directive or mandate, it is only a guide and should be viewed with this in mind.

Note that the City of Plano Special Event Ordinance is in effect along with all stated or implied laws used to govern the City of Plano. If a conflict between this document and any other City of Plano ordinance, law, or other legally executed governmental document, it is the lawfully executed document that will supersede these guidelines.

Parade organizers, planners and participants are expected to be familiar with state statutes and to know and understand the full content of the law regardless of what is written in this guide. State statute information can be obtained through resources available to all citizens by the State of Texas. It is the intent of this guide to call attention to existing law and to assist parade planners by highlighting this information. It is not the intent of this guide to define, interpret, or all inclusively quote state or local law, such issues are well beyond the scope of this document. The organizer agrees to abide by all local, state and federal laws that are in effect at the time of the parade.

3.7 Communication of Rules and Laws

Communication to participants, that is, the actual people who will have some sort of physical presence and purpose within the parade, will occur in various forms up until the procession begins moving away from the staging area. This single issue may be the most important task you perform as a parade organizer.

As the organizer/planner of the parade you are required to distribute the City of Plano Parade Planning Guide to the personnel participating in or acting in a support capacity for the parade.

As with any group, delivery of the parade planner's directives to participants and ensuring that the planner's message has been understood is a challenge for any leader or leadership body. To help meet this challenge it is recommended that the planner develop a method for tracking directives or even casual conversations. Additionally, planners should document when they've communicated specific information and to whom the information was delivered to. Documenting statements and actions may serve the planner very well should the unthinkable happen or perhaps use the documented information simply for reference to help track project progress. Under-communicating and a lack of documentation raises risks for everyone and over-communicating the right information tends to mitigate those same risks.

Successful parade organizers envision potential problems before they occur, transform risk mitigation into actionable items and assign the tasks and monitor them for completion. Strong communication and supporting documentation is the vehicle that propels the preparatory phase forward.

Reference the City of Plano Ordinance: Article VIII. Special Events, Division 1, General

3.8 Parade Cancellation

The City of Plano assumes no liability should the parade be postponed, delayed, or otherwise cancelled for any reason either due to a determination by the City of Plano or other outside influence. Additionally, the City assumes no liability for any costs that may be incurred by the permit holder, participants, parade staff, vendors, etc. as a result of a postponement or cancellation regardless of whether the City was responsible for the delay or cancellation. Any expenses incurred by the City of Plano are the responsibility of the permit holder regardless of a delay, postponement or cancellation even if the City is the entity that by its good judgment is responsible for the interruption.

3.9 Accountabilities

The following table clarifies accountabilities and establishes ownership of significant actions that accompany every parade. Note that the Permittee and/or Applicant is/are assumed to be knowledgeable with regard to the laws of the land. Regardless, Permittees and/or Applicants are the responsible parties relating to law and are entrusted with disseminating information to all parade participants. Without exception, state and local laws apply to every participant before, during, and after the parade.

Area of Accountability	Parade Permittee and/or Applicant	City of Plano
Calendar Management – Abides by City Deadlines for Permit or Other Processing	X	
Permit Review and Acceptance or Rejection.		X
Insurance Review, Acceptance, Rejection or Request for Additional Information.		X
City Departments – Assists with Coordination.		X
Parade Planning & Execution.	X	
Risk and Hazard Mitigation.	X	
Knowledge of State, Local Laws & Ordinances.	X	
Dissemination of Safety and Legality Information to Parade Participants.	X	

3.10 Supporting Documentation

A number of tables, checklists, and other supporting documentation can be found in the appendix of this guide. Use these documents as control points either in the preparatory phase of your parade project, during the actual event or both.

Due to the nature of parades, the infinite variables involved with themes, the creative imagination of the participants and the cross section of people that attend parade events, planners to start narrowing some of these broad concepts to get started.

4 GETTING STARTED

4.1 Time Lines

Your parade is calendar driven and certain deadlines must be managed in order to meet City requirements among many other considerations. Note that a Time Line table has been provided in Appendix 10 and should help you track critical City deadlines and other important time dependent tasks.

4.2 Permit(s) - General

The City of Plano Parks and Recreation Department is responsible for reviewing all Special Events Parade Permit applications and there is no fee associated with performing this function. The Event Supervisor is responsible for processing the details of the actual permit application and working with you toward successful completion of the permitting process. Your permit application will be presented to a designated City Special Events Committee where your request will be carefully considered. The Special Events Committee is comprised of City management and other ranking City officials who work as a collaborative team when reviewing your permit application.

4.3 Preliminary and Final Permit Application Process

During parade permit review sessions, Committee members attempt to identify the various City departments that should be involved in your parade based on the description provided by the Applicant. In all cases, the Special Events Committee works toward maximizing success and attempts to identify risks present in a given parade. In addition to a thorough description of the parade itself, Applicants should carefully note on their application all activities and the use of equipment (generators, amplification systems, tents, etc.), if any, which will be used during the parade on their application.

A “Preliminary Application for a Special Event” (obtained from the City Parks and Recreation web site, <http://www.planoparks.org>) is completed at least 30 days prior to the event and submitted to the Event Supervisor. The preliminary application serves the purpose of starting the permitting process even if all details of the parade are not yet known. Once clarified, an “Application for Special Event Permit” is required and includes any details previously omitted. This application is also submitted to the Event Supervisor after it has been completed.

The Applicant's signature on the "Application for Special Event Permit" is evidence that they agree to all laws and will abide by those laws and the decisions of the City Special Events Committee. Further, the signature on the permit application indicates the Applicant agrees that the City Special Events Committee, the City of Plano, and their associates, employees and agents, are released from any and all responsibility for loss, damage, or injury to any person or property relating in any way to participation or consultation regarding the parade.

A parade permit will be provided to the applicant prior to the parade date. Permit holders should make this information available to all parade entrants. Along with this information the permit holder should coordinate entrant positioning within the parade, establish arrival times, start & end times and any other coordination information needed by those who are involved.

