



October 9, 2017

Dear Future Parade Participant:

The Martin Luther King, Jr. Community Center's Board, Steering Committee, and staff invite you to participate in the Annual Dr. Martin Luther King, Jr. Birthday Celebration Parade. The parade will be held on Monday, January 15, 2018 starting from Holmes Street and MLK Jr. Blvd. promptly at 10:00am. Line-up for the parade will start at 8:00am.

The Parade is one of the four events scheduled to celebrate Dr. Martin Luther King, Jr.'s legacy during the weekend of January 12-15, 2018. Your participation would be greatly appreciated. The Parade will feature approximately 200 entries from various community organizations, church groups, youth groups, nonprofit organizations, band/drill teams, colorful floats, and much more.

**To participate in the Parade, please complete and return the enclosed application along with the parade entry fee of \$75.00 (payable to Martin Luther King Jr. Community Center - Money order or Cashier's Checks ONLY – NO REFUNDS) by 5:00PM. Wednesday, December 27, 2017 or until all slots are filled. We reserve the right to refuse applicants based on inappropriate performances, safety and environmental concerns, or anyone that elicits hate or disparate behavior. Incomplete applications will not be accepted nor returned. Completed applications can be mailed or delivered to the following address:**

Martin Luther King, Jr. Community Center  
2922 MLK Blvd. Bldg. A (Admin. Office)  
Dallas, Texas 75215  
(214) 670-8418  
(214) 670-8501 (fax)  
Attn: LaRhonda Bacon/Natashia Cooper

**There will be a mandatory meeting for all Parade participants on Thursday, January 11, 2018 at 6:00 pm. in the Gym area of the Martin Luther King Jr. Recreation Center, located at 2901 Pennsylvania Avenue Dallas, Texas 75215. A representative from your organization MUST BE IN ATTENDANCE; failure to attend forfeits your participation in the parade.**

We look forward to having you as part of this special event. Should you have questions or need additional information, please contact the main line at 214-670-8418 or LaRhonda Bacon at 214-670-8419.

Sincerely,

A handwritten signature in black ink that reads "Pamela R. Jones".

Pamela R. Jones, Center Manager  
Martin Luther King, Jr. Community Center

# Dr. Martin Luther King, Jr. Birthday Celebration Parade

## PARADE APPLICATION FORM

The Parade will begin promptly at 10:00 am. on Holmes Street/MLK Jr. Blvd. and end at Fair Park. To participate, please complete and sign the enclosed application. All applications must be submitted by 5:00 pm. on **Wednesday, December 27, 2017 or until all slots are filled**, to the Martin Luther King, Jr. Community Center, 2922 MLK, Jr. Blvd., Dallas, Texas 75215 or fax (214) 670-8501.

**Please note only one (1) vehicle unit with walkers allowed per entry \$75.00; multiple vehicles are an additional \$10.00 per vehicle. Motorcyclist, horse and auto clubs are \$75.00 per every five (5) vehicles or horses. NO REFUNDS. Proof of insurance must be submitted at the time of application submission for ALL vehicles to be authorized; and Coggan and Health Certificates must be submitted with the applications for ALL horses to be authorized by the Planning Committee to approve participation.**

### APPLICANT INFORMATION:

Applicant's Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: (E) \_\_\_\_\_ (D) \_\_\_\_\_ Cell/Pager \_\_\_\_\_  
Fax/e-mail address: \_\_\_\_\_

ENTRY/UNIT Name: \_\_\_\_\_

Provide a detailed description of the entry, including the number and age of participants:

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By signing below, the Parade Applicant certifies that the information provided is correct and he/she has read and understood the information contained in this application packet, particularly, the Public Safety Guidelines.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FEES ARE NON-REFUNDABLE. We reserve the right to refuse applicants based on inappropriate performances, safety and environmental concerns, or anyone that elicits hate or disparate behavior. Incomplete applications will not be accepted nor returned.** Applications must be accompanied with proof of insurance and copies of driver's license. If you have questions, please contact the MLK Center at (214) 670-8418.

