



# **Holiday Light Parade**

**Santa Claus is Coming to Town**

**Friday, November 24, 2023**

October 1, 2023

Greetings Watertown/Oakville Schools, Civic Organizations, Churches, Businesses & individuals!

We are in the planning stages for our **Holiday Light Parade – Santa is Coming to Town** – For 2023, we are looking to expand on our small parade and make it a “light parade” towards the Watertown Green Area where Santa will make his appearance.

You are invited to be part of this wonderful holiday event. Enclosed you will find the application and guidelines for the Parade – we hope that you will consider participating! Additionally, you may want to setup at the festival location where entertainment, food and of course Santa is planned. Please get involved and let’s talk about how you, your organization, club, church or group can be part of this exciting kick-off to the holiday season!

Please contact Watertown Park & Recreation at (860)945-5246 or email us at [wtnspecialevents@watertownct.org](mailto:wtnspecialevents@watertownct.org) for more information.

Thank you!

Watertown Parks & Recreation Staff

**Town of Watertown Connecticut  
Watertown Parks & Recreation  
61 Echo Lake Road, Watertown 06795  
860-945-5246  
[www.watertownctrec.com](http://www.watertownctrec.com)**

# **HOLIDAY LIGHT PARADE**

## **Santa Claus Is Coming to Town**



**DATE:** Friday, November 24, 2023

**LINE-UP:** Participant line-up 4:00 pm meet on Depot St (behind the cemetery)

**STEP –OFF TIME:** 4:30 pm to arrive at the Gazebo around 5:00 pm

**PARADE ROUTE:** Main Street (corner of French St) to Gazebo – corners of Routes 6 & 63

### **POLICIES & PROCEDURES**

1. **SAFETY:** Take all safeguards in protecting your participants during line-up, on the Parade Route and at end point with disbursing.
  - The Fire Department entrance, exit and parking lot is active and must be kept clear at all times.
  - Depot Street will not be closed to traffic, so be aware of your surroundings.
  - When you arrive at the Gazebo, **DO NOT DISBURSE**, please continue to the parking lot on the right in front of the Congregational Church for disbursement – we must ensure that the Parade does not stop until Santa arrives at the Gazebo.
2. **LINE-UP:** We will be lining up on Depot Street behind the cemetery – the route will be up French onto Main Street. Line-up time will begin at 4:00pm – you will be assigned a position in the Parade when you arrive.
3. **ADVERTISING:** Absolutely no advertising on the marchers, participants, vehicles and floats. Every effort should be made to cover any visible advertising.
4. **HORSES:** No horses allowed.
5. **THEME:** Fully illuminated light parade to celebrate Santa’s arrival in Watertown – Santa will be bringing up the rear of the Parade. We are asking all participants, floats, etc. to be “lit up” – white lights and all children should sparkle or blink in some manner.
6. **HANDING OUT ITEMS:** For insurance and safety purposes **do not throw items** to the crowd. Any items handed out should be done at the festival itself and must be pre-approved by Watertown Parks & Recreation.

### **NOTES**

- **PERFORMING:** There is absolutely no stopping along the parade route for any reason. The opportunity to perform can be arranged through Watertown Recreations and will be at the Festival Site
- **WEATHER:** Please ensure all participants are dressed appropriate to the weather. When the sun sets the temperature can drop considerably.



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Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact #: (\_\_\_\_\_) \_\_\_\_\_ Other #: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Number of Marchers: \_\_\_\_\_ Floats: \_\_\_\_\_ Vehicles: \_\_\_\_\_ Other: \_\_\_\_\_

Description of Float: \_\_\_\_\_

Are you planning on handing out any items? YES\_\_\_ NO\_\_\_ (Refer to Policies & Procedures)

Describe: \_\_\_\_\_

Would you like to perform at the end of the Parade? YES\_\_\_ NO\_\_\_ If yes, please describe (including amount of time requested & you will be assigned a time slot):  
\_\_\_\_\_

Will you be setting up a display or booth at the Festival Site? YES\_\_\_ NO\_\_\_ If yes, please Describe: \_\_\_\_\_



**Please Note: The Watertown Fire  
Department provides free baked  
goods & hot chocolate**