Note that it is possible the parade route may be established and confirmed in advance of the permit being issued. Note that the act of establishing the parade route is not a substitution for the parade permit itself. The parade permit is the actual document that establishes City permission to hold the parade.

To start the permitting process, due diligence is required at the following web site: <http://www.planoparks.org>. Review the preliminary and final permit applications and contact the Plano Parks and Recreation Department Event Supervisor. The City of Plano staff will assist you with the preliminary planning for your parade. Partnering with the City is the first step in successfully managing a safe and well-run parade.

5 PARADE INSURANCE AND HOLD HARMLESS REQUIREMENTS

5.1 Parade Insurance Coverage

Before your parade permit will be issued, a Certificate of Insurance naming the City, as an ***Additional Insured*** evidencing the following coverages will be required. The City Risk Manager is responsible for ensuring the appropriate insurance coverages exist for the parade in question. In general (and subject to change without notification), the following minimum coverages are needed for a parade held within City limits:

1. **Commercial General Liability**: \$1,000,000 per occurrence. \$2,000,000 aggregate including completed operations and product liability and personal injury liability insurance. Coverage shall include parade participants and spectator liability coverage and shall include a minimum of \$5000 medical payment coverage.
2. **Automobile Evidence of Financial Responsibility**: \$1,000,000 Combined Single Limit for Owned, Non-owned and Hired Vehicles if using a motorized vehicle in the special event or parade. Note that vehicle owners participating in a parade can be held personally liable for injuries or damage to property as a result of their actions. All parade participants are required to provide evidence of financial responsibility as required by the State of Texas to operate a motor vehicle on a state roadway. The vehicle owner is responsible for providing proof of financial responsibility to the event organizer prior to the beginning of the parade. Additionally, this insurance should include coverage for spectator liability should a spectator be injured by a parade participant operating a motor vehicle.
3. **Statutory Workers Compensation, Disability and Employer's Liability Insurance** for all employees. *(Please note that for this coverage, the City shall not be named as an Additional Insured but will be provided with a waiver of subrogation).*
This insurance coverage applies to those entities that supply personnel, in their employ, for the purpose of parade setup, take-down, or other preparatory or finishing tasks. Not-for-profit organizations are not required to provide Workers Compensation insurance.

Insurance coverages shall indicate that the coverage begins from the time the parade organizer assumes control of the physical space (usually the staging area) to the time they release control of the physical space.

The certificate naming the City as ***Additional Insured*** must provide a ten (10) day notification clause for cancellation, termination, or material change in conditions.

The **Permit Applicant** acknowledges that failure to obtain such insurance on behalf of the City of Plano constitutes a material breach of the agreement to execute a Parade. A lack of insurance as stated will result in a denial to hold a parade and subjects the permit Applicant to liability for damages, indemnification and all other legal remedies available to the City.

The **Permit Applicant** is to provide the City with a Certificate of Insurance naming the City as ***Additional Insured*** prior to the issuance of any permit. The failure to object to the contents of the certificate of insurance or the absence of same shall not be deemed a waiver of any and all rights held by the City.

In the event that the **Permit Applicant** utilizes a Subcontractor for any portion of the services outlined within the scope of activities stated on the permit application, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the **Applicant**. The Subcontractor shall name the City as an ***Additional Insured*** for all activities performed within its scope of work and/or contract.

At least 15 days in advance of the parade Certificates of Insurance (including those insurances required by Subcontractors hired by the Permit Applicant) containing all signatures should be mailed to the City of Plano Risk Management Department, to the attention of the Risk Manager. Failure to submit the required proofs of insurance in a timely fashion **will** result in the denial of the permit request.

5.2 Hold Harmless

1. Parade Organizers/Planners – The City of Plano requires a Hold Harmless agreement signed by representatives of the sponsoring organization. A copy of the hold harmless agreement can be found in Appendix 14. This document should be mailed to the City of Plano Risk Management Department, to the attention of the Risk Manager along with all Certificates of Insurance.
2. It is recommended that the organizer/planner obtain a signed hold harmless agreement from each of the parade entrants naming The City of Plano and the sponsoring organization held harmless. Such Hold Harmless agreements are to be turned in to the City of Plano at least one week prior to the parade.
3. Parade Participants - The hold harmless agreement shall be signed by a designated individual from each of the participating groups that will be active in the parade route. This individual will represent each group participating in the parade.

6 GENERAL GUIDELINES

6.1 Parade Staging Pre-Sunrise

1. Pre-staging for some parades may occur before sun up. Parking lots may not have artificial lighting active during the pre-staging activities. This presents a visibility safety issue that must be managed.
2. A team of attendants should have been organized well before the event and high visibility reflective vests, flashlights, and communications equipment (if used) should be distributed.
3. Place attendants with suitable high visibility reflective vests, traffic cones and directional signs at all entry points into the staging lot. The lack of natural light will be disorienting to parade participants and they will require direction from knowledgeable staff as they enter the staging area and attempt to find their designated staging position.
4. If a command post will be used for registering and general administration, a gas powered generator and lighting capable of being mounted on stands may be helpful. Any temporary structures should be secured with adequate weights and/or tie down points. Electrical cords intersecting walkways shall be taped to the walkway surface.

6.2 Parade Staging

1. For larger parades, numeric signs laid out in a grid pattern should be installed well before any pre-staging activities begin and correlate to place numbers that have been given to parade participants.
2. Parade event staff should be easily identifiable by vests, ID badges or both and establish a constant presence during the event by continually walking the line to resolve last minute safety issues such as a trailer to tow vehicle connections, large float structures, participant seating, etc.
3. Some organizations will supply a limited number of golf carts or four-wheel-drive utility vehicles to facilitate inspections and maintain a presence. The vehicles themselves are typically marked with parade organizational verbiage. Their presence and safe usage is the responsibility of the sponsoring organization.
4. If entry fees will be collected at the registration desk a system must be put into place by the sponsors to manage and secure the payments.

