

# 2022 Shepherdstown Christmas Parade Instructions and Entry Form

Parade date and time: Saturday, December 3 at 10:00 am

Entry deadline: Thursday, December 1

This year, Shepherdstown's Christmas in Shepherdstown celebrations will again include a festive Christmas parade organized by the Rotary Club of Shepherdstown.

PLEASE NOTE THAT THE START TIME OF THIS YEAR'S PARADE IS AGAIN 10:00 A.M.

Join in the fun by being part of the parade! Here's what to do:

1. Choose a parade representative—This person will be responsible for completing your group's Parade Entry Form and for handling all communication between your group and the parade committee. All details regarding the parade will be sent to this person. It will be their responsibility to share this information with your group's members.

2. Go to the following link to register online: <http://www.emailmeform.com/builder/form/lea8C1bvczfn3J0N9P>  
If you'd rather not use the online system, complete the Parade Registration Form on the next page and send it via US Mail to the following address:

Christmas Parade  
Rotary Club of Shepherdstown  
P.O. Box 603  
Shepherdstown, WV 25443

3. Clearly label your entry with the name of your organization or group.

4. Include the type of your parade entry, such as "antique automobile," We understand that weather conditions will be a major issue for antique car owners, and they may not be able to make a final decision on participating until that morning. Therefore parade line-up instructions are below. If any club members would rather skip the whole registration thing and just show up the morning of the 4th if the weather is favorable and the spirit moves them, we'll be happy to fit them in on the spot.

If anyone has any questions, they can contact us anytime at [shepherdstownparades@gmail.com](mailto:shepherdstownparades@gmail.com) or 304-876-1139.

5. Include a brief announcement for the parade announcer to read. Parade committee has the right to edit this description for appropriate content and length.

6. All participants should be prudent regarding Covid and follow whatever public health requirements or guidelines may be in effect at parade time. Masks should be considered.

7, NO ALCOHOL

8. PLEASE REMEMBER: THROWING CANDY TO PARADE CROWDS IS PROHIBITED BY THE TOWN OF SHEPHERDSTOWN!

9. ALSO PLEASE REMEMBER: THE PARADE WILL START AT 10:00 AM. It will form up beginning at 8:30 am on Church Street. When the parade starts at 10:00 am, it will proceed down German Street to Princess Street and end there. On the morning of the parade, your parade representative should check in with the Parade Coordinator on Church Street by 9:30 am.

10. Parade entries will enter the parade lineup by driving on Church Street beginning at Minden Street (Middle School). The parade lineup will be determined as entries arrive.

11. Parade entries will be allowed to stop and "perform" for a maximum of 1 minute at the German Street/King Street intersection.

# Christmas Parade Entry Form

Entry Deadline: Thursday, December 1, 2022.

Organization or group name \_\_\_\_\_

Name of our parade representative \_\_\_\_\_

His/her phone number \_\_\_\_\_

His/her email address \_\_\_\_\_

*(Please include this contact info; it is vital for providing you with last-minute updates)*

I have read and understand all information pertaining to the Christmas parade:

\_\_\_\_\_ (Name of person filling out form)

**Type of parade entry** (for example: band, horse and carriage, antique automobile, walking group, float. Etc.)

\_\_\_\_\_

We agree to make arrangements to clean up after any animals that are part of our parade entry:

\_\_\_\_\_ (Name of person filling out form)

**Information for Parade announcer** Write exactly what you would like the parade announcer to read as your parade entry approaches the center of town. The Parade Committee reserves the right to edit descriptions for appropriate content and length.

