

Event Proposal: Hutchins Joyful Night Parade, Tree Lighting & Fireworks Show

(Since this event represents a major shift in timing (moving to a night parade) and requires budget approvals for fireworks and tree, this outline is structured to emphasize **safety, municipal alignment, and fiscal transparency** to ensure the board feels confident approving it.)

Date: December 12, 2026

Time: 4:45 PM – 7:30 PM *(Parade strictly launches exactly 30 minutes before twilight, the time noted as a placeholder)*

Location: Pending [Insert Starting Route] to [Insert Park Name/Tree Location]

Objective: To transition the annual holiday parade into an evening experience, culminating in a community tree lighting and fireworks display as requested by the Mayor and City Council.

1. Executive Summary & Council Alignment

Per the request of the Mayor and City Council, the traditional daytime parade is being transitioned to an evening format. This shift allows the city to seamlessly tie the parade into two high-impact civic highlights: the official Tree Lighting Ceremony and a spectacular Fireworks Show.

Budgetary Note: The fireworks display Tree Lighting is currently proposed and remains *subject to final municipal budget approval*.

2. Event Timeline & Operations

Because timing is critical for an evening parade and fireworks display, the schedule is strictly anchored around the sunset window *(Parade strictly launches exactly 30 minutes before twilight, the time noted as a placeholder)*:

Time	Phase / Activity	Description
3:00 PM – 4:30 PM	Staging & Lineup	Parade floats and participants assemble at the designated lineup zone.
4:45 PM	Night Parade Launches	Staggered kickoff exactly 30 minutes before dark to maximize safety during dusk while transitioning into full night.

Time	Phase / Activity	Description
5:45 PM	Tree Lighting Ceremony	Parade concludes at the park; Mayor/Council welcome remarks and official countdown to light the city tree.
6:00 PM	Holiday Celebration Open	Live holiday music begins; Food vendors and free refreshment stations open to the public.
7:00 PM	Fireworks Show	Grand finale aerial display (<i>Pending final budget approval</i>).
7:30 PM	Event Concludes	Park clears; Breakdown and comprehensive cleanup begin.

3. Core Attractions & Logistics

The "Joyful Night" Parade

To ensure visual impact and safety after dark, **all participating floats and vehicles will be required to feature holiday light displays(QR Code will be available to scan and vote of best float)**

- **Targeted Parade Participants:**
 - Local school marching bands and cheer squads
 - City Council and local dignitaries
 - Hutchins Fire & Rescue and Police Department vehicles (decorated)
 - Local business floats, youth sports leagues, and non-profit organizations
 - The grand finale: Santa Claus arrival

Food & Refreshments

- **Complimentary Station:** Free cookies, coffee, tea, and hot chocolate will be served to attendees *while supplies last* to encourage a warm, welcoming environment.
- **Concessions for Sale:** Local food vendors will be stationed on-site **selling** festive, crowd-favorite items including **tacos and elotes**.

4. Municipal & Safety Measures

Transitioning to a night event requires extra operational care. We are coordinating with city departments to ensure:

1. **Route Lighting & Security:** Working with Hutchins PD to secure temporary road closures and ensure high visibility at all pedestrian intersections.
2. **Fire Safety:** Coordinating directly with the Fire Marshal for fireworks permit compliance, safe radius zoning, and on-site standby personnel.
3. **Waste Management:** Public Works dedicated cleanup crews will ensure all parade route debris and park trash are fully cleared immediately following the event.

5. Board Approval Request

We are seeking the Park Board's approval for:

- The event layout subject to budget approval.

Approval of the proposed timeline and park extended hours for cleanup. *(Parade strictly launches exactly 30 minutes before twilight, the time noted as a placeholder):*

- Endorsement of the event framework to move forward with the city council's scheduling request.
- The proposed plan and schedule

Starting 30 minutes before dark is a safety-first strategy—it gives the crowd time to settle in while there is still ambient light, making the transition to the night activities smooth and secure.