

The Norwich St. Patrick's Parade is Sunday, **March 6<sup>th</sup>** with a **1:00 PM Step Off!** We are very excited to have your entry this year and are looking forward to a successful fun---filled parade. Included in this email are materials you will need for that day. The items included in this email are:

- Quick notes
- Schedule & Route Information
- Parking
- General Information
- Staging Information
- Security Needs
- DeStaging You NEED to check in so we know you are here and can direct you to your correct location. Check in this year will be at the former YMCA property, this area is closer to the beginning of staging.

#### **Quick Notes:**

- 1 - No throwing candy from vehicles. **Candy may be passed out by walkers.**
- 2- No throwing business cards. This leaves our streets messy and makes a mess for the Public Works department to pick up.
- 3- Vehicles in the parade must be dressed for St. Patrick's Day.
- 4- Fire Departments will only be allowed ONE (1) vehicle per department. This will allow your department to decorate one vehicle well and compete equally for the best vehicle trophy.
- 5 - Please be sure that if your group has music it is St. Patrick's/Irish themed.

#### **Schedule for Registrants:**

- Registration will begin at 11:00am
- The Parade begins at 1:00PM
- The parade route is approximately .5 miles long
- Groups MUST stay together at their location until the parade steps off.
- If you are going to have refreshments at your staging location they can NOT be in the street area taking up staging space, and MUST be removed before 12:45 so they are not in the way for step off.

#### **Parking and General Info:**

- There are 169 parking spots available for parade participants at the Viaduct Parking Lot at 28 Viaduct Street. You can walk to the staging area from there across the trestle bridge. THESE WILL BE AVAILABLE ON FIRST COME FIRST SERVE BASIS. WE STRONGLY ENCOURAGE CAR POOLING.

- No parking will be allowed in the staging lot EXCEPT for parade vehicles or group transportation vehicles (such as busses and vans).
- If parents from your group will be dropping off their children that are in the parade, please meet as a group at the Viaduct Lot or have them drop them walk them down into the staging area. They will not be able to drive down into the staging area unless their vehicle is part of the parade.
- After drop off, you will be responsible for keeping track of children participating with your group.
- Additional parking --- can be found at:
  - the Main Street Garage- 70 Main Street
  - The Market Street Garage
  - The Transportation Center at Falls Ave
  - Howard Brown Park, 105 Chelsea Harbor Drive

#### Staging Locations and Assignments:

- Staging will take place in the parking areas behind Eastern Savings Bank and Otis Library. Please refer to the parade map for staging location and additional parking
- When you first arrive please check in at the assigned registration area check-in on Main Street across the street from Chelsea Groton Bank, look for the tent. There you will receive your parade location. Someone will be there to show you to your staging location. Only 1 person from your group needs to check in.

#### Security Needs and Misc:

- Uniformed Police, Event Staff and Security will be lining the route and available at street corners and entrances.
- If you have a problem on the route, please look for one of these individuals and they request assistance or radio for help.
- Please do your best during the parade to stay close to the entry in front of you.
- We want to encourage groups to show off their skills during the event but please be aware not to get too far from the entry in front of you.
- If you have an entry with multiple people, please have one person in your group watching to see that your entry stays close to the entry in front of you.
- Feel free to HAND candy out to parade attendees but DO NOT THROW anything from moving vehicles. This is a safety hazard for attendees who may run into the road to get it.
- Awards will be given in the following categories:
  - Best Vehicle Entry
  - Judges Choice
  - Best Irish Spirit
  - Best Traditional Irish
  - Best Use of Color

- Our judges will be evaluating individual entries at the end of the parade route by the Courthouse. Please be advised that if you are performing, you should make sure to do so for the judges.

DeStaging:

- **Please Note**: As you complete your parade route and are returning to the destaging area other groups may just be entering the Parade route.
- Once you have completed the parade you will return to your original starting area. From there, parents can pick up their children, horse teams can return horses to their trailers, and floats can begin tearing down.
- **Do not leave trash in the staging area parking lot or at the Viaduct Lot from your entry.** Please take the trash with you and dispose of it at home or at the designated trash area by check in.

Contact Information:

- Please email your questions to [gonorwichct@gmail.com](mailto:gonorwichct@gmail.com) or call 860-984-5523

We hope you will stay after the parade to enjoy the festivities. We will be getting you a map of the parade route with all of the day's information on it.

We are looking forward to another GREAT year! If you need printable versions of this information to give to your participants, you can download it in letter form from our website:  
[www.gonorwichct.com/applications](http://www.gonorwichct.com/applications)

Thank you!

Miria Gray

Norwich Events Organization