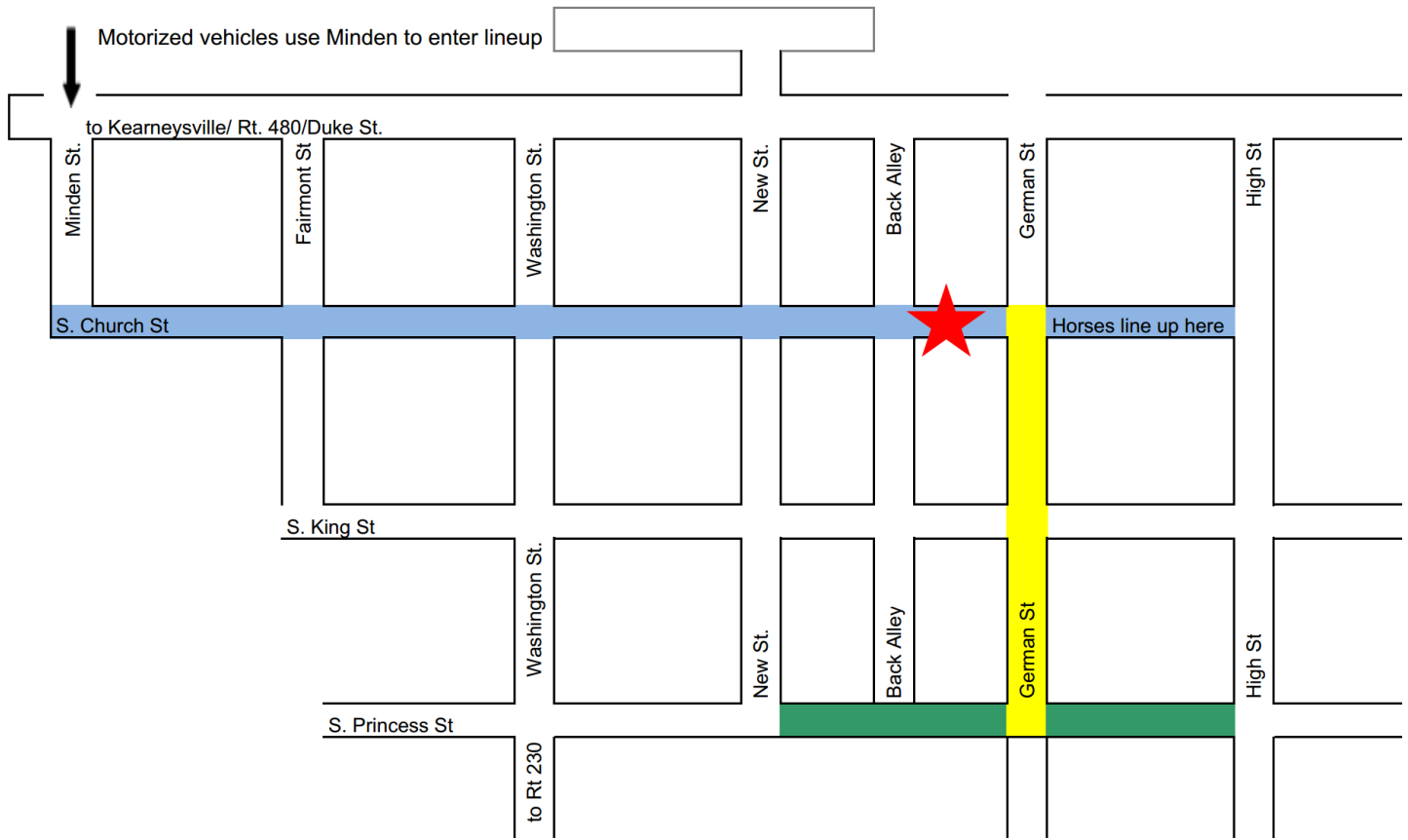
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If returning via US Mail, send to:

Christmas Parade  
Rotary Club of Shepherdstown  
P.O. Box 603  
Shepherdstown, WV 25443

Have questions? Please contact [shepherdstownparades@gmail.com](mailto:shepherdstownparades@gmail.com)

# Shepherdstown Xmas parade



- Parade entries will line up on Church Street (access restricted 8:30-11:00 am)
- ★ Parade coordinator will be stationed here
- Parade route (closed to traffic 10:00 am-11:00)
- Parade entries disperse here (closed to traffic 10:00 am-11:00 am)

Dear Shepherdstown Christmas parade participant:

Following is some information about parade logistics. Please review it and let us know if you have any questions.

- The parade will be held on Saturday, December 4 and will begin at 10:00 am sharp.
- The parade will form up on Church Street, south of German Street, starting around 8:30 am. Volunteers will be standing along Church Street to help you get to your place in the lineup.
- Please enter the parade lineup at the south end of Church Street so your vehicle will be pointed north, toward German Street (take Duke Street to Minden Street, and go east on Minden one block to Church).
- In any case, once your group arrives, please have one person come to the corner of German and Church to check in with the Parade Coordinator. We need to know that you have arrived.
- There are two toilets behind the Episcopal Church, off Church Street. Parade volunteers can direct people to them.
- Once the parade starts down German Street, please try not to bunch up with other parade units; do your best to keep spacing between units.