5. If donations will be collected from parade participants the logistics of collecting the items, storing them for a brief period and then loading and transporting them must be considered.
6. Coordinating the installation of a predetermined number of portable toilets within the staging area is absolutely essential and should be coordinated for delivery and pickup well in advance.
7. The presence of several hundred to a thousand people within the staging area will create the need for trash receptacles. Determine the need, placement and servicing frequency of the receptacles. The importance of the receptacles increases if food or drink of any type are to be served during the staging process.

6.3 Parade Start

1. Tow vehicles shall have all windows on the vehicle in the down position. Communication with the driver is essential and rolling all windows down will facilitate this communication. Note that amplified music either from within or outside the tow vehicle may be competing for the tow vehicle driver's attention.
2. The City recommends that signs restating the following minimum information be printed and installed at the exit to the parade staging area. Ensure they are highly visible as parade entrants move out onto the parade route:
 - a) No Throwing of Items
 - b) Stay Seated
 - c) Fasten Seat Belts
 - d) Think Safety
 - e) Tow Vehicles – Roll Windows Down
3. At least one parade support individual shall be stationed at the exit of the parade staging area. His or her responsibility is to examine, identify and effect change to parade floats/apparatus exhibiting dangerous behavior, dangerous setup or other visibly obvious configuration issues.
4. The City of Plano recommends that the parade staging area be closed at least 15 minutes prior to the start of the parade to facilitate street closures. Ensure that all participants are aware of this requirement and schedule them accordingly. Entrants should be well aware of parade line up and assume their positions in advance of the parade start time. Publishing a guide containing a basic map and early road closures with key entry and exit points is recommended.

5. City workers involved with the parade will be expecting the parade to begin on time and that the staging area is being managed in an orderly fashion with all participants aware of and maintaining their place in line.

6.4 Parade Progress

1. Parades should be “all forward motion” events with no planned stoppages. Performing groups should choreograph routines to maintain forward motion at the parade pace. Parade staff members designated by the Permit holder have the authority to request that a parade entry speed up or slow down to manage the gap between parade entrants.
2. Other than mechanical breakdown or other obvious apparatus problems, all entries will complete the parade route once the parade has started. In the case of a mechanical breakdown, every effort must be made to move the apparatus away from the central parade route, to a shoulder or side street.
3. Vehicles or apparatus left on City streets or having the appearance of being abandoned will be removed by the City at the owner’s expense.
4. A minimum distance of 15 feet between parade entries should be maintained at all times.
5. The maximum speed of any vehicle during the parade is limited to 5 mph and lower gears should be used on vehicles equipped with automatic transmissions.
6. Fuel tanks should be topped off just prior to the beginning of the parade; this includes any support equipment used during the parade such as generators. Spare gas cans, full or empty, cannot accompany vehicle apparatus on the parade route.
7. Drivers within the parade procession should pay particular attention and keep watch for spectators entering the parade thoroughfare, either accidentally or intentionally.

6.5 Parade Zones

1. The parade zone is defined as the street surface between curbs, curbs and shoulders or shoulders. The parade zone includes the assembly area and the dispersal area at the beginning and end of the parade route.
2. Spectators or the general public are not allowed in the parade zone. Parade staff are authorized to order spectators out of the parade zone.
3. Spectators are not permitted to place chairs or coolers in the parade zone; spectators are not permitted to stand in the parade zone.
4. The City of Plano Police Department may erect moveable barricades at intersecting streets to restrict vehicular traffic from crossing the parade route. The Police Department, with the cooperation of the Special Events Committee will determine when and where the barricades, if any, will be placed prior to the start of the parade. Reference the *Uniform Manual of Traffic Control Requirements for Parades* to obtain additional information relating to this issue.
5. At the determination of the Police Department and/or the Special Events Committee, high visibility caution or other demarcation materials may be placed to clearly identify the parade zone in safety risk areas where participant crowds are likely to gather.

6.6 End of Parade Demarcation

1. Arrangements should be made with the Plano Police Department to have at least one patrol car, with warning lights active, follow the last parade entrant from the staging area to the selected ending site. Doing so may prevent adult and child spectators from entering the street before the parade has ended.
2. If possible, consider designing the parade route so that the initial staging area before the start of the parade also serves as the staging area for the end of the parade. In many cases logistics will not allow for this route design but some benefits may be realized and this option should be considered.

6.7 Entry Limitations

1. Only 1 motor vehicle per entry is permitted, the exceptions being car and motorcycle clubs who may have up to 12 motor vehicles per entry.
2. Equestrian entries are limited to 12 horses per entry.
3. It is recommended that a maximum of 12 out-walkers accompany any parade apparatus and should be equally divided on either side of the apparatus.

4. All entrants must conform to the activities description stated on the permit application. Any changes to the activities description of the permit request must be resubmitted to the City of Plano Parks and Recreation department. The extent and timing of the change(s) will be considered by the City Special Events Committee where the changes will be approved, conditionally approved, or rejected.
5. Entries depicting violence, drugs, illegal activities, or that are otherwise deemed inappropriate by City staff (Police, etc.) will not be allowed to participate.
6. All entry themes are reviewed by the Special Events Committee and the committee reserves the right to refuse the participation of any entry. No obscene, vulgar, violent displays, unbecoming conduct, or vulgar language by either spoken or written word will be allowed.
7. Parade entrants are responsible for the security of their apparatus up to, during, and after the parade.

6.8 Prohibitions & Restrictions

1. Parade entrants may not throw any item or items from their unit, apparatus, float or automobile (per City ordinance). Out-walkers may hand parade relevant trinkets, food, candy, etc. or literature to the audience at the street curb.
2. Furthermore, to hand and not throw an item to a spectator the item never experiences “hang-time” and is always in contact with either the parade participant, the spectator or both until the hand-off to the spectator is complete.

Anyone observed throwing items to parade spectators may be subjected to citation for the offense, removed from the parade (the entire entry and all associated personnel) or both. This issue is non-negotiable and the City maintains a zero tolerance attitude toward violators. The permit holder should carefully coach participants on the seriousness of this issue to avoid negative repercussions during the parade.

