

Town of Leesburg Christmas & Holiday Parade Info



Parade Participant!

Thank you for your willingness to be a part of the 2022 Christmas & Holiday Parade! We are very excited to have you join us on **Saturday, December 10th**.

This email contains important information about our participation guidelines and helpful instructions for parade day when you arrive at the park. **Please be sure to review and let us know any questions you may have.**

Parade Timeline

- 3 PM: Festival Field opens for parade participants.
- 4 PM: *Holiday in Lights* contest judging begins and will go until 5 PM.
- 5:15 PM: All parade participants must be in the field by this time.
- 5:30 PM: King Street closes from Battlefield Pkwy to Fairfax Street.
 - No field entry or exit from 5:30 PM until after the parade.
- 5:45 PM: Parade line up begins.
- 6 PM: Parade procession begins.

NOTE: The parade will begin on-time, however it will proceed slowly, and it will take time for all participants to enter onto King Street from the festival field.

Arrival Instructions

- Staff will be available to assist you. Please follow the direction of staff.
- **3 PM - 5:15 PM:** Festival Field parking lot gates open. All participants arriving in a vehicle (walkers, floats, drop offs, etc.) must **enter into the front field off of King Street.**

There is no access from Ida Lee Drive. Please see attached map.

- **If you are walking and have no motorized vehicles that will be in the parade with you,** follow the direction of staff to park in the Festival Field parking area and then line up with parade participants. (See map/purple arrows for line up)
- **All drop offs must pull into the parking field** and drive to the parking/drop off area (see map). Cars are not permitted to drop participants off on the side of the road (King St or Ida Lee Dr.) **Drop offs** may enter to drop off a participant and then exit the field prior to 5:15 PM.
- **If you have a motorized vehicle,** pull into the Festival Field through the gate on King St. Event staff will direct you where to go.

Participation Guidelines

- Parade route is 1-mile starting at Ida Lee Park Festival Field and ending at Virginia Village Shopping Center Parking lot.
- All parade entrants and their group must arrive at Ida Lee Park no later than **5:15 PM**. Streets close at 5:30 PM. Those arriving after 5:30 PM will not have access to enter the field to line up for the parade.
- There will be no static demonstration in order to maintain the flow of parade pace.
- Giveaway items such as candy, coupons, etc. are encouraged. Please remember that throwing items into the crowd from a float or vehicle is prohibited. **Any giveaways must be handed directly to the person or tossed to the curb.** If you are handing items out, please be sure that you do not fall behind and you continue moving forward down the parade route.
- All parade entries should be decorated in a Holiday theme. Music and other decorations are highly encouraged!
- **Lighted Decorated floats and vehicles are automatically entered into the Parade of Lights contest. The winning float will have their name engraved on the Winner Trophy which is on display year round at Town Hall. Judging will take place from 4 PM – 5 PM. Winner announced at 5:15 PM.**
- Any person operating a motorized vehicle must be 18 years or older, have a valid driver's license and obey all traffic laws.
- The use of sirens and air horns is prohibited and reserved for emergencies only.
- Any unit with animals must be prepared to immediately clean-up any excrement from their animals. All dogs should be leashed both in the festival field and along the parade route.
- Groups that include children under age six (6) must have a decorated vehicle available for children's transport.

Special Notes

- **To avoid traffic delays, we recommend that you arrive early.**
- Please dress for the weather!
- Parade route is 1-mile starting at Ida Lee Park Festival Field and ending at Virginia Village Shopping Center Parking lot. We do not provide transportation back to Ida Lee Park.
- At the end of the parade units will be directed into the Virginia Village parking lots. Only right turns onto Catoctin Circle will be permitted. Please take all trash with you.

Thank you again for your participation. We will see you all on Saturday!

Festival Field Parade Layout—Holiday Parade

