**Participant Orientation**

**You’re Application**

1. Name on the application must be the same name you use when you registration on parade day. (For example if you register as Tiny Tots Muffin Tops you must come in and say Tiny Tots Muffin Tops not TTMT or some other nick name or abbreviation.
2. Entry type must be put on your registration. For example if you are a truck with trailer, with or without music or a walking entry. This is import as to how we do our line ups.
3. Insurance If you did not submit your insurance with your registration bring it with you. We do not need a copy we just need to see it and verify that you have registration for your trailer, car, ATV or whatever you are using.
4. When do I know what time to come to the marshalling area? Your line up time will be emailed to you. Please respond to the email so that we know you have read it! We will phone if we have not heard from you.

**Registration and Pre Marshalling**

1. Where do I bring my float?
	1. Float Entry- **Ashwell and Spadina only**, there you will be greeted by the marshalling team and shown where to park and given a number that we attach to put at the front of the tow vehicle. You will then be asked to go to Registration with your designated float number.
	2. Walking Entry- You can be dropped off at the Evergreen Hall. There is plenty of parking nearby. Please no parking in the Evergreen parking lot. The organizer of your entry is to proceed to registration at the Lions Club on Spadina we will give you direction and a number. Please have the rest of your walking entry meet up in Evergreen Hall and wait for you there.
2. Where is registration? The Lions Club on Spadina, near Corbould there will be a big sign saying Registration. Please bring with you your insurance and float number. You will be greeted by our registration team who will then get all your registration and paper work in order. Once this is done feel free to get a coffee or food at the Evergreen Hall for free.
3. Get a coffee or something to eat at Evergreen Hall. You will find a warm and dry place to wait eat and use the washroom while you wait for the start of the parade. This is all **free** thanks to our sponsors.
4. Can I leave after registration of float? If you must leave the site please inform both the Marshalling team and Registration. Leave your Keys with Registration in an event that we must move the float. Be back for 5 pm.
5. Can I to do the Finishing touches on the float at Marshalling? YES!!! If you need to spread out and do a yard sale work session let the marshalling team know when you pull in we have a special area for this. Once you are done you will then be put in your spot and given a number then proceed to registration. If it is only little touch ups you can do this in the line up.
6. Where do the float rider meet up with the float? Have all your float riders dropped off at the Evergreen Hall. **Please note there is no parking at the front of Evergreen Hall- drop off only**. Enter from Corbould only then drop off the rider and driver must leave. There is plenty of parking behind Evergreen Hall, Cultural Centre and Leisure landing area. The Evergreen parking lot area is needed for our emergency vehicles and parade officials

**Parade Kick off at 5:30 sharp!**

Our staff will come into the Evergreen Hall at 5pm to give you a heads up on the status of the kick off time. Please proceed to your float and get your rider ready to go**. Please note** it will take up to 45 mins for the parade to totally leave the marshalling area. If you are near the end of the parade be ready for a little bit of a wait before you even get out of the parking lot.

**Things to remember before you get on your float!**

1. Leave enough time to use the washroom in the Evergreen Hall.
2. Be dressed for the weather and for dark.
3. Have a flash light if you have difficulties seeing at night
4. Go as a group so people don’t get lost.

**On the Parade Route- This is your time to shine enjoy it!!!**

1. Walking speed- Please walk at a leisurely pace, stroll. Remember we have children in the parade walking and we want the audience to have time to look at everything.
2. Distance between floats is three to four car lengths. We do not want huge gaps in the parade!!!!!!
3. If something happens- you are able to leave the parade route at any time if there is a need for you to do so. Our staff at the barricades will help you get off the route.
4. Smile wave and have a great time.

**Post Marshalling**- Back at Evergreen Hall – Spadina Road

1. Please keep moving in the same line up. As you come to post marshalling our marshalling crew will direct you. Do not leave the line up until the marshalling crew gives you direction.
2. You will come up to our marshalling crew and the first thing that will happen is that your number on the front of the float will be taken off
3. If you have riders you will be directed to the left side of the road (this is where you will have **your riders dismount on to the sidewalk. Riders can be picked up in front of Evergreen Hall.**
4. If you do not have riders your number will be taken off and then you will be directed to keep moving along Spadina and exit on Ashwell.

4. Please keep to the right side of the road once you have been released by our marshalling crew and follow the rules of the road.