3. Children under the age of 5 and less than 36” in height must be transported in a child safety seat and properly restrained according to the safety seat manufacturer’s instructions.
4. Parade participants should in no way encourage spectators to leave the curb or move into the street for any reason.
5. Participants may not ride on those vehicles or trailers equipped with side-boards or end-boards. The exception being City emergency or waste management vehicles/equipment with trained personnel occupying the side-boards or end-boards.
6. Participants may not ride on, rest on, or otherwise use a trailer tongue to support a person’s body at any time for any reason.
7. Participants may not ride perched on top of pick-up truck bed sides.
8. Operators of other motorized or non-motorized vehicles including motorcycles, bicycles, etc. shall not participate in handing out candy, literature, trinkets or other like party favors to parade spectators.
9. Riding on truck gates in the down position in any manner is prohibited.
10. Trucks equipped with bed gates shall have them in the closed/locked position when pulling trailers.

11. A person commits an offense if the person operates an open bed pick up truck or an open flatbed truck or draws an open flatbed trailer when a child younger than 18 years of age is occupying the bed of the truck or trailer. There are a number of exceptions listed for this statute, the ones being of relevance to the subject of parades are for parades themselves and hayrides or hay riders. Note that the exceptions apply only while the parade procession is underway and provide no defense to prosecution if the driver illegally transports under-aged people to or from the beginning and ending parade staging areas. If an offense is observed the driver will be cited for the infraction.
12. It is unlawful for any person to ride in a drawn trailer, the exception being for the purposes of a parade. Note that the exception applies only while the parade procession is underway and provides no defense to prosecution if the driver illegally transports people to or from the beginning and ending parade staging areas. If an offense is observed the driver will be cited for the infraction.
13. No discharging of firearms or simulated types of noise or fireworks are allowed per City ordinance.
14. Drivers of float vehicles are required to operate their vehicles in the center of the pre-established parade zone; operators are restricted from weaving or swerving towards bystanders to increase drama, visual effect or excitement.
15. Drivers and passengers of vehicles equipped with seat belts are required to wear the restraints.
16. By law, drivers of any and all vehicles in the parade must have a valid driver's license and class rating suitable for the vehicle being driven. They must also have the means necessary to meet the state Requirement of Financial Responsibility mandate. Failure to show proof (to parade organizers) of Evidence of Financial Responsibility or proof that they meet the Exceptions to Financial Responsibility will result in the vehicle being removed from the parade. Drivers of parade vehicles must be at least 18 years of age.

17. It is recommended that the Permittee implement a no-alcoholic beverage rule for all participants before and during the parade event. Permit approval may require various alcoholic compliances per City ordinance and state laws will apply. Participants consuming alcohol prior to or during the parade will be removed from the event if blood alcohol is below the legal limit and arrested if it is over the legal limit.
18. All state and local laws apply to the transportation of participants, regardless of the number, to and from the event. In no case will transporting participants in trailers or other similar devices be allowed and those observed doing so will be cited for the infraction. There are no special circumstances or waivers for which participants can be transported on state highways or city streets. All laws are in effect.
19. Per state law, no persons should be allowed to ride by sitting, standing or kneeling on any external portion of a trailer or other vehicle. Foot-steps, trailer tongues, trailer fenders, truck bed gates etc. are not suitable riding platforms.
20. For children riding parade apparatus it is recommended that children age 7 and younger have a 1:1 ratio of supervising adult (children under 5 years of age shall be placed in a child safety seat and restrained according to the seat manufacturers instructions). The recommended adult supervision ratio for children ages 8 to 13 is 1:5. Children age 14 and over are not required to have adult supervision. The supervising adult shall be situated in close enough proximity to children so that a conversation held at normal speaking volume can be achieved.

6.9 Safety Recommendations - Operational

1. It is suggested that children under the age of 6 years old refrain from walking as a parade participant. Making arrangements for them to ride in parade vehicles or float trailers may be a more suitable alternative.
2. The City recommends that a pre-inspection of all entrants and their apparatus be performed prior to the date of the parade. A final inspection of all parade entries should be made at the staging site prior to the beginning of the parade. A careful and controlled walk-through of the parade participants and their apparatus, utilizing the checklist in Appendix 13 of this guide can be a useful exercise. Obvious safety hazards should be considered and the risks mitigated. Until unsafe issues are resolved the entrant should be removed from the processional line-up.
3. Once the on-site safety inspection has been completed the vehicle and/or apparatus shall not leave the staging area.

4. The City prohibits participants from jumping onto or off of any parade apparatus, moving or stopped, during the course of the parade.
5. Participants should not interfere with the progress of any parade entry.
6. Parade participants on bicycles, unicycles, skateboards, in-line skates, Segways, Razors, or other wheeled equipment should refrain from excessive weaving or swerving to avoid losing control. Bicycle helmets are required by law. It is highly recommended that participants using the other aforementioned devices use all safety or protective equipment available to the general public. These participants shall at all times maintain a buffer zone of at least 6' from spectators.
7. In some cases the Permittee may choose to enact Breathalyzer blood alcohol screenings for all drivers of vehicles or apparatus prior to the beginning of the parade.
8. Any entry that produces loud and startling noises that could cause an equestrian entry to panic should not be permitted. Vehicles that backfire, either intentionally or otherwise, should not be allowed.
9. It is suggested that participants refrain from using cell phones, iPods, MP3 players, camcorders or other like-devices during the parade. Under no circumstances are drivers of any vehicle, tractor or other equipment allowed to operate the vehicle while simultaneously using the previously described electronic devices.
10. Drivers or participants shall not operate any type of water gun or aerosol propellant (silly-string or similar product) while participating in the parade.

6.10 Weather

1. The Plano Police Department is the final authority and will make a determination relating to weather conditions before the parade begins. The City of Plano Police Department also has the authority to stop or otherwise alter parade progress if weather conditions deteriorate while the parade procession is underway.
2. It is the parade permit holder's responsibility to have a foul weather contingency plan in place. This plan should include, among other things, a communication plan to confer with Plano Police as well as all parade participants of immediate directives relating to foul weather.
3. In the event that the Plano Police Department or other designated City of Plano official stops or otherwise alters a parade procession due to weather considerations the City of Plano will not be held financially responsible for loss or damage by the permit holder, parade participants, vendors etc.

