MEMORANDUM

TO: Churches, Businesses and Interested Individuals

FROM: Wesley Cornelious McIure, PRESIDENT

SUBJECT: Invitation to Participate in the Lane College 2012 Homecoming Parade

During the week of October 15-21, 2012, Lane College will celebrate Homecoming 2012. The Annual Homecoming Parade will begin at 9:00 a.m., Saturday, October 20, 2012. We invite you to participate by entering a float, fully decorated car, or fully decorated van/truck. This year's theme is: "Celebrating Our Parents: Committed to Our Youth."

The fees for entries in the parade are as follows:

a. Single Entry - $25.00
   A single float, car or marching unit is considered a single entry.

b. Multiple Entry - Each additional entry is $25.00
   A group of automobiles, vans, or trucks will be considered a multiple entry.

To be eligible for participation, the enclosed application form and entry fee must be received by October 17, 2012.

The following guidelines shall apply:

1. All floats, automobiles, vans and trucks must be fully decorated.

2. Radiators, windshields, and rearview mirrors must not be covered on any vehicle.

3. Each entry must display a good color scheme, balance, logical design and depict an idea or concept that is consistent with the Homecoming 2012 theme.

4. One sign must be placed on each side of your entry. It is very important to have signs that are large enough to assist in visual identification of your business or organization.

5. Parade participants are not allowed to throw candy or gum to viewers.
6. All participants who operate automobiles, trucks, or vans shall not operate said vehicles in such a manner that will endanger any members of the public who shall view the parade. If such activity occurs by said operator, Lane College shall have the right to immediately eject the said operator from the parade at any time. No refund will be issued.

7. In the event that any motor vehicle operator shall operate his or her vehicle in such a manner contrary to the prohibition listed in #6 above that results in the injury of any spectator, the motor vehicle operator shall be solely liable for any and all expenses to any injured spectator and hold Lane College harmless therefrom. In the event that Lane College shall be adjudged by any court of law to be liable for any injury despite the express prohibitions of this agreement, the motor vehicle operator who is found liable for damages agrees to indemnify Lane College for any expenses for which the College may be found liable.

Lane College reserves the right to refuse any participant of the Homecoming Parade due to:

1. Any product or act that would not lend itself well to a family atmosphere.
2. Any product or act that would conflict with the theme of the Parade.
3. Any vehicle not insured according to state law.

Trophies will be presented to the best entries in the following categories:

1. Most beautiful float depicting the Homecoming 2012 theme
2. Best decorated vehicle depicting the Homecoming 2012 theme

To enhance the quality and professionalism of the Parade, we ask your support to enter a float or fully-decorated vehicle. (NOTE: By fully-decorated, your vehicle/car must be covered with decorations.) **All vehicles must be insured according to state law.**

On Saturday, October 20, 2012, all entries must be ready and in position by 8:00 a.m. No refunds will be issued. The Parade will begin promptly at 9:00 a.m. New controls will not allow entries to participate once the parade begins.

I agree to the guidelines as stipulated above.

Signed: ______________________________

Date: ______________________________

If you need additional information or have questions, please call Ms. Darlette Carver Samuels at 426-7595. You may return your entry form and appropriate fee(s) by October 17, 2012.
LANE COLLEGE
2012 HOMECOMING PARADE

Name: ____________________________________________________________

Off-Campus Organization/Individual

Name of Contact Person: _____________________________________________

Mailing Address: ___________________________________________________

City: __________ State____ Zip Code_______ Phone (Area Code)__________

Please enclose Cash, Cashier’s Check or Money Order for the appropriate fee(s) with your application and make Cashier’s Check or Money Order payable to Lane College. Applications received without the fee will be returned.

SPECIAL NOTE

To enhance the quality and professionalism of the Parade, we ask your support to enter a float or fully-decorated vehicle. (NOTE: By fully-decorated, your vehicle/car must be covered with decorations.) All vehicles must be insured according to state law. Please read the guidelines detailed in the cover letter. No refunds.

Check the type of entry:

(  ) Float   (  ) Drill Unit   (  ) Marching Unit   (  ) Car   (  ) Other/Specify

Signature: ___________________________ Date ___________________________

FOR OFFICE USE ONLY:
Date Received ___________________________