

GLENCOE'S 4TH of JULY

SESQUICENTENNIAL CELEBRATION



PARADE GUIDEBOOK



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WELCOME

The Sesquicentennial Planning Committee has partnered with the Glencoe Park District to make Glencoe's 2019 4th of July celebrations bigger and better in honor of Glencoe's 150th birthday. As part of our efforts, we are expanding the parade route and are hoping to encourage more groups to participate in the parade in some way. We hope this guidebook is helpful as you plan for this special parade!

PARADE NOTABLE DATES

- **Application Opened:** Wednesday, May 1
- **Float Building Workshop:** Thursday, May 23 (Optional)
- **Parade Registration Deadline:** Friday, June 21 (Register online at www.glencoe150.org)
- **Parade Order and Staging Diagram Posted:** Friday, June 28
- **Parade:** Staging begins at 1:30 p.m. on Thursday, July 4 at Central School (You may arrive earlier if you wish); Parade begins at 3 p.m.

GENERAL PARADE INFORMATION

- All groups participating in the parade must submit an application, even if you do not plan to enter the Float/Entry Competition.
- The Village of Glencoe retains full discretion in approving applications and in determining parade order. Submission of an application does not guarantee parade placement.
- Timing of parade application receipt by the Village of Glencoe will have some impact on parade order (assigned position) but the Village of Glencoe reserves the right to alter the order as it sees fit.

Who can participate?

- Community organizations
- Neighborhood groups
- Businesses
- Religious organizations
- Elected officials
- Military/veteran groups
- School teams/clubs
- Bicycling/running clubs
- ...Pretty much any group of friends, neighbors, coworkers, peers, teammates etc.)!

How can we participate?

- Make an awesome float!
- Ride in vintage vehicles, convertibles, other fun cars
- Ride on motorcycles
- Ride bicycles / skateboards / skates / roller blades
- Walk, march or jog

PARADE RULES

Allowable Activities:

- Hand out candy (no throwing) / blow bubbles
- Bring your furry friends (Dogs must be on a leash; No venomous pets)
- Play family-friendly music from your float, vehicle or portable speakers
- Play instruments / sing songs / make chants
- Walk with banners / post banners on your float or car
- Make shirts / wear costumes / wear a mascot outfit
- Bring water and snacks for your group
- Make sure all kiddos are supervised by a responsible adult
- Decorate your vehicle!
- Use common sense with your float - ensure proper construction and make sure that minors know to either stay sitting or marching throughout the entire parade

Prohibited Activities:

- No passing out of paper flyers / coupons / brochures / business cards
- No throwing confetti / rice / glitter / water balloons
- No water guns / super-soakers / silly string
- No releasing balloons
- No consuming alcohol or smoking cigarettes/cigars/e-cigs, etc.

PARADE FLOAT/ENTRY COMPETITION

In addition to the above rules and guidelines, here's what you need to know if you want to enter the Float/Entry Competition:

- **Parade theme:** "Happy Birthday Glencoe!" in honor of the Village's 150th anniversary of incorporation
- **Who can enter:** See list under "Who Can Participate?"
- **How to enter:** All entries must submit a Parade Registration Form and check the box indicating that they want to participate in the competition by Friday, June 21. There is no fee to enter. All participants will be issued a number which must be displayed prominently with their group during the parade. Get started on your registration at www.glencoe150.org.

Competition Categories:

- **Best Float Entry:** All float entries must be built on a hay-wagon, trailer, truck bed, vehicle or similar platform.
- **Best Non-Float Entry:** Non-float entries can include walkers, joggers, cyclists, cars, motorcycles, riding mowers and more (pretty much anything other than an actual float).

Judging:

The following factors will be considered in equal parts:

- Overall appearance
- Incorporation of parade theme (*Happy Birthday Glencoe!*)
- Incorporation of patriotic elements
- Use of recycled and sustainable materials
- Originality
- Number of participants in group

Tip: Be sure to include a thoughtfully written announcement of your float/entry in your Parade Registration Form. Your announcement will be read over the loud speakers as you approach the judges.