7 APPARATUS (FLOATS, TRAILERS, ETC.) SPECIFICATIONS AND REQUIREMENTS

7.1 Definition

1. A parade apparatus or “float” is any decorated unit, with a vehicle, designed or constructed for use in conjunction with a parade. It is not limited to only those units that depict the parade theme. A vehicle may also be considered a “float” or apparatus in this definition and they themselves may be decorated to enhance the effect of an entry.

7.2 Dimensions

1. During the parade, the maximum width of any apparatus is 10 feet and includes foldout decks and/or outriggers. 8.5 feet is the specification for one standard City traffic lane and participants must comply with all state and local laws when transporting their apparatus from its place of origin to the parade event. There are no special parade circumstances or waivers for which an apparatus can be transported on state highways or city streets. All laws are in effect and violations are subject to citation.
2. The maximum apparatus length is 40 feet and includes the tow vehicle, trailer, temporary supports and decoration. Maximum height for any part of the apparatus is 12 feet. Traffic lights and signs may overhang the parade route; care should be taken not to exceed the height limit.
3. Minimum ground clearance for all apparatus is 10 inches and includes the physical components of the apparatus in addition to any add-on decoration. Floats with “skirts” or loose fabric that touches the ground is prohibited. All such decorations shall meet a minimum ground clearance of 10 inches and the decoration(s) shall be unable to touch moving parts such as tires, etc. when stretched to the fullest extent.

7.3 Weight and Loading – General

* Vehicle load information can usually be found on the driver's side door-jam of most vehicles. These ratings may or may not apply to vehicles that have been substantially modified.

1. The gross load capacity of the vehicle should not be exceeded when fully loaded.
2. The gross load capacity of the trailer should not be exceeded when fully loaded.
3. The gross load capacity of the vehicle's ability to tow a trailer apparatus when fully loaded should not be exceeded.
4. Trailer tongue weights should not exceed either the trailer or tow vehicle's maximum tongue weight specifications. Attention to the loading and weight distribution of participants and gear should be considered.
5. The trailer and/or tow vehicle apparatus shall by all appearances be capable of carrying its load for the duration of the parade. There shall be no sagging of components, trailer wheels should be 90° to the road surface, etc.
6. Vehicles exhibiting a bumper mounted towing ball should be examined with extreme care to avoid overloading. Additionally, these vehicles are not typically equipped with transmission coolers making them prone to overheating under certain circumstances. The parade pace of 0-5mph may also affect the tow vehicle's operation or performance relating to the ambient temperature.

7.4 Trailers

1. The trailer shall be registered and bear the appropriate markings of current registration.
2. Trailers shall be road-worthy and of legal status to travel on all streets, roads and highways of Texas.
3. Trailers shall be equipped with fenders that adequately cover the tires of both single and double axel configurations. It is recommended that trailers be equipped with guards on the leading edge of trailer wheels that will assist with displacing people or objects that fall within the trailer travel path.
4. Tires shall be in good condition and properly inflated. No bulging, imbedded foreign objects, cords showing, or other obvious hazards. Tire manufacturers typically recommend increasing tire air pressure when loads are added. Most tires state this information on the sidewall of the tire.

5. Wheel bearings must show no sign of overheating or other malfunction (grease spatter, etc.).
6. Trailer brakes, if equipped shall be fully functional and meet tow vehicle brake specifications described in this guide.
7. All trailer lighting shall be operational and visibility shall not be limited by participants, decorations or other obstructions. Lighting lens shall be intact with no cracked, broken or missing components. Electrical wiring shall be of sound construction with no obvious wear points, loose or hanging harnesses, and allow for full range of motion at the hitch without binding.
8. Trailer decking shall be of sound construction with no obvious hazards present. Decking should not deflect unreasonably when fully loaded. The trailer support bracing shall be of a type that supports the decking and cross-members should not be missing, damaged or exhibit excessive corrosion. All decking shall be permanently affixed to the trailer apparatus. Trailer seating should be securely attached to the apparatus. Those participants riding parade apparatus are to be seated at all times and it is recommended that they be secured by seat belts. Standing on apparatus or in moving vehicles is not permitted.
9. Trailer tie-down points shall be of sound construction and appear to be of appropriate materials for the task at hand.
10. Trailer safety chains shall be present and properly attached to the trailer and tow vehicle. Chains shall be of proper length and provisioned for the full turning radius of the vehicle with no excessive length or tensioning of the chains.
11. The trailer must not rest at inappropriate angles when hitched and loaded. The trailer shall be level or nearly level to the road surface.
12. Tow vehicle trailer hitch balls sizes and load ratings shall match that of the corresponding trailer connection points.
13. Trailer hitch mechanisms shall be friction pinned or locked in the closed position when attached to the tow vehicle.
14. Tow vehicles exhibiting a receiver style hitch shall have the ball mechanism pinned or locked to the receiver. Furthermore, the receiver pin itself shall be friction pinned or locked.

15. A trailer shall be equipped with a tongue jack thereby allowing for the safe detachment and support of the trailer from the tow vehicle. Some smaller trailers may not, by design, be equipped with a tongue jack and are engineered to be physically lifted from the tow vehicle hitch. In this case, and provided the load does not prevent reasonable physical removal, the trailer shall be exempt from this requirement.
16. A parade participant or driver associated with the trailer shall have a key or combination necessary to remove all locking devices on demand.

7.5 Vehicle/Tow Vehicle Specifications

1. Driver vision to the front and sides (180 degree field of view) must be unimpeded. A more sensible approach also provides for rearward and side mirror viewing.
2. An obvious means for driver and/or participant exit must be provided. Care should be taken not to encase the driver or participant and impede his or her entry or exit from any portion of the vehicle(s) or apparatus.

