



2025 Cookeville Christmas Parade Application

2025 Cookeville Christmas Parade Theme: Remember the Reason

2025 Schedule:

Friday, December 12 at 12 p.m.: Application Deadline (Late applications will not be accepted.)

Thursday, December 18, Time TBD: Parade Participant Meeting (Location TBD)

Friday, December 19: Parade Date

- **5:00 p.m. – 6:15 p.m.:** Parade Line-up Time
- **7:00 p.m.:** Parade Start Time

Monday, December 22: Parade Rain Date

- **5:00 p.m. – 6:15 p.m.:** Parade Line-up Time
- **7:00 p.m.:** Parade Start Time

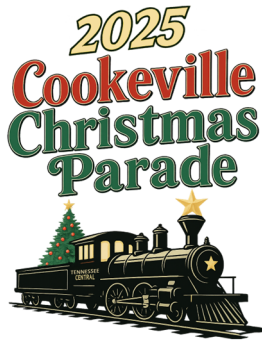
Updates will be available on the Cookeville Christmas Parade's website (www.rememberthereasoncookeville.com).

This year's 2025 Christmas Parade is sponsored by a group of individuals in Cookeville who remember the annual Christmas parade as a sweet memory of their childhood. The only agenda of the group is that much would be made of the reason for the Christmas celebration, Jesus Christ, and that kids in Cookeville today would be able to have the same sweet memories. Join us as we come together to celebrate and Remember the Reason. Please read this document carefully before submitting your application. Each section will require initials acknowledging they have been read, and the rules of the Cookeville Christmas Parade have been understood.

Completed applications should be submitted to info@rememberthereasoncookeville.com.

Contact 931-280-3131 with any questions.

-Please keep this information page.-



Christmas Parade Application

(Please print or type)

Name of Organization/Business/Group/Individual:

Title of Float/Entry: (30 Character Limit due to TV broadcasting)

Example: Silent Night in the Upper Cumberland

Description of Float/Entry:

Describe your Christmas-themed entry and list any music that will be played during the parade:

Description for Potential Broadcast appearance:

Describe float/entry in 2-3 sentences, 200-character limit, no phone numbers.

Example: (Have a True-Blue Christmas. The Flock over at True Blue Realty want to wish everyone a True-Blue Christmas. Rudolph is wearing a blue boa and proudly leading a flock of blue flamingos in honor of all the heroes followed by Santa's favorite old sleigh.



Christmas Parade Application

(Please print or type)

Float category (MARK ONE):

- | | | |
|-----------------------------------|----------------------------------|-----------------------|
| 1. Banks | 2. Churches/Non-profits | 3. Horses and Animals |
| 4. Large Business (50+ Employees) | 5. Small Business (1-4Employees) | 6. Schools |
| 7. Marching Bands | 8. Storefront on Parade Route | 9. Vintage Autos |

Length of Float (in feet): _____

MAX Length is 50' x MAX height is 15'

(total length must include entry, vehicle pulling entry and walking participants)

Contact Person Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Entry Fee: My organization/business is submitting a \$50 donation to ONE of the following local 501c3 organizations by Friday, December 12, 2025.

_____ Putnam Education Partnership Foundation (Donation link: www.peptn.org)

_____ Food to the Rescue (Donation link: www.foodtotherescue.org)

_____ The Magnolia Foundation (Donation link: www.themagnoliafoundation.com)

Signature _____ Date _____

PEASE RETURN THIS FORM ALONG WITH A SIGNED RULES, and LIABILITY WAVIER.

GENERAL RULES—PLEASE READ CAREFULLY

ENTRY APPEARANCE

- Applicants must provide a detailed description of entry.
- All Christmas music (e.g., song titles & artist) must be submitted in advance to be reviewed by the parade committee. Any entry playing inappropriate or unapproved music will be asked to stop playing their music and may be removed from the parade.
- All parade entries and participants should be based on announced Christmas parade theme. Parade theme costuming and/or decoration of all entries is required.
- **This parade is not to be a platform for drugs, alcohol, political campaigns, blatant advertising, or targeted special groups.**
- **THIS IS A FAMILY FRIENDLY EVENT, and participants must behave appropriately for children.**
- The Parade Committee reserves the right to accept or reject any entry.
- The Parade Committee will determine the order of appearance. Your appearance spot may be altered or canceled if your arrival in the assembly area is not on time. Line up position cannot be changed once assigned.