GUIDE TO FLOAT-BUILDING

The following tips and basic float-building instructions have been compiled to help groups have as much baseline information as possible before beginning their float-building process. Information has been adapted from multiple other guides and websites, which are credited in the *Sources and Other Resources* section.

Aside from fundamental safety considerations, there's no hard and fast way to build a float—so get creative and have fun! As you get your planning started, the Village challenges you to keep safety and sustainability in mind. Can you reuse materials you already have? Can you use cardboard or papier-mache instead of styrofoam and chicken wire? Unsure of where to start with design? See pages 11 for some inspirational photos.

GETTING STARTED

1. **Find your people:** The parade is open to pretty much any group of neighbors, friends, co-workers, organization members and business owners that would like to participate. To make your group a success, the first step is to identify who is in your “group” and to develop roles. Consider the following roles:
 - a. **Float Chairperson:** This person will help organize the group and plan meetings
 - b. **Treasurer:** This person will help fundraise and keep track of your float funds
 - c. **Theme and Concept Developer:** This is your “idea person;” They should keep the float competition judging criteria in mind
 - d. **Construction Lead:** This is your go-to “I like to build things” person (tip: they should have access to a number of tools beyond your normal household toolbox)
 - e. **Decorating Helpers:** These people can order decorating materials and add the final touches to make your float memorable
 - f. **Float Host:** This person provide the location for the float to be stored during construction
2. **Set a budget:** Floats can be an expensive endeavor if you're not careful. Be sure to start with a budget and consider the cost of the following materials:
 - a. Purchasing or renting a hay-wagon or low-boy trailer
 - b. Lumber and sheathing plywood (if you're building a platform over your hay-wagon; or for more substantial parts of your super-structure)
 - c. Corrugated cardboard (a more sustainable option), or chicken wire
 - d. Tools that you may not already have such as: a table or circular saw, saber saw, handsaw, staple guns and a well-stocked tool box (with a hammer, screwdriver, pliers, utility knife, a long tape measurer and a carpenters square)
 - e. Decorating materials (pomps, papier-mache, festooning, fringe and skirting, banners, foil paper, petal paper, spray paint, spray adhesive, etc.); *Use flame resistant materials whenever possible*
 - f. Costumes/outfits for your participants; Items to hand out to parade-goes (no paper flyers please)
 - g. A low-noise generator (if you need electricity for a sound system or any automation)
3. **Develop a float-building schedule:** As you'll see in the next section, float-building involves multiple stages—from planning, to constructing your platform, to adding your super-structure, to decorating and final touches. Give yourself multiple weeks to accomplish these tasks.
4. **Secure a secure float-building location:** This is where your “Float Host” comes in handy. Good locations might include a garage or shed with access to electricity. It's a bonus if you have a large driveway as well. Consider adding a dehumidifier to the space if you're using cardboard for any of your super-structure.

CONSTRUCTION

1. Base options:

- a. **Hay-wagon or low-boy trailer:** Perhaps the simplest way to build a float is on an existing hay-wagon or low-boy trailer. Wagons and trailers typically come in 14, 16 or 18 feet lengths. Note there is no length-limit for the parade. Width should be no wider than eight feet, and height should be no taller than 13 feet.
 - i. **Rental options:**

Being listed here is not an endorsement from the Village

 1. Buttrey Rental (Downers Grove): www.buttreyrental.com / (630) 969-1191
 2. Advantage Trailer (Carol Stream): www.advantagetrailer.com / (630) 765-5858
 3. Herc Rentals (Chicago): www.hercrentals.com / (800) 654-6659
- b. **Flat-bed truck:** Frames can also be added to flat-bed trucks. Keep in mind that this will cut down on the length of your float, as most flat-bed trucks typically have shorter beds than a trailer.
- c. **Other vehicles:** You can also build a float frame on-top of an existing vehicle. This restricts your ability to have participants ride on the float, but is still a great option.

Tip: If using a flat-bed truck or other vehicle, be sure to appropriately pad the areas of the frame that touch your vehicle, as they can easily scratch your paint.