7.6 Mechanical Specifications

1. All lights originally installed on the vehicle and/or trailer by the manufacturer shall be functional in all respects.
2. For automatically shifted vehicles - an operational neutral safety switch shall be in place; limiting the vehicle's ability to start in Park or Neutral only.
3. For manually shifted vehicles – an operational anti-start mechanism shall be in place. The vehicle can only be started with the clutch depressed.
4. The vehicle should be fully operational and run without continual intervention, (restarting etc.) or under-hood manipulation.
5. No excessive smoking or foul odor shall be produced by the vehicle.
6. Vehicles shall have no excessive oil leaks, pavement puddling, etc.
7. Carbureted vehicles shall have a minimum of 2 throttle return springs installed.
8. There shall be no gasoline or diesel fuel seepage, leakage, or odor from any part of the vehicle.
9. Fuel lines, hoses, or other components shall be routed well away from obvious sources of heat.

10. Alternative fuels that have been designed and installed by the manufacturer are allowed. Mechanical fuel system modification such as nitrous oxide are also permitted, however, the operator of the vehicle shall not purge the system or operate a vehicle with NOS being fed to the engine during the parade.
11. A cooling system radiator shall be in place and equipped with an overflow reservoir. There shall be no sign of leakage and the vehicle should not overheat.
12. Ensure that cooling system (fan) airflow is unobstructed.
13. The vehicle must move under its own power and there should be no obvious power train problems.
14. Tires shall be in good condition and properly inflated for the load being carried. No bulging, imbedded foreign objects, cords showing, or other obvious hazards. Tire manufacturers typically recommend increasing tire air pressure when loads are added. Most tires state this information on the sidewall of the tire.
15. Hydraulic or air brakes must be able to stop the vehicle within a prudent distance and be capable of overriding the engine moving in a forward direction at idle speed. Emergency brakes are not a substitute for the aforementioned systems.
16. There shall be no undue brake squealing and no grinding. Brake hoses and lines should be in reasonable condition.
17. The brake pedal cannot bottom-out at the floor-board without first stopping the vehicle. The driver cannot build hydraulic brake pressure by pumping the brake pedal.
18. The emergency brake shall be operational if equipped and hold the vehicle with the gear selector in drive at engine idle speed.
19. The vehicle should prudently ventilate and/or channel exhaust gas away from the vehicle.
20. The exhaust system shall not create an obvious fire hazard; particularly relating to decorative materials or other parade modifications. A 12" relief space shall be maintained between flammable materials and exhaust components.
21. The exhaust system should not be excessively noisy due to poor maintenance or worn or missing parts.

22. The exhaust system should be braced and/or suspended from the vehicle and hangers should not allow for undue movement, swaying, dragging, banging etc.
23. All vehicles shall be operational with current registration and display the markings of having passed state mandated vehicle inspection.

7.7 Fire Safety Requirements

1. All other non-flammable or flame resistant material shall have at least a 12” space of relief around or near any mechanical device that produces heat as a byproduct, electricity, spark or other potential ignition source. In all cases parade leadership should consider and inspect the proximity of decorative material to exhaust outlets.
2. Each parade apparatus, excluding unmodified vehicles with no trailer in tow, shall be provided with a minimum of at least 1 portable fire extinguisher rated Type A, B, C. The extinguisher shall be readily accessible to the operator or other parade staff. The extinguisher shall appear to be in working order with all handles, hoses and pull-pins intact and a pressure gauge indicating the device is fully charged.
3. Open flame devices are prohibited on parade floats. The use of fuel fired torches, candles, grills or similar devices that serve as a potential ignition source are prohibited. The discharge of fireworks is prohibited per City ordinance.
4. Apparatus containing heat-producing electrical lighting must maintain the 12” relief specification from flammable materials as previously identified.
5. Generators may be used to support a parade entry, however, the physical generator cannot be placed on the apparatus such as a trailer or trailer/float. Generators shall be located away from any combustible material with a minimum of 12” relief. Generators shall be placed in the bed of tow vehicles or securely mounted to the front bumper of a tow vehicle. In all cases, exhaust gas shall be routed away from the participants of the apparatus or tow vehicle. Temporary wiring shall appear, by its gauge and coating, to have the capacity to perform as designed without overheating. Temporary wiring shall be secured in a manner that will prevent dragging, rubbing, binding, pinching and strain relief shall be provided at the connection points.
6. The generator operator and at least one other person associated with the entry shall be trained to perform generator shutdown on demand.
7. The use of straw or hay is permitted but may not be used on a vehicle carrying a running generator.
8. Spare gas cans, full or empty, cannot accompany vehicle apparatus on the parade route.

8 ANIMAL ENTRANTS

8.1 General Guidelines - Animals

1. Permit Applicants should clearly state the details of parade animal participation on their permit requests.
2. Observance of the City ordinance pertaining to animals shall be in effect at all times during the parade.
3. Domesticated pets shall exhibit current registration and vaccination tags.
4. Animals shall be equipped with restraints (bridle, leash, collar, etc.) suitable for controlling the head or neck of the animal. The restraint shall be of sufficient strength and in all respects be appropriately matched to the size of the animal.
5. Animal participants shall be accompanied by handlers who through training, experience, or both have the capacity to reasonably control the animal.
6. Parade animals shall exhibit a mild/calm disposition when assessed through the eyes of a layperson; those that do not shall be removed from the parade line.
7. Animals riding on parade apparatus must be tethered to the apparatus or held by handler restraints throughout the duration of the parade. A tether of at least 4'-8' in length is adequate. Retractable dog leads may also be used.
8. Parade routes that contain elevation changes during the procession should be considered. Animals should be able to climb an ascending elevation while fully loaded without significant stress. Animals should also be fully capable of stopping while fully loaded on descending grades.
9. Animal handlers should consider high pavement surface temperatures, both at the beginning and end of the parade and how that may affect animals with padded feet.
10. Loads including carts, wagons or other apparatus shall be appropriately matched with the animal(s) to which it is harnessed. Using reasonable judgment through a layperson's eyes the towed vehicle shall neither be overly sized for the animal(s) or contain too great a load for the animal(s) to pull or stop. Animals shall not exhibit signs of stress due to overwork at any time.
11. Based on the length of the parade route and weather conditions animal owners shall make provisions for watering their animals.

