

Christmas Parade Information

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 ryanhale@comcast.net

Email for the Paradepauldingchristmasparade@yahoo.com

Password = fundraiser

Security Info for Yahoo:Sports Team = Braves

Birthday = 1/1/70

Alternate Email = ryanhale@comcast.net

Themes (recycle the list):

2006 Heart of Christmas
2007 Family Christmas
2008 Song of Christmas
2009 Spirit of Christmas
2010 All-American Christmas
2011 Christmas Carol
2012 Christmas Bears All Gifts
2013 Bells of Christmas
2014 Sweet Home Christmas
2015 Christmas Past

Tentative Schedule: First Saturday in December

Staging	11:00 – 1:00
Judging	12:30 – 1:30
Presentation of Ribbons	1:30 – 2:00
Parade Begins	2:00

Application Fee:

\$55 for Individual or Organization

\$85 for Business

Application fee includes two (2) vehicles; \$10 each additional vehicle

Time Line of Activity:

January

- secure Grand Marshal

June

- Secure from Civitans a name, phone # & address to have applications mailed, process checks, & answer phone calls

1st Week of September

- Mail applications to dignitaries
- Put application in Dallas New Era
- Put application on Paulding.com
- Put FAQ on Paulding.com
- Call Byrd Insurance (Joe) for insurance policy
- Submit Parade Permit Request to City of , Attention Ken Elsberry
- Call Sheriff & City of Dallas Chief of Police to verify time/date; remind that we should have some field sobriety tests for possible drunken participants
- Call Skyline Plumbing to secure porta-potties; if Skyline is not doing porta-potties, call Pit Stop Sanitation
- Call Vickey Golden at Paulding Trophy to order ribbons
- Call Santa & Mrs Claus to remind of the date
- Send Letter to Business Owners along parade route reminding them that vendors on their property will need to get a permit from the Parade Committee

2nd Week of October

- Call dignitaries who have not responded
- Call ROTC units at High Schools to remind them of color guard duty
- Call Tech & make sure it is OK to use the parking lot for staging of Shriners & horses
- Remind food stores near Dallas Elementary of the parade date
- Call Douglas County Bank across from Dallas Elementary to remind them of parade date & verify that parking lot can be used for dignitary staging
- Call High Schools bands & remind of the parade date

1st Week of November

- Notify Elementary Schools that Santa will be on the Square for pictures after the parade so teachers can put info in newsletters that go home to

parents

- Verify with Civitan that the Grandstand & all the sound equipment/decorations are in order; speakers, microphone, mixing board are with Ryan Hale in attic of his office
- secure generator for grandstand
- Order card stock for numbers #1-145 (need 2 sets)
- Secure stakes for staging lay out (Wayne Kirby at PKW)
- Secure car for Grand Marshal
- Call dignitaries that have not responded
- Remind Rotary of Float: David Barnett gets trailer & vehicle to tow float; Dean Morgan has all materials
- Remind Earl Duncan for candy for Santa & Rotary float
- Secure someone to bring water for Santa & Mrs Claus
- Get judges for antique cars
- Remind Civitan Club to secure judges for floats
- Have Santa & Mrs Claus for pictures in papers and Paulding.com
- Run bio of Grand Marshal in newspaper & Paulding.com
- Secure walkie talkies from the Paulding Meadows folks
- Call Henderson Collision to verify time for Rotary float assembly
- Secure someone to pick up/return the Grand Marshal after the parade to his vehicle
- Call Dean Morgan for Grand Marshal signs
- Call Sheriff Dept to make sure prisoners can be on the scene immediately after parade for clean up
- Secure someone to help Tom Cagle at the Grandstand area with the #s/names associated with floats before they arrive at the Grandstand

Week of Deadline for Parade Applications

- Get all applications to Tony Jones for lay out
- Complete application process
- Take insurance policy to Chief of Police
- Make sure Tony sends out letters for staging numbers
- Get copy of staging list to whomever is taking the phone calls for parade application
- Get walkie-talkies from Ryan Hale
- Panic as little as possible

Day Before Parade

- Rope off area behind for Rotary Parking
- Seal off Staging Area with Dallas PD the evening before
- Begin lay out of the staging area; use the stakes & one set of the card stock numbers (use 7 paces for a car, adding extra space every so often

- to make sure there is enough room)
- Get Santa's Chair from & place on Courthouse steps; if inclement weather, have Santa in
 - Secure tables for the check-in area from Masonic Lodge
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- Week After the Parade --- Recuperate
 - ASAP after the parade, tally totals to see how much money is left for donation to Paulding Christmas. Secure a date for having a picture run in the papers of the check being presented to Paulding Christmas.

Skyline Plumbing (porta-potties) 770-443-0131
Pit Stop Sanitation (alternate) 770-439-2888

Paulding Trophy (Vickey Golden for ribbons) 770-445-6213

Best Religious 1st, 2nd, 3rd
Best Corporate Theme 1st, 2nd, 3rd
Best Organization Theme 1st, 2nd, 3rd
Best Antique Car 1st, 2nd, 3rd
Best Horse/Rider 1st, 2nd, 3rd
Best 4 Wheel Drive 1st
Mayor's Choice 1st

Santa Claus and Mrs Claus

Roy Rooker

770-439-1858 home 678-232-1562 cell
\$50 per hour

Tammy Bagwell

770-505-0121 home 678-910-0309 cell
\$40 per hour

Dallas, PD 770-443-8100

Sheriff Harris, PCSO 770-443-3010

Byrd Insurance Agency (for parade insurance) 770-439-7991

Named Insured as follows:

Rotary Club of Paulding

Civitan Club of Paulding

City of

Paulding Christmas

Vickey Paris @ Housing Authority 770-445-3758

Linda Meeks 770-443-3743

Tax ID # for Paulding Christmas for tax deductible contributions

58-1762766