Initial here recognizing the participant has read and understands the above rules: _____

CODE OF CONDUCT

- Individuals and organizations participating in Cookeville Christmas Parade are expected to perform courteously, in good taste, and with safety in mind during the assembly, execution and dispersal of the parade.
- The safety of all attendees is of utmost importance.
- Participants should not engage in any actions that can harm others.
- No fliers or merchandise can be thrown or handed out.
- **Candy is NOT allowed to be thrown from vehicles or entries due to the increased risk of attendees being injured.** Candy may be handed out by individuals walking alongside the float. Violation of the rule may result in non-acceptance in future parades.
- No profanity, verbal or otherwise, by participants/entries in the lineup area or on parade route, will be tolerated.
- No live fires are permitted on entries.
- No excessive horn blowing, or sirens are allowed by any entry.
- Parade officials' instructions in the staging area, on parade route, and in the dispersal area, must be followed.
- The Parade Committee has the right to eliminate any entry from the parade if instructions are not followed or if any entry is considered unsafe to proceed down the parade route.

Initial here recognizing the participant has read and understands the above rules: _____

VEHICLES & PARTICIPANTS

- No person can dress as Santa Claus other than the official Santa float designated by the parade committee.
- All drivers must be licensed and adequately trained to drive their entry and must attend safety meeting provided by Putnam County Sheriff's Office.
- Entries may not exceed the height of 15' and length of 50'.

- The number of passengers in the vehicle must not exceed the number of seat belts in the vehicle (except on an approved float).
- All children 16 & under must be accompanied by an adult throughout the parade.
- All unsafe or disabled units will be removed from the parade route and not allowed to re-enter.
- Handlers must ensure their animals are well-behaved and do not pose risk to attendees.
- Animal handlers are also required to clean up after their animals.
- All horses, donkeys, and mules are required to have a manure bag.
- Parade participants are required to clean trash and debris from their line up area prior to the beginning of the parade.

Initial here recognizing the participant has read and understands the above rules: _____

SMOKING & Vaping

- Smoking & vaping is not allowed by participants during the parade to prevent fire hazards and discomfort to others and attendees.

Initial here recognizing the participant has read and understands the above rules: _____

ALCOHOLIC BEVERAGES & ILLEGAL SUBSTANCE USE

- NO alcoholic beverages or illegal substances of any kind will be allowed on or with the entry.
- The consumption of any alcoholic beverage or illegal substances by any participant prior to or during the parade is prohibited.
- Any person who possesses or is under the influence of alcohol or drugs will be violating a City of Cookeville ordinance and will be removed from the lineup area and the parade itself.
- Law Enforcement will be patrolling the lineup area for violators.

Initial here recognizing the participant has read and understands the above rules: _____

PACING & SPACING

- Parade participants must stay within their entry's space.
- Straggling behind or advancing ahead into other entries is unacceptable.
- During the parade, entries are to maintain a safe distance of at least 10' from each curb and at least 40' from the entry in front of them.
- Vehicles must be in good mechanical and braking condition and must have an adequate supply of gas to run the engine before the parade and the entire length of the parade route.
- Pacing of parade is critical to avoid gaps in viewing.
- Keep parade in motion; stay with the unit ahead of you.
- Do not slow or halt vehicles to allow for walking members of unit to catch up. It is the walking participant's responsibility to keep up with the unit, even if that means skipping distribution to some parade viewers.
- NO stopping on the parade route, except when asked to in front of the television camera.
- Failure to comply could result in removal and/or exclusion from future parades.

Initial here recognizing the participant has read and understands the above rules: _____

DECORATIONS & SIGNAGE

- All entries, except for antique vehicles, should be decorated in the holiday spirit.
- Any banners used during event should have a holiday message or name of the organization. They SHOULD NOT contain a sales message.

Initial here recognizing the participant has read and understands the above rules: _____

ASSEMBLY/STAGING AREA

- Parade entries (especially floats) may arrive after 5 p.m. in the staging area for final decorating.
- Due to space availability and safety for participants, there will not be any additional vehicles allowed into the staging area for each parade entry.
- Support vehicles must unload and proceed outside of the parade area to find a parking spot.
- If you are lined up/or dropping off participants on residential street, please be respectful of the residence property. Do not park or walk through yards or driveways.
- Vehicles are not allowed to leave, and riders may not be removed from any entry once the parade has started.
- All units and participants must be in position for lineup and parade ready by 5:15 p.m.