12. Problem animals should be led away to any available isolated area and be given time to regain their composure. Animal owners will need to make arrangements to be picked up from the isolation areas and should not reenter the parade procession.

8.2 Equestrian Entrants

1. Tack shall be required for all equestrian entrants being ridden.
2. Horseback riders shall be 12 years old or older to participate in the parade.
3. Stallions are not permitted as equestrian entries.
4. All light and heavy horse hitches shall have an assistant capable of controlling the hitch and shall be located in the front seat of the apparatus next to or near the driver.
5. Single and double horse hitches shall have to two assistants, one on either side of the animal(s). Two assistants shall escort each pair of horses no matter the number of hitches being driven.

8.3 Wild/Prohibited Animals

1. The possession of any wild/prohibited animals without the appropriate permits is illegal in the City of Plano. Regardless, and assuming legal possession, wild/prohibited animals are disallowed from parade participation
2. The participation of non-poisonous animals that would be considered dangerous by a reasonable and prudent person shall be reviewed on a case-by-case basis by the Special Events Committee. In such cases, the Special Events Committee will defer to City ordinance.

8.4 Animal Treatment

1. Animal abuse is against the law in Texas and the City of Plano. Anyone suspected of abuse or witnessed abusing an animal will be reported to the Plano Police Department.

8.5 Waste Removal

1. Equestrian and livestock entrants must provide their own waste removal squad to monitor and remove animal waste along the parade route and in the staging and disbanding areas.

9 EMERGENCY PLANNING

9.1 Scope

1. Planners shall written plan that addresses the management of emergencies before, during and after the end of the parade. The plan shall relate to emergency preparedness for parade spectators that are injured as a result of the parade itself and parade participants.
2. Identify key personnel that will be responsible for acquiring emergency incident information and supplying this to parade leadership. Define a communication plan within the organization and supply this plan to the City Special Events Supervisor.

9.2 Planning

1. Identify key personnel in writing and describe what their roles will be if an emergency is encountered. Include names and cell phone numbers of these individuals along with a brief description of their roles.
2. It is recommended that those individuals within the organization that are authorized to speak to media outlets be identified and informed of their role well in advance of the parade date.

10 APPENDIX - ORGANIZER/PARADE PLANNER
ACKNOWLEDGEMENT

We/I acknowledge receiving a copy (either in electronic or hardcopy format) of the City of Plano Parade Planning Guide. I further acknowledge I will read the document and apply the guidelines contained within it to safely and effectively management my/our special event parade being held within the City of Plano.

Furthermore, I will distribute copies of the City of Plano Parade Planning Guide to the participants within my special event parade.

Functional Title: _____

Address: _____

Phone Number: _____

Printed Name: _____

Signature: _____

Functional Title: _____

Address: _____

Phone Number: _____

Printed Name: _____

Signature: _____

11 APPENDIX – TIME LINE

Timeline Event Description	Event +/- Days	Suggest or Required	Instruction
Obtain all required insurance coverages and Hold Harmless documents. Include subcontractor insurance certificates.	-30	Required	Contact the City of Plano Risk Manager at www.planotx.org for review and approval of your insurance coverages.
Preliminary Application for Special Events	-30	Required	Obtain the form from www.planoparks.org and submit the document to the Plano Parks and Recreation Department.
Final Special Event Permit Application	-20	Required	Obtain the form from www.planoparks.org and submit the document to the Plano Parks and Recreation Department.
Parade Permit mailed to the Applicant from the City.	-18	Required	Parade orders described the parade route and other pertinent information.
Float Safety Training Meeting	-14	Suggested	Review all guidelines and ordinance issues.
Distribution of the “General Guidelines – All Parade Participants” section of this manual	-14	Required	A leader for each Parade Entrant should be identified and acts as a responsible party for the dissemination of information and coordination for their entry.
Entrant apparatus pre-inspection	-7	Suggested	It is recommended that Permittee review the build plans or other preparatory work being performed by entrants to ensure there are no obvious safety risks. It is imperative that the Permittee understand what plans are being laid by others to ensure permit compliance, lawful activities are a part of the plan and that safety risks have been mitigated.
Final Review of Parade Guidelines with Participants	-0	Suggested	Communication with the participants is crucial and a restatement of rules is highly recommended.
Entrant apparatus final inspection	-0	Suggested	A final inspection of all parade entries should be made prior to the beginning of the parade.

12 APPENDIX – REFERENCE & CONTACT INFORMATION

Subject	Contact Title	Phone and/or web address
City of Plano Risk Management	Risk Manager	www.planotx.org
City of Plano Parks and Recreation	Event Supervisor	www.planoparks.org
State of Texas Statutes	None	http://www.legis.state.tx.us/

13 APPENDIX – CHECKLIST

- Details describing each Parade Checklist specification can be found in the City of Plano Parade Guidelines Manual.
- Items checked are either Pass/Fail, or a numeric level of compliance, 4 being fully compliant, and 1 being nearly non-compliant. N/A is abbreviated to mean Not Applicable.

Entrant Leader: _____ Entrant Number: _____

Guide Sub-Section	Checklist Specification	Pass	Fail	4	3	2	1	N/A
Appendix 10	Organizer/Parade Planner Acknowledgement.							
Hold Harmless	Obtain entrant signatures from designated leaders of each group participating in the parade. Submit to the City of Plano at least 1 week prior to the parade.							
Parade Staging	Command Center Set Up – Tents, tables, chairs, generator, lighting/stands, general office supplies, tools, duct tape, power strips.							
Parade Staging	Day-glow orange vest, traffic cones, flash-lights, parking lot entrance signage, communications equipment.							
Parade Staging	Scheduling of staging area portable toilet drop off and pick up.							
Parade Staging	Trash receptacle logistics – determine the need and placement within the staging area.							
Prohibitions & Restrictions	Valid driver’s license, class rating for vehicle being driven and proof of financial responsibility.							
Dimensions	Maximum Width = 10’.							

