



November 27, 2024

TO: 2024 Parade Entry Coordinators

Thank you for joining in our 2024 Christmas in the Park Parade, which will take place on Saturday, December 14<sup>th</sup>! We are very excited about your participation. To make the parade run smoothly and successfully, please make your group aware of the following information:

1. ARRIVAL TIME: 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. TRAFFIC FLOW: All parade traffic, including school buses, should enter the City of Litchfield Park by turning onto Wigwam Blvd./137<sup>th</sup> Ave. 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. FLOATS: All motorized floats, decorated vehicles & golf carts 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 will continue past you to get to their drop off location.
4. WALKERS/MARCHERS: All walkers/marchers will line up in the parking lot of The Thomas, 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 Thomas parking lot. **THIS IS FOR EVERYONE'S SAFETY.**

For groups with marchers AND floats, please don't worry! Your marchers will join your group's float as it approaches The Thomas 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.

5. PARKING LOT DROP OFF: Parents who are dropping off children will need to enter The Thomas parking lot from westbound Villa Nueva Dr. Turn left into the first (east) parking lot entry and proceed toward the small north parking area, as instructed by the volunteers in safety vests. Volunteer staff will walk children to their group's lineup spot in the main parking lot.
6. PARKING LOT EXIT: After dropping off children, parents must exit the parking lot using the second (west) exit and **TURN LEFT** onto Villa Nueva Dr. heading westbound to Old Litchfield Rd. At Old Litchfield Rd., make a left and follow the detour back out to Indian School Rd. To get to public parking, turn right onto Indian School Rd. heading west to Litchfield Rd. Turn right onto Litchfield Rd. heading north to Wigwam Blvd. Then turn right onto Wigwam Blvd. heading east toward various parking lots close to the end of the parade route and to the festival itself.
7. PARENT/SPECTATOR PARKING: Parents are encouraged to find parking in the following public lots, so they can enjoy the parade and meet up with their children at its conclusion: the parking lot on the east side of City Hall, the gravel lot on the north side Honeysuckle St. between Desert Ave. & Old Litchfield Rd., the library lot, and the Rec Center lot.
8. ADULT PARTICIPANT PARKING: Adults who are marching in the parade should find a parking space on a side street off Villa Nueva Dr. and walk over to The Thomas parking lot. You will not be allowed to park in The Thomas parking lot, nor will you be allowed to park on Villa Nueva Dr. where the floats are lining up. Please do not block any driveways. You will also not be able to park on Old Litchfield Rd. along the parade route.

9. **SAFETY WITH CANDY:** 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 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.
10. **THERE IS ONLY ONE SANTA:** 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.
11. **WEATHER:** Christmas in the Park is a “rain or shine” event. Inclement weather could cause delays.
12. **PARADE DISBURSEMENT AND BREAKDOWN:**
  - **WALKERS/MARCHERS** – At the intersection of Wigwam Blvd. & Desert Ave. all walkers will turn right, heading north on Desert Ave. to disburse safely away from the intersection. Post-parade pickups will be at the northern edge of the City Hall parking lot, which is on the east side of City Hall. This is where parents and bus drivers can pick up the children.
  - **FLOATS** - All motorized floats, decorated vehicles & golf carts will continue west on Wigwam Blvd. for another 400 ft. to La Loma Ave., which is on the west side of City Hall. Floats will turn right, heading north on La Loma to Honeysuckle St. This is where you can park and breakdown your floats. Parade Breakdown signs will be posted, and City Staff will help guide floats to parking and/or exits.

### **ADDITIONAL INFORMATION**

Christmas in the Park runs from 9am- 3pm. The parade itself will begin at 10am and end at approximately 11am. Please 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 The Thomas 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 on Saturday, Dec. 14 from 6am to 8pm to accommodate the festival.
- B. Eastbound and westbound lanes of Wigwam Blvd. between the Wigwam Resort entrance and Desert Ave. will be closed on Saturday, Dec. 14 from 6am to 8pm 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 on Saturday, Dec. 14 from 6am to 8pm 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 on Saturday, December 14.
- 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 on Saturday, December 14.

If you have additional questions regarding the parade, please contact the City of Litchfield Park's Special Events Team by phone at 623-935-9040 or by email at [EventOps@litchfieldpark.gov](mailto:EventOps@litchfieldpark.gov).