# Dr. Martin Luther King, Jr. Birthday Celebration Parade

## PUBLIC SAFETY GUIDELINES

The following Parade Safety Guidelines were established to facilitate public safety for participants and spectators. All Parade applicants are responsible for making sure the participants under their control follow these guidelines:

- Except for approved specific-use purposes (i.e., pulling a float), vehicle-based units, automobiles and trucks, are not allowed.
- **Drivers of approved vehicle units must possess and show proof of a legal driver's license and proper insurance.** All riders must be legally positioned inside the vehicle.
- Parade units are not allowed to stop along the route for any reason, unless instructed by a uniformed parade marshal and/or police officer, or in the case of a public safety or health emergency.
- All Parade participants must be in good health and capable of walking the complete route of 1 mile without stopping.
- All Parade participants riding or standing on floats must wear safety belts; have hand holds or back support securing them in place while the float is in motion.
- No candy or materials may be thrown along the parade route.
- Squirt guns, silly string, or other items potentially dangerous to spectators or participants are prohibited.

I, the undersigned, acknowledge my status as a parade participant in the Dr. Martin Luther King, Jr. Birthday Celebration Parade, that I am not entitled to any City employee benefits. Therefore, I hereby release the City of Dallas/MLKJRCC from any claims/actions of any kind which may arise because of any injuries or damages received, including, but not limited to property damage, bodily injuries or death arising out of, or with any matter connected with my participation as a parade participant in the Dr. Martin Luther King, Jr. Birthday Celebration Parade.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If release/waive of liability is not signed, the application to participate in the parade will be considered an incomplete application.

# **Dr. Martin Luther King, Jr. Birthday Celebration Parade**

## **PARADE UNIT DESCRIPTION FORM**

The Dr. Martin Luther King, Jr. Birthday Celebration Parade will be broadcast/streamed live, on-site, at the primary viewing area in front of the Martin Luther King, Jr. Community Center, beginning at 10:00 a.m. on **Monday, January 15, 2018**.

To properly introduce your unit, we must receive information about your entry that is both informative and entertaining. Only band/drill team members will be allowed to perform a routine at the designated area (at the band stand located in front of MLK Center). Please complete and submit this form by 5:00 p.m., **Wednesday, December 27, 2017**, to the Martin Luther King, Jr. Community Center, 2922 MLK, Jr. Blvd., Dallas, Texas 75215 or fax (214) 670-8501.

**OFFICIAL ENTRY NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

### **ENTRY BACKGROUND INFORMATION, INTERESTING FACTS:**

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If necessary, please provide additional information on a second sheet. For additional information, please contact the MLK Center at (214) 670-8418.

### **RELEASE/WAIVER OF LIABILITY**

I, the undersigned, acknowledge my status as a parade participant in the (MLKJRCC) Dr. Martin Luther King, Jr. Birthday Celebration Parade: that I am not entitled to any City employee benefits. Therefore, I hereby release the City of Dallas MLKJRCC from any claims/actions of any kind which may arise because of any injuries or damages received including but not limited to property damage, bodily injuries or death arising out of with any matter connected with my participation as a parade participant in the Dr. Martin Luther King, Jr. Birthday Celebration Parade.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If release/waiver of liability is not signed, application to participate in the parade will be considered an incomplete application and deemed as void.

# **Dr. Martin Luther King, Jr. Birthday Celebration Parade**

## **PARADE LOGISTICS SUMMARY**

### **MEETING**

**There will be a mandatory meeting for all Parade participants on Thursday, January 11, 2018 at 6:00 p.m. in the Gym area of the Martin Luther King Jr. Recreation Center located at 2901 Pennsylvania Avenue Dallas, Texas 75215. A representative from your organization MUST BE IN ATTENDANCE, failure to attend forfeits your participation in the parade.**

### **Parking**

Parking will be available at the Martin Luther King, Jr. Community Center for parade Grand Marshals. The VIP parking area is located behind the Center. Directions: take Interstate 45 South to the MLK exit; turn left and proceed to Malcolm X Boulevard; turn right and go to Peabody; turn left. Parade volunteers will direct you to the VIP parking area. Please display your parking pass.

### **Other Transportation**

Please make personal arrangements for transportation to the Parade/ line-up, please note that the line-up location is at Cleveland Street/MLK Jr. Blvd. The parade will disperse at the Pennsylvania parking lot in Fair Park.

