



November 15, 2017

TO: 2017 Parade Entry Coordinators

Thank you for joining in our 2017 Christmas in the Park Parade, which will take place on Saturday, December 9th! We are very excited about your participation. In order to make the parade run smoothly and successfully, please make your group aware of the following information:

1. Parade participants may begin assembling at 8am at the designated locations outlined below. There will be volunteers to assist with finding your group's gathering location and float space, and to line everyone up in parade order. The parade does not begin until 10am, so this should provide enough time to line everyone up in order if instructions are followed.
2. All parade traffic, including school buses, should enter the City of Litchfield Park by turning onto Wigwam Blvd. from W. Indian School Rd. After turning onto Wigwam Blvd. you will make your first left (at Turtle Park) onto Villa Nueva Dr. Please follow Villa Nueva Dr. westbound down to either your float lineup location or the drop off location for marchers/walkers.
3. All motorized floats and decorated vehicles will line up westbound in parade order along Villa Nueva Dr. (There will be signs and volunteers to assist.) Please pull into your designated space and do not double-park on the street. Parents dropping off their marching children need to drive past you to get to their drop off location. Vehicles will travel west toward Old Litchfield Rd. when the parade begins.
4. All marchers will line up in the parking lot of Vástago Epicentro Church, located at 447 S Old. Litchfield Rd. This includes those who are accompanying motorized floats and decorated vehicles. Please do not try to line up children in the street with your float. If you do, you will be asked to escort your children to the church parking lot. **THIS IS FOR EVERYONE'S SAFETY.**
5. For those groups with marchers AND floats, please don't worry! Your marchers will join your group's float as it approaches the church parking lot in parade order. Your group will have sufficient time to form one unit and get everyone in place before you turn onto Old Litchfield Rd. and officially enter the parade.
6. Parents who are dropping off children will need to enter the church parking lot from westbound Villa Nueva Dr. There will be limited spaces available for parents to temporarily park and walk young children to their group's lineup location. Please be mindful of others who may need to do the same thing.
7. When parents exit the parking lot drop off loop, they should turn left onto Villa Nueva Dr. heading westbound to Old Litchfield Rd. At Old Litchfield Rd. they will make a left and follow the detour onto Desert Ave. This route directs traffic to various free public parking locations, including the Rec Center lot, the Library lot, and the City's gravel parking lot on the northwest corner of Wigwam Blvd. and Desert Ave.
8. Post-parade pick ups will be at the City's gravel parking lot on the northwest corner of Wigwam Blvd. and Desert Ave. This is where the parade ends and where parents and bus drivers can pick up the children.
9. Adults who are marching in the parade should arrive by 8:30am to find a parking space on a side street off of Villa Nueva Dr. and walk over to the church parking lot. You will not be allowed to park in the church parking lot, nor will you be allowed to park on Villa Nueva Dr. where the floats are lining up. You will also not be able to park on Old Litchfield Rd. where the parade route runs. Other public parking includes the Rec Center lot, the Library lot, and the City's gravel lot, all of which can be accessed through Desert Ave.

10. If your group is offering candy during the parade, please have your participants toss candy gently underhand towards the curbs. Please do not throw candy into the street or chuck into the crowd. Walkers may also hand out the candy along the parade route. Following these safety precautions will help prevent safety hazards and keep a steady procession of parade entries. Thank you for your cooperation.
11. Santa and Mrs. Claus will be the last parade entry. **ABSOLUTELY NO OTHER SANTA OR MRS. CLAUS WILL BE ALLOWED IN THE PARADE.** Parade entries that bring someone dressed as Santa or Mrs. Claus will be asked to remove them. If they do not cooperate, they will be asked to leave.
12. Christmas in the Park is a “rain or shine” event. Inclement weather could cause delays.

### ADDITIONAL INFORMATION

Christmas in the Park runs from 9am until 4pm. The parade itself will begin at 10am and ends at approximately 11am. Please feel free to stay and enjoy the rest of the day's festivities with your families. The event is free and open to the public.

#### Parade Route (see attached map)

Parade starting point is Vástago Epicentro Church at 447 S Old Litchfield Rd.

Parade begins by heading north on Old Litchfield Rd. to Wigwam Blvd.

Parade will circle through the roundabout at the intersection of Old Litchfield Rd. and Wigwam Blvd. and head west on Wigwam Blvd.

Parade will continue west on Wigwam Blvd. until it reaches Desert Ave., where the parade ends.

Parade route is approximately 0.6 miles.

#### Road Closures

- A. The flagpole area at the center of town (Wigwam Blvd. & Old Litchfield Rd. intersection) will be closed from 6am to 6pm to accommodate the festival.
- B. Eastbound and westbound lanes of Wigwam Blvd. between the Wigwam Resort entrance and Desert Ave. will be closed from 6am to 6pm to accommodate the festival.
- C. Northbound and southbound lanes of Old Litchfield Road between Honeysuckle St. and the south parking lot of the Litchfield Park Recreation Center will be closed from 6am to 6pm to accommodate the festival.
- D. Northbound and southbound lanes of Old Litchfield Rd. between Villa Nueva Dr. and Sagebrush St. will be closed from 8am to approximately 11am to accommodate the parade.
- E. Villa Nueva Dr. is closed to eastbound traffic between Old Litchfield Rd. and Wigwam Blvd. from 8am to approximately 11am to accommodate the parade.

If you have additional questions regarding the parade, please contact me by phone at 623-258-5567 or by email at [tkramer@litchfield-park.org](mailto:tkramer@litchfield-park.org).

Sincerely,



Tricia A. Kramer  
Special Events Coordinator  
City of Litchfield Park