Initial here recognizing the participant has read and understands the above rules: _____

DISPERSAL AREA

- Floats unloading passengers must continue to the designated dispersal area.
- For everyone's safety do not unload passengers at the end of the parade route.

Initial here recognizing the participant has read and understands the above rules: _____

INCLEMENT WEATHER POLICY

- Should inclement weather occur prior to a parade, the Parade Committee working with local emergency management officials will determine if it is severe enough to cancel or delay the parade, and information will be promptly posted on the Cookeville Christmas Parade's website (www.rememberthereasoncookeville.com).
- If the Cookeville Christmas Parade Committee plans to delay the Christmas Parade, the rain date will be Monday, December 22, at 7 p.m. Line-up time will be 5 p.m. to 6:15 p.m.
- You may decline to participate when weather threatens to damage uniforms, props, or instruments.

Initial here recognizing the participant has read and understands the above rules: _____

THESE RULES WILL BE STRICTLY ENFORCED BY PARADE OFFICIALS AND/OR LAW ENFORCEMENT PERSONNEL

- Law Enforcement will be monitoring the entries behavior and actions throughout the parade, including assembly, route, and dispersal areas.
- Parade rules as listed above have been developed for the safety and enjoyment of participants and attendees.
- All violations will be recorded.
- Please advise everyone in the group of the rules and ensure they comply with them, making the parade enjoyable for the audience.
- The Cookeville Christmas Parade will not issue donation refunds if your unit is removed from the parade.

Initial here recognizing the participant has read and understands the above rules: _____

Name: (Print) _____

Organization: _____

Signature: _____ **Date:** _____

Parade Liability Waiver

By checking this box, I acknowledge and agree with all rules and regulations of the Christmas Parade: [] YES
*REMINDER: A COMPLETED PARADE LIABILITY FORM MUST BE INCLUDED WITH APPLICATION. PARADE LIABILITY WAIVER The Cookeville Christmas Parade and its sponsors or affiliates, the City of Cookeville, Putnam County, and the Christmas Parade Committee does not provide liability insurance for the protection of individuals, groups, organizations, businesses, spectators, or others who may participate in the 2025 parade. In consideration for your participation in said Christmas Parade, the individual, group, organization, business, spectator or other does hereby release and forever discharge the Cookeville Christmas Parade and its sponsors or affiliates, the City of Cookeville, Putnam County, and the Christmas Parade Committee and its officers, board, and employees, jointly and severally from any and all actions, causes of actions, claims and for upon or by reason of any damage, loss or injury, which hereafter may be sustained by participating in the 2025 Christmas Parade. This release extends and applies to and covers and includes, all unknown, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, or local law or statute providing those releases shall not extend to claims, demands, injuries, or damages which are known or unsuspected to exist at this time, to the person executing such release, are hereby expressly waived. I hereby agree on behalf of my heirs, executor, administrators, and assigns, to indemnify the Cookeville Christmas Parade and its sponsors or affiliates, the City of Cookeville, Putnam County, and the Christmas Parade Committee and its officers, board, and employees, jointly and severally from any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participating in the 2025 Christmas Parade. It is further understood and agreed that said participation in the Cookeville Christmas Parade and its sponsors or affiliates is not to be construed as an admission of any liability and acceptance of assumption of responsibility by the Cookeville Christmas Parade and its sponsors or affiliates, the City of Cookeville, Putnam County, and the Christmas Parade Committee, its officers, board and employees jointly and severally, and the participant shall indemnify the Cookeville Christmas Parade and its sponsors or affiliates, the City of Cookeville, Putnam County, and the Christmas Parade Committee, its officers, board and employees, jointly and severally, for all damages and expenses for which the Cookeville Christmas Parade and its sponsors or affiliates, the City of Cookeville, and the Christmas Parade Committee, its officers, board and employees, become liable as a result of any alleged act of the parade participant.

Name of Organization/Business/Group/Individual: _____

Address: _____

Phone: _____ **Email:** _____

Name of Individual Responsible (PRINT): _____

Signature: _____ **Date:** _____

All participants must complete the 2025 Liability Disclaimer to be eligible to participate in the parade. Return completed form, parade entry form and liability form to info@rememberthereasoncookeville.com. Contact 931-280-3131 with any questions.