### **Parade Line-Up**

When you arrive at Cleveland Street/MLK Jr. Blvd., please check in with a Parade Marshal. (Parade Marshals can be identified by their Mason jackets with logo printed on the back). They will provide you with information as to your place in the parade line-up.

### **Parade Formation, Route and Schedule**

The parade will consist of 200 units. The route will cover 1 mile from Holmes Street/MLK Jr. Blvd. straight down to Fair Park. Special parade reserved seating for observers will be located at the Martin Luther King, Jr. Community Center.

### **Dispersal Area and Shuttle Transportation**

The dispersal area is the Pennsylvania parking lot in Fair Park, which is located just south of the Martin Luther King, Jr. Blvd park entrance gates. Shuttle transportation will be available to take you back to the Martin Luther King, Jr. Community Center parking area. Parade Marshals will be available at all locations to assist you as needed.

**If you have questions regarding the Parade, please call the Martin Luther King, Jr. Community Center, at (214) 670-8418.**

# **Dr. Martin Luther King, Jr. Birthday Celebration Parade**

**January 15, 2018**

## **PARADE INFORMATION FOR**

### **MARCHING BAND UNITS**

Please note, only pre-approved units by the Event Planning committee will be allowed to participate in the Parade.

#### **Arrival Time:**

To facilitate placement in the Parade line-up, assembly begins at 8:00 a.m. The event begins promptly at 10:00 a.m.

#### **Drop-off for Pre-Event Assembly:**

Units arriving by bus must drop-off passengers on the north side of Holmes Street and Al Lipscomb Way. A parade Marshal will direct you to the Check In area. Parade Marshals will be wearing their Mason jackets with logo printed on the back. Following the drop-off passengers, all buses must immediately move to the dispersal area located in Fair Park to provide shuttle service until kick-off time for the parade.

#### **Parade Formation, Route and Schedule:**

The Parade formation will consist of between 200 units. The Parade route is 1 mile. To complete the Parade route, from the start line to the dispersal area, will take approximately 90 minutes.

#### **Dispersal Area at Fair Park for Post-Event Pick Up:**

The dispersal area is the Pennsylvania Parking Lot in Fair Park, which is located just to the South of Martin Luther King, Jr. Blvd. as you pass the entrance gates into Fair Park. Parade Marshals will be on-site to guide you in this area. The pick-up point for shuttle transportation back to the MLK parking area will also be in the dispersal area.

If you have any questions, please contact MLK Center at 214-670-8418.

# **Dr. Martin Luther King, Jr. Birthday Celebration Parade**

**January 15, 2018**

## **PARADE INFORMATION FOR**

### **VEHICLE UNITS**

Please note, only pre-approved units by the Event Planning committee will be allowed to participate in the Parade.

#### **Arrival Time:**

All Parade units' assembly begins no later than 8:00 a.m. The event begins promptly at 10:00 a.m.

#### **Pre-Event Assembly and Line-Up:**

Vehicles will assemble on at designated area at Cleveland Street and Al Lipscomb Way. Inside the assembly area, a Parade Marshal will direct you to your position in the line-up. Parade Marshals will be wearing Mason jackets with their logos on the back.

#### **Parade Formation, Route and Schedule:**

The Parade formation will consist of between 200 units. The Parade route is 1 mile. To complete the Parade route, from the start line to the dispersal area, will take approximately 90 minutes.

#### **Dispersal Area and Shuttle Transportation:**

The dispersal area is the Pennsylvania Parking Lot in Fair Park, which is located just to the South of Martin Luther King, Jr. Blvd. as you pass the entrance gates into Fair Park. Parade Marshals will be on-site to guide you in this area.

If you have any questions, please contact the MLK Center at 214-670-8418.

# **Dr. Martin Luther King, Jr. Birthday Celebration Parade**

**January 15, 2018**

## **PARADE INFORMATION FOR**

### **HORSE UNITS**

**Please note, only pre-approved units by the Event Planning committee will be allowed to participate in the Parade.**

#### **Arrival Time:**

To facilitate placement in the Parade line-up, assembly begins at 8:00 a.m. The event begins promptly at 10:00 a.m.

#### **Drop-off Pre-Event Assembly:**

Horse units will drop-off at Parnell Street and Forest Avenue if approved by the Coggan. The entrance to this area is from Lamar Street. Please place the enclosed “Entry and Parking” Pass visibly on the vehicle dashboard.

