

Intended Order of Parade

Volunteers needed: 2

Parade Order – 2014

1. Parade Marshall (Mary Duffy) & Horse
 2. Other horses/livestock
 3. Color Guard (police)
 4. Cars with Outstanding Citizens, Conservationist, etc.
(loaded at and coming from flagpole)
 5. All other cars coming from school parking lot
 6. Walking Groups (i.e. Kempo Karate, Savoyards Light Opera Company)
 7. Kids/Bikes/Red Balloon/Soap Box Derby
(joining parade from Library)
 8. Minutemen ***(coming from flagpole will meet parade @ 2nd pkg. lot entrance)***
 9. Floats
 10. Fire Engines
 11. Horse-drawn Hearse (property of the Carlisle Historical Society)
- Line-up in the Carlisle Middle School parking lot begins at 9AM on the day of the parade. To minimize confusion, the Parade Marshal and horse line up in the parking spaces adjacent to the soccer field.
 - Cars carrying honored citizens are driven down Church St. where they come to a stop at the 2nd school parking lot

entrance (the one closer to the tennis courts). **CARLISLE POLICE NEED TO BE ADVISED THAT THE VEHICLES CARRYING HONORED CITIZENS MUST DRIVE THROUGH THE COUNTRY FAIR!**

- Parade organizers usher animals from the parking lot onto Church St. where they line up behind Parade Marshal, followed by the Color Guard.
- Next, the Honored Citizen vehicles are released from the “hold”, and proceed down Church St.
- The remainder of all parade entries will now fall in line behind the Honored Citizens as outlined above.
- Parade Chairperson then runs (quietly) to the Gleason Library via the path next to Senior Housing complex where he greets the Red Balloon Nursery School (and any other Nursery School) line up of kids on bikes/trikes, babies in strollers and distributes "Participant" ribbons to all (either directly or through the adults representing the school).
- Parade Chair person interrupts the Parade (coming from School Parking Lot) after all Walking Groups (Kempo Karate, Back Beat Brass Band, etc) have passed, releases all participants from the Gleason Library parking lot into the Parade.
- Remainder of Parade line up (Minutemen, Floats, Hearse and Fire Engines) brings up the rear of the Parade.
- Parade passes to the left of the rotary in Carlisle Center, continuing onto Concord St , past the Parade Reviewing stand, turns left on Church St. and concludes in the Middle School parking lot.
- Parade Chairman contacts The Red Balloon Nursery school 978 371-7023 at the beginning of May to announce date of

Old Home Day parade and to confirm line up time @ 9:30AM in Gleason Library parking lot .

- Parade Marshals: Mary Duffy (The Lucky Rooster Farm) @ (978) 760-0339 or David “Bucky” Toher @ (978) 371-1220

Judging

- 3 Parade judges are needed each year, and we try to avoid any repeats, if possible. We enlist the help of people in the public eye, i.e. religious leaders, Selectmen, Post Office workers, Librarians, Chief of Police/Fire. Judges should be confirmed at least one month prior to OHD.
- Parade Chairperson meets the judges at the reviewing stand (directly in front of War Memorial) at 9AM on OHD where they are given written instructions on the judging criteria (below). Parade Chairman collects their results which are read aloud at Noon at the Flagpole over the PA system.

Judging Guidelines and Instructions

What to Judge:

- Walking Groups
- Animals
- Tractors/cars/trucks
- Floats

What Not to Judge:

- Kids’ Bikes/Wagons/Scooters
- Color Guard
- Honored Citizens
- Minutemen

Suggested Judging Criteria:

- Best theme interpretation of “Theme for OHD”

- Originality
- Most Memorable
- Crowd Pleaser

Awards:

- Grand Prize/1st Place = Trophy
- 2nd Place
- 3rd Place

Other Notable Parade Entries (if warranted):

- Best vehicle
- Best Kids' entry
- Other - Best _____

Instructions:

- Fill out form for each award with:
 1. Entry name/description
 2. Prize awarded
 3. Judges' comments (to be read aloud at Noon)

➤ **Meet Judges @ the judging station, post-parade.**

Banner - TO BE ORDERED NO LATER THAN END OF APRIL

- Once a parade theme has been announced, Parade Chairperson orders a 2' x 16' banner from [Half Price Banners.com](http://HalfPriceBanners.com) that includes dates of OHD, theme and image/graphic of Carlisle center in 1800's.
- JJ Supple 978-369-0777 (Fire Dept volunteer) has generously offered to hang and remove the banner over School St just above the intersection of School and Bedford Rd
- Cost: approx. \$70.00

Hearse

- Contact Phil Drew 978-369-9276 and request permission to have the hearse horse-drawn in the parade....**WEATHER PERMITTING!**
Any rain or hint of rain = no go.
- The horses/ponies are provided and driven by Roy McGregor in Groton, MA 508 254-3116. Roy should be contacted following the first OHD meeting.
- Cost: \$400.00

Publicity

- In addition to the banner, a press release (sample below) needs to be published in the Carlisle Mosquito. Provide this information to the publicity chair.

Sample PR Release

This year's OHD Parade will take place on Saturday, June 28th at 10:00 a.m.

1st (Grand), 2nd and 3rd prizes will be awarded for the best "Carlisle Tweets" theme interpretation. Crowd response and other judging factors will be considered. The Grand Prize winner will have the name of its entry engraved on a trophy to be prominently displayed in the Tax Collector's office at Town Hall.

Parade entries including all floats, horses and other critters, wagons, cars, trucks and walking groups should assemble in the school parking lot by 9:30 a.m. for the 10 a.m. parade start. Access to the

parking lot is only available from Church St. (by Green Cemetery) at its intersection with Bedford Road.

All bicycles, scooters and other children's entries should assemble in the Gleason Library parking lot at 10 a.m.

Please call Debbie Power or Bill Cooney at 978-369-0434 with any questions about the OHD Parade.