

SUGGESTED PARADE ENTRY - TO DO CHECKLIST

PHONE CALLS



<input type="checkbox"/>	SEEK SPONSORSHIP OR FINANCIAL CONTRIBUTORS IF NEEDED
<input type="checkbox"/>	AUG. - ARRANGE FOR LOAN OF A TRUCK AND A TRAILER
<input type="checkbox"/>	SEPT. - BOOK A GENERATOR AND P.A. SYSTEM
<input type="checkbox"/>	EARLY OCT. - FIND A LOCATION TO BUILD YOUR FLOAT
<input type="checkbox"/>	

GENERAL ERRANDS



<input type="checkbox"/>	AUG. - CHECK WWW.CAMBRIDGESANTAPARADE.COM FOR CURRENT YEAR'S PARADE INFO
<input type="checkbox"/>	MAY - ORGANIZE A COMMITTEE & MAKE A PLAN
<input type="checkbox"/>	JUNE - SEEK OUT COMMITTED VOLUNTEERS TO HELP MAKE IT ALL HAPPEN
<input type="checkbox"/>	AUG./SEPT. REQUEST A REGISTRATION TO GET YOUR ENTRY FORMS ON TIME
<input type="checkbox"/>	BUILD YOUR FLOAT USING PLENTY OF LIGHTS DECORATIONS AND MUSIC

REGISTRATION CORRESPONDENCE



<input type="checkbox"/>	MID AUG.- CONTACT PARADE FOR REGISTRATION – SANTAFLOATS@HOTMAIL.COM
<input type="checkbox"/>	EARLY SEPT. - SUBMIT ALL YOUR REGISTRATION FORMS – BY FAX 519.621.1672 OR E-MAIL
<input type="checkbox"/>	WELL BEFORE THANKSGIVING – SUBMIT REGISTRATION FEES TO COMPLETE REGISTRATION
<input type="checkbox"/>	EARLY NOV. - RECEIVE SECTION ASSIGNMENT FROM PARADE BY FAX OR E-MAIL
<input type="checkbox"/>	EARLY NOV. - NOTIFY PARADE & ROGERS OF ANY CHANGES & SUBMIT INFO FOR TV BROADCAST

BUILDING PROJECT



<input type="checkbox"/>	MAY - PLAN YOUR FLOAT DESIGN FOLLOWING PARADE REGULATIONS
<input type="checkbox"/>	SEPT. - GATHER FLOAT BUILDING SUPPLIES
<input type="checkbox"/>	LATE OCT./EARLY NOV. – BUILD YOUR FLOAT FOR ALL POTENTIAL WEATHER CONDITIONS
<input type="checkbox"/>	DISASSEMBLE AND PACK UP YOUR FLOAT OFF SITE FOR ANOTHER YEAR
<input type="checkbox"/>	

MISCELLANEOUS TASKS



<input type="checkbox"/>	NOTE REGISTRATION DEADLINE – THANKSGIVING MONDAY! BUT SPACE IS FIRST COME FIRST SERVED
<input type="checkbox"/>	BE SURE TO ADHERE TO ALL PARADE RULES & REGULATIONS FOUND ON WEBSITE
<input type="checkbox"/>	COMMUNICATE ARRIVAL PLANS WITH <u>ALL</u> YOUR PARTICIPANTS, CONSIDER THE WEATHER CONDITIONS
<input type="checkbox"/>	KEEP A GROUP CONTACT LIST FOR PARADE DAY AND HAVE CHAPPARONES
<input type="checkbox"/>	BE SURE TO MINIMIZE ANY OF YOUR RISKS, MAKE SURE YOUR ENTRY IS SAFE!