

# FORT COLLINS 4TH OF JULY PARADE

Friday, July 4, 2014 at 10:00 A.M.  
City Park to Old Town Fort Collins  
PARADE APPLICATION



Celebrate America's independence by creating an entry  
that captures the patriotism of the 4th of July!  
Your entry could be a winner of one of the following awards:  
Best Overall, Second and Third

The Fourth of July Parade is an entertainment event, designed to appeal to families and to bring the community together. **The parade will not be a forum for intolerance or political or social messages or statements.** As a component of the parade, some of the parade units will honor the cultural and ethnic diversity of the community. As the parade producer, the City of Fort Collins will make decisions at its sole discretion as to the content, design and participants selected to appear in the parade.

## HOW TO APPLY:

1. Read and sign the Participant Rules and Regulations (page 5)
2. Complete ALL required information on the following three pages (page 2-4)
3. Send your completed application, a signed copy of the Participant Rules and Regulations, a color photo of your group or float in costume or uniform and the non-refundable Parade Fee to:

City of Fort Collins Parks & Recreation  
Attn: July 4th Parade / Jill Mueggenberg  
PO Box 580  
215 N. Mason, 3rd Floor  
Fort Collins, CO 80522  
Email: [jmueggenberg@fcgov.com](mailto:jmueggenberg@fcgov.com)  
Phone: 970.221.6358

FOR MORE INFORMATION ON THE PARADE APPLICATION, PLEASE CONTACT  
JILL MUEGGENBERG AT [JMUEGGENBERG@FCGOV.COM](mailto:JMUEGGENBERG@FCGOV.COM) OR 970.221.6358.

Programming decisions will be made at the sole discretion of the City of Fort Collins and applicants will be notified by **Friday, June 20** if selected to participate in the parade, information regarding the event will be given at this time (staging, check-in, route information, etc.) via email and mail.

## ENTRY FEES:

Credit card or check for **non-refundable** fees must be provided with the application. (See page 6.)

- » Non-Profit: \$50 (must provide proof of non-profit status)
- » Business Entries: \$100
- » Marching Bands are welcome at no cost

## CONTACT INFORMATION

Parade Application & Sponsorships: Jill Mueggenberg  
at [jmueggenberg@fcgov.com](mailto:jmueggenberg@fcgov.com) or 970.221.6358  
Volunteers: Jenna Moriarty at [jmoriarty@fcgov.com](mailto:jmoriarty@fcgov.com) or 970.224.6125



# FORT COLLINS 4TH OF JULY PARADE

Completed applications must be received by  
Friday, June 16 no later than 5:00 p.m.

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

Organization Website (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Day of Parade Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Day of Parade Contact Phone: \_\_\_\_\_

City/State Zip: \_\_\_\_\_

Required E-Mail: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Number of participants in proposed parade unit: \_\_\_\_\_

Age Range of Parade Participants: \_\_\_\_\_

Please describe the reason your organization would like to appear in the parade:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please give a detailed description of your proposed parade entry. Be as detailed as possible in describing the vehicles or mode of transportation, performances, costumes, props and music below.

**Type of Entry** (Select all that apply):

<input type="checkbox"/>	Float		
<input type="checkbox"/>	Bike		
<input type="checkbox"/>	Marching/Walking Unit	(Please limit to 40 people in a group.)	
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Vehicle (Submit photo)	Make	Model
<input type="checkbox"/>	Animal	Type of Animal	
		How do they fit into the Fourth of July theme?	
		_____	

**Please note the number of:**

Vehicles:
Bikes:
Marchers:

**Will you be handing out items?**

No  Yes

If yes, please provide a description of the item: *(No throwing allowed/Must be given by Walking Distributors)*

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**Float or other entry** *(description, REQUIRED) (60% or more of vehicle/entry must be decorated according to theme and no longer than 40 feet):*

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**Performance** *(description):*

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**Costumes and Props** *(description):*

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**Music:**

All music in the parade must be pre-approved by parade producers to avoid duplication of music selections. Please list your musical selections below, please include artist and/or arrangement if applicable.