A Parade Marshal will direct you to your assembly area. Parade Marshals will be wearing Mason jackets with their logos on the back. Following the drop-off of the horses, equipment, etc., **all vehicles must immediately move to the dispersal area located in Fair Park and you will be shuttled back to the staging area.**

#### **Parade Formation, Route and Schedule:**

The Parade formation will consist of between 200 units. The Parade route is 1 mile. To complete the Parade route, from the start line to the dispersal area, will take approximately 90 minutes.

#### **Dispersal Area and Shuttle Transportation:**

The dispersal area is the Pennsylvania Parking Lot in Fair Park, which is located just to the South of Martin Luther King, Jr. Blvd. as you pass the entrance gates into Fair Park. Parade marshals will be on-site to guide you in this area.

If you have any questions, please contact the MLK Center at 214-670-8418.

# **Dr. Martin Luther King, Jr. Birthday Celebration Parade**

**January 15, 2018**

## **PARADE INFORMATION FOR**

### **GRAND MARSHALS AND ELECTED OFFICIALS**

#### **Parking:**

Complimentary parking for Grand Marshals will be provided at the Martin Luther King, Jr. Community Center. Take Interstate 45 South to the MLK exit, turn left and proceed to Malcolm X Blvd, turn right and then left of Peabody.

The VIP Parking Lot is located behind the MLK Jr. Community Center. Parade volunteers will direct you to the VIP Parking Lot.

Shuttle transportation will be provided from the MLK Jr. Community Center to the staging area at Holmes Street/MLK Jr. Blvd., where the Parade will line-up. You may also choose, rather than parking at the MLK Community Center, to be dropped off at the line-up area and picked up at the dispersal area (see below).

#### **Arrival Time:**

To facilitate placement, the Parade line-up, please arrive no later than 9:00 a.m. The Parade will begin promptly at 10:00 a.m.

#### **Parade Line-Up:**

Upon arrival, please proceed to the “Check-In” with a Parade Marshal will be wearing Mason jackets with their logos on the back, located in the staging area at Holmes Street/MLK Jr. Blvd. A Parade Marshal will then direct you to your position in the parade line-up (Parade Marshals will be wearing Mason jackets with their logos on the back).

#### **Parade Formation, Route and Schedule:**

The Parade formation will consist of between 200 units. The Parade route is 1 mile. To complete the Parade route, from the start line to the dispersal area, will take approximately 90 minutes.

#### **Dispersal Area and Shuttle Transportation:**

The dispersal area is the Pennsylvania Parking Lot in Fair Park, which is located just to the South of Martin Luther King, Jr. Blvd. as you pass the entrance gates into Fair Park. Parade Marshals will be on-site to guide you in this area.

Shuttle transportation will be provided from Fair Park back to the MLK Community Center where your vehicle is located.

If you have any questions, please contact the MLK Center at 214-670-8418.

# **Dr. Martin Luther King, Jr. Birthday Celebration Parade**

**January 15, 2018**

## **PARADE INFORMATION FOR**

### **FLOAT UNITS**

Please note, only pre-approved units by the Event Planning committee will be allowed to participate in the Parade.

#### **Arrival Time:**

To facilitate placement the Parade line-up, assembly begins at 8:00 a.m. The Parade will begin promptly at 10:00 a.m.

#### **Pre-Event Assembly and Line-Up:**

Floats will assemble as directed by Parade Marshals.

Inside the assembly area, a Parade Marshal will direct you to your position in the line-up. Parade Marshals will be wearing Mason jackets with their logos on the back.

#### **Parade Formation, Route and Schedule:**

The Parade formation will consist of between 200 units. The Parade route is 1 mile. To complete the Parade route, from the start line to the dispersal area, will take approximately 90 minutes.

#### **Dispersal Area and Shuttle Transportation:**

The dispersal area is the Pennsylvania Parking Lot in Fair Park, which is located just to the South of Martin Luther King, Jr. Blvd. as you pass the entrance gates into Fair Park. Parade Marshals will be on-site to guide you in this area.

If you have any questions, please contact the MLK Center at 214-670-8418.

## 2018 Dr. Martin Luther King, Jr. Parade Route