Guide Sub-Section	Checklist Specification	Pass	Fail	4	3	2	1	N/A
Dimensions	Maximum Length = 40'.							
Dimensions	Maximum Height = 12'.							
Dimensions	Minimum Ground Clearance = 10".							
Weight & Loading - General	Gross load capacity of the vehicle has not been exceeded when fully loaded.							
Weight & Loading - General	Gross load capacity of the trailer had not been exceeded when fully loaded.							
Weight & Loading - General	Gross load capacity of the trailer does not exceed the tow vehicle's maximum trailer weight.							
Weight & Loading - General	Apparatus does not have the appearance of being overloaded.							
Trailers	Trailer is registered.							
Trailers	Trailer is road-worthy.							
Trailers	Tires.							
Trailers	Wheel bearings.							
Trailers	Trailer brakes, if equipped.							

Guide Sub-Section	Checklist Specification	Pass	Fail	4	3	2	1	N/A
Trailers	Lighting.							
Trailers	Decking.							
Trailers	Trailer seating.							
Trailers	Tie downs.							
Trailers	Safety chains.							
Trailers	Rest angle – sits flat.							
Trailers	Hitches & balls match.							
Trailers	Hitch is pinned or locked.							
Trailers	Receiver pin is pinned or locked (if applicable).							
Trailers	Unlocking keys or combination identified.							
Vehicle/Tow Vehicle Specification	Lighting is operational.							
Vehicle/Tow Vehicle Specifications	Driver vision is unimpeded.							

Guide Sub-Section	Checklist Specification	Pass	Fail	4	3	2	1	N/A
Vehicle/Tow Vehicle Specifications	Driver and/or participant egress has been addressed.							
Mechanical Specifications	Neutral safety switch is operational, automatic transmissions.							
Mechanical Specifications	Clutch anti-start is operational, manual transmissions.							
Mechanical Specifications	The vehicle runs without intervention.							
Mechanical Specifications	No excessive engine smoking.							
Mechanical Specifications	No major oil leaks.							
Mechanical Specifications	Carburetor return springs are in place.							
Mechanical Specifications	No gasoline leaks or odor.							
Mechanical Specifications	Fuel lines/hoses are properly routed.							
Mechanical Specifications	Vehicle radiator is in place, no obvious leakage and vehicle does not overheat.							
Mechanical Specifications	Vehicle moves under its own power.							
Mechanical Specifications	Tires are in good condition.							

Guide Sub-Section	Checklist Specification	Pass	Fail	4	3	2	1	N/A
Mechanical Specifications	Braking system is functional.							
Fire Safety Requirements	12" relief between flammable material and heat sources.							
Fire Safety Requirements	Fire extinguisher present.							
Fire Safety Requirements	No open flames or fireworks present.							
Fire Safety Requirements	12" relief between lighting and flammable material.							
Fire Safety Requirements	Generator requirement are met.							
General Guidelines - Animals	Restraints are in place.							
General Guidelines - Animals	Experienced handler present.							
General Guidelines - Animals	Animal disposition assessment.							
General Guidelines - Animals	Animal tethers in place for vehicle or trailer transport.							
Equestrian Entrants	Tack is in place.							
Equestrian Entrants	Rider's are over the age of 12.							

Guide Sub-Section	Checklist Specification	Pass	Fail	4	3	2	1	N/A
Equestrian Entrants	Horse-hitch assistants in place.							
Exotic and/or Poisonous Entrants	No poisonous animals present.							
Waste Removal	Waste removal plan in place.							
Prohibitions and Restrictions	Sound systems are properly mounted and do not violate noise ordinance.							

14 APPENDIX – Release & Hold Harmless Agreement

I, _____, acting in my capacity as _____ of _____ its employees, directors, contractors, agents, members and assigns (“Company” or “Organization”) do hereby on behalf of “Company” agree to release and hold harmless the City of Plano (“City”) for liability in use of (city facility) for _____ on (date) at (time).

“Company” understands and assumes the risk inherent to the activity of_____. “Company” further understands that this Release and Hold Harmless Agreement will remain in full force and effect during any and all times for the event being sponsored by “Company” including any incident related to the event.

“Company” agrees to release, hold harmless, and indemnify the “City” from any liability or responsibility arising out of or incident to the event sponsored by “Company” for any accident or injury to persons or property including but not limited to third person liability during any and all times of the event.

This agreement is formed under the laws of the State of Texas and venue shall be in Collin County, Texas.

By signing this form, I acknowledge that I have the authority to act and contract on behalf of “Company” and understand and accept the terms and conditions set forth in this agreement.

Date: _____

(Title of person on behalf of Company name)

15 GLOSSARY

Terminology	Definition
Additional Insured	Refers to The City of Plano as stated in the required insurance documents.
Apparatus	Those devices or machines, simple or complex, used within the parade to transport participants. Apparatus may also be used as supporting equipment for a given entry.
Applicant	A person who has filed a written application for a special event permit.
City	City of Plano
Line of March	The physical path being followed by the parade.
Out-Walker	A person or persons who walk the parade route and are typically associated with a specific parade entrant.
Special Events Committee	A governing body consisting of City department heads and/or their designees. Permit requests are reviewed and direct or implied participation from City departments are considered.
Parade Entrant	Apparatus such as trailers, cars, trucks or other motorized or towed vehicles. Horses, livestock, marching bands or walking participants and the persons directly associated with them for the purpose of exhibiting for the enjoyment of spectators.
Parade Leadership	Those individuals designated by the Permittee to act on his or her behalf relating to the parade. These individuals are the decision makers and compliance auditors of the event.
Parade Permit	Detailed information sent by the City to the Permittee describing route and other important parade detail.
Parade Participant or Participant	Those people who are associated with parade entries and serve to act as entertainment for public viewing or act in a support role for the entrant they're associated with.
Parade Staff	Those individuals the Permittee has designated as additional support personnel required to affect the smooth operation of the parade.
Parade Theme	The relevant information listed on the City Application for Special Event Permit under "List of activities that will be conducted as part of the event."
Permittee	The person to whom a permit is granted pursuant to the Special Events Ordinance. This is the responsible party whom the City views as the "owner" of the parade in question.

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