2. Basic framework:

- a. Once you decide on your base, the next step is to decide what type of basic framework you need. One option is to simply use the base of your wagon/trailer as the platform and then add your super-structure from there. If your super-structure is more elaborate or if you plan to have participants sit or stand on the float, consider if you need to add extra-strength to the platform.
- b. If you decide to add more strength or if you want to build a new floor, use 2x6s or 2x8s on the edge for the outer framework then run 2x4s between them side-to-side. Place stringers no more than 16 inches apart to add strength. If you're building a platform for people to stand on, you can use sheathing plywood (1/2 inch thick) to create a floor. Add any additional braces as you deem necessary. Remember that your base will need to be sturdy enough to withstand travel and the additional weight of your super-structure and any participants.

3. Super-structure:

- a. Now the fun begins! This is where your main design (perhaps developed by your "Theme and Concept Developer") starts to take shape...*literally*. To create your super-structure you might use light lumber, corrugated cardboard, chicken wire, papier-mache and styrofoam. Again, the Village challenges you to source sustainable materials for your float, so cardboard and papier-mache are preferable to chicken wire and styrofoam. Reuse materials your group already has when possible! If using cardboard, consider adding it only a few days before the parade so that it does not get damaged by humidity.
- b. Once your super-structure is added, consider taking your float for a test-run around the neighborhood before adding decorations.

Tip: If the "floor" of your float will be exposed, consider when in the process you should add floral paper/sheeting before adding your superstructure. See below for more details on floral paper.

4. Decorations:

Please use frame-resistant materials for your decoration whenever possible.

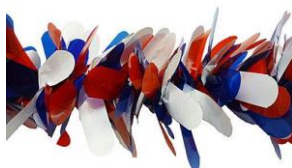
- a. **Pomps:** If you'd like to be traditional, pomps are the way to go when adding color and design to your float. Pomps are available in tissue paper, vinyl and metallic options (tissue paper being the most sustainable). While some people like to affix the pomps directly to chicken wire, we challenge you to use cardboard, paint and spray adhesive instead. The process is simple: First, cover your super-structure with cardboard (a staple gun would be handy here). It is best if the cardboard does not overlap. To make the structure sturdier, cut the cardboard so that the edges meet with the wood frame where possible. Next, paint the cardboard the color of your pomps to help cover any cardboard from showing through. Once dry, spray small sections with spray adhesive and add your pomps.
- b. **Papier-mache:** If you are adding detail to your superstructure, consider using papier-mache. A simple papier-mache can be used from recycled newspaper mixed with flour and water, added on top of a cardboard or wire base. Remember to allow multiple days for papier-mache to dry.
- c. **Festooning:** Now you're on to finishing touches! Festooning is basically a long string of colored garland, either made out of tissue paper, vinyl or metallic sheeting. This is a great way to cover rough edges/seams. It can easily be attached with a staple gun.
- d. **Petal paper/Floral sheeting:** Petal paper or floral sheeting are great to use to cover any part of the float "floor" that will be exposed after the super-structure is added. It may also be used in place of pomps to cover the superstructure. Again, it is available in tissue paper, vinyl and metallic options.
- e. **Fringe and skirting:** Fringe and skirting looks a bit like a Hawaiian grass-skirt and is made out of tissue paper, vinyl or metallic sheeting. Add this if you'd like to cover the bottom of your float (the wagon/trailer segment). Remember to keep the bottom edge of the fringe/skirting at least six inches above the ground so that it doesn't get pulled off or stuck as the float is moving.

Decorating Materials Examples:

Consider the environment and use tissue paper in place of vinyl, plastic or metallic sheeting when possible!



Pomps



Festooning



**Petal paper/
floral sheeting**



Fringe and skirting

SOURCES AND OTHER RESOURCES

Looking for more resources? Consider the following guides (they'll look familiar):

- eHow – How to Make a Simple Parade Float:
https://www.ehow.com/how_5660542_make-simple-parade-float.html
- The Authoritative Guide on How to Build a Float:
https://www.july4th.net/sites/default/files/attachments/how_to_build_floats.pdf
- Valley Decorating: How to Build a Parade Float:
<http://www.valleydecorating.com/howto.html>
- Upper Arlington Civic Association's 4th of July Manual:
http://directors1933.uaca.org/wordpress/wp-content/uploads/2018/04/Upper-Arlington-Civic-Association-Float-Builders-Manual_2018.pdf

INSPIRATION

