



Memorandum

To: Mayor and City Council Members

Cc: Daniel Buchholtz, City Administrator

From: Wanda Brown, Deputy City Clerk

Date: May 16, 2024

Subject: City Council Participation in the Tower Days Parade

I hope this memo finds you well. As you may be aware, our community is gearing up for the upcoming Tower Days Parade, scheduled to take place on June 6, 2024. We are reaching out to the City Councilmembers to inquire if any of you would be interested in participating in the Tower Days Parade this year.

If you are available and willing to participate, please let us know at your earliest convenience, so we may make the appropriate arrangements. You will find the parade form attached to this memo.

Thank you for considering this request, and we look forward to your response.



PARADE ENTRY FORM

Parade: Thursday, June 6, 2024 – 6:30 p.m.

Application deadline: May 15, 2024 4:00pm

TYPE OF UNIT	Unit Information
<p>FLOATS towed by vehicle</p> <p><input type="checkbox"/> Royalty Float</p> <p><input type="checkbox"/> Specialty/Business Float</p> <p><input type="checkbox"/> Non-profit Float-Club, School, Scouts</p> <p>VEHICLES</p> <p><input type="checkbox"/> Convertible, Truck, Fire Engine, Bus</p> <p><input type="checkbox"/> Classic Vehicle (1978 or older)</p> <p><input type="checkbox"/> Radio/TV Station</p> <p><input type="checkbox"/> Vehicle as float</p> <p><input type="checkbox"/> Other _____</p> <p>WALKING PERFORMING UNITS</p> <p><input type="checkbox"/> Marching Band</p> <p><input type="checkbox"/> Color Guard</p> <p><input type="checkbox"/> Junior Unit (Baton, Gymnastics, etc.)</p> <p><input type="checkbox"/> Musical Unit (Corps, Dance Studio)</p> <p><input type="checkbox"/> Specialty Unit (Clowns, bikes)</p> <p><input type="checkbox"/> Other _____</p> <p>WALKING NON-PERFORMING UNITS</p> <p><input type="checkbox"/> Political Candidate/Official</p> <p><input type="checkbox"/> Club (Scouts, Booster Clubs, etc.)</p> <p><input type="checkbox"/> Business</p> <p><input type="checkbox"/> Other _____</p> <p>Do you have Music? Yes ___ No ___</p> <p>Number of vehicles: Cars ___ Trucks ___ Trailers ___</p> <p>Line up Space (# of feet) required: _____</p> <p>Number of people walking _____</p> <p>If you are a performing unit (Marching Band) what is your required fee? _____</p> <p><i>There is a very limited budget for band units. The parade committee will consider your request and contact you upon receipt of application.</i></p>	<p>Unit Name: _____</p> <p>Contact Person: _____</p> <p>Address: _____</p> <p>City: _____ Zip: _____</p> <p>Primary Phone Number: _____</p> <p>Secondary Phone Number _____</p> <p>E-mail address: _____</p> <p>Special needs: _____</p> <p>_____</p> <p>_____</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">Parade Fees</p> <hr/> <p>Fee: \$55 Political Entrant: \$75</p> <p>No fee for the following: Current Elected Official, Visiting Royalty, Non- Profit Organizations</p> <p>Payable to Tower Days. All fees must accompany application.</p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center;">Parade Rules</p> <hr/> <p>-No Throwing or Tossing of Any objects including candy.</p> <p>-No articles or persons hanging over the sides of floats.</p> <p>-Political Entrants are limited to 10 walkers and must stay with unit.</p> <p>-Animal units must provide their own clean up.</p> <p>-Alcoholic beverages are prohibited.</p> <p>-Parade held rain or shine.</p> <p>-Must be at staging area no later than 6:00pm</p> </div> </div>
<p>Application continued on backside</p>	

Please complete this application form no later than May 15, 2023 4:00pm

Vehicle Insurance Information

Insurance information must be submitted by parade day.

Insurance Company _____ Policy No. _____

Agent's Name _____ Phone No. _____

Address _____ City _____ State _____ Zip _____

Driver's Full Name _____

License No. _____ State _____

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Work Phone (____) _____

Vehicle Insured Make _____ Model _____ Year _____

Plate Number _____ Expiration Date _____ Color _____

Your Script Info for Cable Announcers

NAMES OF UNIT PARTICIPANTS

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

PLEASE PRINT or attach description of your unit and any special information (i.e. past awards, recognition, and interesting facts) you want to share with the audience. If you already have script info typed up, please enclose with your application. Please limit to 150 words or less.