If your sound needs to be amplified, you will need to provide your own sound system. Please describe the components of the sound system, number of watts, and how it will be transported along the parade route:

If music will be live, describe the number and type of musical instruments and whether all accompanying musicians will be able to walk along the parade route with your performers.

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**This application does not guarantee acceptance into the parade. Parade fee is non-refundable.**

No entry will be processed without completed application and payment or form of payment. Entries will be judged on quality, creativity and compliance with the patriotic/July 4th theme.

**Completed application (with photo, payment and signed rules and regulation) must be received by Friday, June 16 no later than 5:00 p.m. and should be delivered or sent to:**

City of Fort Collins Parks & Recreation  
Attn: July 4th Parade  
PO Box 580  
215 N. Mason, 3rd Floor  
Fort Collins, CO 80522  
Email: [jmueggenberg@fcgov.com](mailto:jmueggenberg@fcgov.com)  
Fax: 970.221.6586

## 2014 FOURTH OF JULY PARADE PARTICIPANT RULES & REGULATIONS

The Fourth of July Parade is an entertainment event, designed to appeal to families and to bring the community together. The parade will not be the forum for intolerance or controversial messages or statements. As a component of the parade, some of the parade units will honor the cultural and ethnic diversity of the community. As the parade producer, the City of Fort Collins will make decisions at its sole discretion as to the content, design and participants selected to appear in the parade.

1. All groups must participate throughout the entire parade, unless an exceptions is requested in this application and granted in advance by the parade producer.
2. All participants must have decoration related to Independence Day/Fourth of July (red/white/blue, stars and stripes, etc.).
3. All participants must be able to complete a two-mile route within a one-hour time span.
4. The use of music is allowed, but all music must be pre-approved by the parade producers to avoid duplication of music selections.
5. The content and costuming of all units and participants must be appropriate for a family audience.
6. Nothing (including candy, gifts or printed materials) may be thrown during the parade. All items must be pre-approved by the parade producers.
7. The only signage or banners that will be permitted in the parade will be sponsor signage on floats and a unit banner preceding every parade unit. These will be designed, professionally produced and provided by the parade.
8. Units that include animals will be considered for participation only if the animals are trained and can be safely controlled under parade conditions. Units with horses, dogs or other animals must provide their own sanitation helpers to follow the unit and provide clean-up along the route as well as in the staging area.
9. The Staging Area is designated as a Quiet Zone and should be treated as such prior to the event.
10. Walking units are limited to 40 people.
11. All individuals participating in the parade must sign the hold harmless and liability waiver when checking in for the parade.

I have read the parade rules and regulations and recognize that our participation in the Fourth of July Parade is based upon adherence to these rules. I understand that acceptance in the parade is at the sole discretion of the parade organizers. I agree that if my group is invited to participate in the parade, we will adhere to all rules and regulations as stated above. (Sign this page and enclose it with your completed application.)

Signature	Date
Organization	Title

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# FORT COLLINS 4TH OF JULY PARADE

## CREDIT CARD AUTHORIZATION FORM

### Return with Parade Application

Please fill out the following form completely. Card will be charged after acceptance to Parade. If entry is not accepted, this form will be destroyed. **Fee is non-refundable.**

If you prefer to pay by check, please staple your check to this page and return with your completed application.

Please do not send cash. This form will be shredded at conclusion of event.

Your payment cannot be processed if incomplete.

CLIENT INFORMATION:	
Company:	Contact:
Street Address:	Suite #:
City, State:	Zip Code:
Business Phone:	Fax:

### CREDIT CARD INFORMATION:

Check One:

- I authorize my credit card to be billed for a one-time charge.

<b>Card Type:</b> <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	<b>Amount to be charged:</b>
Credit Card Number:	
Expiration Date:	CVC Code:
Cardholder's Name:	

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_