



November 8, 2017

Dear Friends of the Community;

It's hard to believe that the 12th Annual Small Town Christmas is just around the corner. Our celebration will be held on Saturday, December 9, 2017. The theme this year is **"An Arizona Christmas."**

The Town of Duncan is extending an invitation for you to be a part of the Annual Small Town Christmas Celebration and Light Parade. All vendors are cordially invited to participate starting at noon in Centennial Park. There will be no fees. Be sure to contact the Greenlee County Health Department if you plan to sell food at 928-865-2601.

Also enclosed you will find a parade entry form as well as the parade guidelines. **As usual we have Santa Clause scheduled to be the Grand Marshal, so please no Santas on your floats, the children get very confused when they see too many Santas in the parade.**

The parade will start on East Avenue and run west on Hwy 70 to Stadium Blvd. to the High School where it will disperse.

You can also help make this celebration a reality by supporting this important event. A gift of any amount is appreciated. The Duncan Small Town Christmas is a self-supporting, non-profit activity sponsored by the Town and supported by your generous donations.

Your contributions may be sent to 506 SE Old West Highway, Duncan, AZ 85534. Questions can be answered by calling the Town Hall at (928) 359-2791.

Thanks for your support,

Town of Duncan
Small Town Christmas Committee



PARADE ENTRY FORM

NO ENTRY FEE!

THEME: "AN ARIZONA CHRISTMAS"

The parade will begin to congregate on East Avenue next to the Ranch House Restaurant at 4:30 p.m. There the entrants will receive their placement assignments. Late entries will be accepted until 5:30 p.m. The parade will begin at 6:00 p.m.

Contact Person: _____ Contact Phone: _____

Mailing Address: _____

What is the name of your entry? _____

What does this entry represent (family, organization, individual, etc.)? _____

How long has the family, organization, etc., been in the area? _____

Any other information that you would like the announcer to share with the parade viewers: _____

Send entries to: Town of Duncan, 506 SE Old West Hwy, Duncan, AZ 85534 or fax to (928) 359-9146 or email to cindy.nichols@townofduncan.org

I/We have read and understand the parade guidelines, I/We will be disqualified and pulled from the parade if I/we do not follow the rules. I/We agree that participating in the parade event is taken at my/our sole risk and that the Town of Duncan shall not be liable for any claims, demands, injuries, damages, actions, or causes of action whatsoever to me or our group or to myself or our property due to the passive or active negligence of the Town of Duncan, its servants, agents, or employees arising out of or connected with my/our participation in this event and that I/we expressly forever release and discharge the Town of Duncan, its servants, agents, or employees, from all such claims, demands, injuries, damages, actions, or causes of all action whatsoever.

Signature

Date

DUNCAN SMALL TOWN CHRISTMAS PARADE

Saturday, December 9, 2017

Parade Guidelines

Theme: "AN ARIZONA CHRISTMAS"

YOUR COOPERATION IS GREATLY APPRECIATED IN ORDER TO PROVIDE A SAFE AND FUN-FILLED PARADE. WE PROVIDE THESE GUIDELINES AS SAFETY PRECAUTIONS. PLEASE REVIEW THE FOLLOWING GUIDELINES AND ABIDE BY THEM.

The parade will begin at 6:00 p.m. Lineup will start at 4:30 p.m. Line up on East Avenue near The Ranch House Restaurant. Someone will come by to give you a number. Entries should arrive at the lineup no later than 5:30 p.m.

- All entries should enter East Avenue from 3rd Street by the Catholic Church.
- **UPON ARRIVAL TO THE PARADE LINEUP AREA, EACH UNIT SHOULD LINE UP DIRECTLY BEHIND EACH OTHER ON EAST AVENUE AND WAIT TO BE GIVEN A NUMBER.**
- It is recommended that walking units arrive at the parade lineup area already as a group. We suggest that the group leader assemble their unit away from the lineup. This avoids additional traffic interference from parents attempting to drop their children off at the lineup area.
- It is also recommended that participants riding on floats also arrive at the lineup area with everyone already on their float. This avoids additional traffic interference from vehicles.
- The parade route will begin at the intersection of Hwy 70 and East Avenue. The parade will disperse on Stadium Blvd.
- **SINCE THIS IS A NIGHT PARADE, PLEASE DO NOT THROW CANDY OR ANYTHING ELSE FROM YOUR FLOATS!** This will encourage youngsters to run onto the street; at night this is very dangerous.
- Car clubs or entries that might provide special maneuvers should only be displayed at the judges' stand.
- The judges' stand will be located at the Corner of Old West Hwy (Hwy 70) and Hill Street next to the old bakery. **Upon arrival at the judges' stand, please pause for judging.**
- Judges consider the following when evaluating each entry; use of theme, time and effort, originality, appearance, and enthusiasm.
- Due to the large crowds we expect to have throughout the parade route, please drive slowly.
- **CHILDREN UNDER THE AGE OF 12 MUST BE ACCOMPANIED BY AN ADULT WHEN OPERATING A MOTORIZED VEHICLE IN THE PARADE.**

