

COLORADO SPRINGS VETERANS DAY PARADE, INC.

431 N. Cascade Avenue, Colorado Springs, Colorado 80903
Tel. 719-282-3862; E-mail: Parade4VA@gmail.com
www.csvetsparade.org

August 24, 2010

Dear Veterans' Organizations and other Potential Parade Participants:

This year's Colorado Springs Veterans Day Parade will be held on Saturday, November 6 at 10:00 a.m., downtown. The theme is: *Veterans, Diverse and Determined*.

To register for the parade, please fill out the attached registration form and return it to the Parade Office no later than Saturday, October 9. You can also e-mail the information to the Parade office; however, if you chose this option, please be sure to include all the requested information. You do not have to put the information on the form if you choose to register by e-mail.

As in the past, there is no charge to participate in the Parade. However, if you know a veteran-friendly business that may be willing to make a donation to help offset the costs of the parade, please let us know. We could use their help. The Parade is entirely funded through donations.

We are again going to match scout groups with veterans groups. Our goal in doing this is to educate the scouts on our city's many diverse veterans' organization. These scout groups will march behind their assigned veterans' organization unless the organization chooses to have them assist in another capacity (i.e., carry a banner for the group). If your organization does NOT want to have a scout group assigned (or if you already have a scout group affiliated with your organization and they are planning to march with you), please indicate clearly this on your entry form. NOTE: Not all veterans' organizations will have a scout group assigned.

Participating in the Parade is by invitation only because time and space constraints. Please read the following guidelines carefully before submitting your registration:

- All veterans' organizations that return an entry form by the deadline will be included
 - Veterans' organizations wishing to drive non-military vehicles in the parade are limited to no more than 12 vehicles or 20 motorcycles per organization
 - Vehicles and motorcycles may only go down the Parade route once, regardless if they are a member of more than one organization
- All schools that propose an entry which expressly honors veterans and return an entry form by the deadline will be included
- All entries, which include one or more non-military vehicles carrying an individual veteran, will be included at the discretion of the Board.
 - If you are proposing such an entry, please explain why the veteran should be honored with his/her own entry.
- Entries that are commercial in nature are PROHIBITED in the Parade, as is soliciting of any type along the Parade route

- **IMPORTANT:** All entries must include a sign or banner of some type. People watching the Parade will want to know who you are and why you're in the Parade
- All vehicles in the Parade must have insurance!
- Groups that do not adhere to these guidelines risk being pulled from the Parade and will not be invited to participate in future parades

We will send out staging instructions approximately two weeks prior to the Parade and will have line-up information posted on our web site: www.csvetsparade.org. We will not finalize the order of the Parade until that time, so please do not call the Parade office to ask. As a general rule of thumb, if you were in the first half of the Parade last year, you will likely be in the second half of the parade this year, and visa versa.

Thank you for your cooperation! I am the primary point of contact for Parade information. I can be reached at (719) 282-3862 or e-mail: Parade4VA@gmail.com (preferred). You can also contact our Parade Board President, Roger Ehrke, at (719) 597-0103.

Eileen Howe
Executive Assistant

Attachment: Entry Form
(If receiving electronically, scroll down to form)

2010 Colorado Springs Veterans Day Parade – Organization Entry Form
Registration Deadline: Saturday, October 9

Mail your completed entry form to:
Colorado Springs Veterans Day Parade
431 North Cascade Avenue, Suite 1
Colorado Springs, CO 80903

Or, e-mail all the requested information to: Parade4VA@gmail.com

PLEASE PRINT LEGIBLY

Name of Your Organization: _____
Contact Person: _____
Address, including Zip Code: _____
Telephone: _____
E-mail: _____

Describe your organization. The parade announcers will use this information to describe your organization entry to the crowd. **Please be brief and use bullet statements.** Each entry is only in front of the reviewing standing for approximately 30-seconds. You may attach printed information, but please be sure it is short and to the point.

Provide a visual description of your entry below. This information is needed by the parade announcers to recognize your entry as it comes down the street. Include some **distinctive visual clue** that will let the announcer recognize your entry. For example: “Patriotic float pulled by green Chevy truck”.

Does your entry have music? Please circle: Yes/No. If yes, please describe:

Are you willing to have a scout group learn about your organization and march behind you in the Parade? Please circle: Yes/No/Already have scout group affiliated with our organization.