

CHRISTMAS TREE WALK & CHRISTMAS PARADE
REGISTRATION PACKET



CHRISTMAS TREE WALK

Registration Due: 10/19/20

Lottery Pull Date: 10/20/20

Installation Days: 11/23 & 11/24

First Day of Tree Walk: 11/27

Exhibit Dates and Hours: 11/27 - 12/23

Monday - Thursday 4:00 - 8:00 PM

Friday - Sunday 1:00 - 5:00 PM

Removal Day: 1/4/21

CHRISTMAS PARADE
NEW PARADE ROUTE & RULES

Registration Due: 11/23/20

Parade Date: 11/29/20

Line Up: Woodstock Water Works

Parking Lot : 1:30 pm

Parade Start Time: 2:00 pm



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WOODSTOCK OPERA HOUSE CHRISTMAS TREE WALK EXHIBIT



Information Sheet

(Keep for your records)

Dear Friends,

The Woodstock Opera House would like to invite you and your organization to register in this year's annual Christmas Tree Walk lottery. Due to limited space, there will be a lottery to determine participants in this year's event. Please return the registration sheet below by Monday, October 19, 2020. The lottery drawing will take place on Tuesday, October 20, 2020 at 8:30 am. Your organization will receive an email that morning. **The theme this year is Home for the Holidays.**

To stay compliant to COVID guidelines, each organization will sign up for time slot for decorating and removal to limit the contact. We have room again this year for full size trees and table top trees (3 ft). Your form can be faxed, mailed or emailed to the business office. Contact information can be found on the registration form. **Registration deadline: 10/19/20.**

IMPORTANT DATES

Registration Deadline:

Monday, October 19, 2020

Lottery Pull Date:

Tuesday, October 20, 2020

Decorating Times: (Only 2 Days)

Monday, November 23 10:00 am - 8:00 pm

Tuesday, November 24 12:00 pm - 6:00 pm

Tree Walk Exhibit Open: Friday, November 27

Monday - Thursday 4:00 PM - 8:00 PM

Friday - Sunday 1:00 PM - 5:00 PM

Removal:

Tuesday, January 4, 2020 9 am - 9 pm

IMPORTANT:
DUE TO LIMITED SPACE ,THE OPERA HOUSE RESERVES THE RIGHT TO MOVE THE CHRISTMAS TREES TO ACCOMMODATE THE SPACE AND SAFTEY OF ALL PERSONS. THE SPACE YOU HAVE WHEN DECORATING IS NOT GUARANTEED, YOUR TREE MAY BE MOVED AFTER DECORATING.

MANAGMEMENT APPROVAL IS NEEDED BEFORE DECORATIONS OR ITEMS ARE LEFT UNDER ANY TREE.

WHAT YOU WILL NEED

- ♦ **Artificial Tree**
- ♦ **Ornaments**
- ♦ **Sturdy Tree Stand**
- ♦ **Tree Skirt (optional)**
- ♦ **Lights** *(Note: the tree lights will be on for an extensive period of time during the entire run of the event. Please make sure the lights are either new or in good working condition).*

DO NOT BRING

- ♦ **Extension cords** (Opera House will provide one if needed)
- ♦ **Motorized tree or ornaments**
- ♦ **No Donation Boxes or solicitations**
- ♦ **No Live Trees**
- ♦ **No open flame**
- ♦ **Informational Items for under the tree**

WOODSTOCK'S ANNUAL CHRISTMAS PARADE

Sunday, November 29, 2:00 PM

Information Sheet

(Keep for your records)

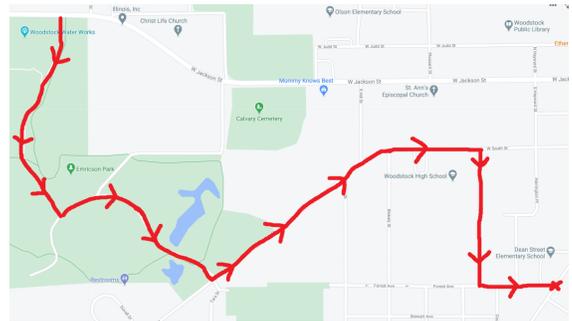
It's time to register for the annual Woodstock Christmas Parade!

PARTICIPATION

Participation in the parade is open to any persons, groups or organizations wishing to be involved. There is no fee for entry. Those interested can fax, email, mail or drop the registration off at the City Hall, 121 W. Calhoun Street, between 8:30 AM and 5:00 PM, Monday through Friday. **Advance registration is required.**

NEW PARADE ROUTE

The Parade starts at the Woodstock Water Works parking lot and will travel through Emricson Park exiting on South Street and heading east to Putnam. The Parade will turn south on Putnam, east (left) on Forest and end at Dean Street. If your vehicle needs to return to the Woodstock Water Works, please avoid South Street until the parade is over. West Jackson is a good alternative.



Due COVID regulations, walkers are not allowed.

All groups must be in a car, truck, trailer or float. Organizations are allowed more than one vehicle.

LINE UP

Line up for the parade is at Woodstock Water Works off Kishwaukee Road. Line-up begins at 1:30 PM in the WWW south parking lot. Look for staff with yellow vests to guide your vehicle/float to your spot in the parade.

DROP OFF's

Drop off participants for the parade in front of the Woodstock Water Works using the first lane. Drop the participant in front of the entrance of WWW and leave through the Kishwaukee entrance or proceed to the park to find a spot. Parking is also available at the Water Works parking lot for participants.

BAD WEATHER

In case of bad weather the decision to cancel will be made by 11:00 AM the day of the parade. Those registered will be notified by phone or email of any changes or cancellation. Notice of cancellation will also be posted on our website and facebook page. Any participants with questions or concerns about cancellation can call the Woodstock Opera House at 815-338-4212 after 11:00 AM the day of the parade.

COVID GUIDELINES

Due to COVID guidelines, masks are required if the 6 foot rule can not be achieved.

AFTER PARADE

To keep our residents safe, the milk and cookies reception is cancelled for 2020.

**For more information, please call the
Woodstock Opera House: (815) 338-4212 or
email at bcosgray@woodstockil.gov**



CHRISTMAS TREE WALK & CHRISTMAS PARADE

REGISTRATION FORM



Please mark your top 2 times slots for both set up and removal. Thanks!

ORGANIZATION: _____

ORGANIZATION PHONE NUMBER: _____

CONTACT NAME: _____

CONTACT PHONE NUMBER : _____

EMAIL ADDRESS: _____

We would like to participate in the:

Christmas Tree Walk _____

Full Tree _____ 3ft Tree _____

Mon., Nov. 23	
10:00	
11:00	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	
7:00	

Tues., Nov. 24	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	

Mon., Jan. 4	
9:00	
10:00	
11:00	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	
7:00	

Parade Entries Only

TYPE OF PARADE ENTRY: (check all that apply)

_____ Float _____ Car _____ Truck _____ Band

_____ Other _____ **(NOTE: NO WALKERS THIS YEAR)**

SHORT DESCRIPTION OF PARADE ENTRY: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____

Please read and sign if you are registering for the Christmas Parade.

Indemnity/Hold Harmless For Use of City-Owned Property To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the City of Woodstock, its elected and appointed officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorney fees), which may in anyway accrue against the City of Woodstock, its elected and appointed officials, agents and employees arising in whole or part or in consequence of the use of City-owned property by the undersigned, its employees, agents, subcontractors and/or 3rd party, or which may in anyway result therefore, except that arising out of the sole legal cause of the City of Woodstock, its agents or employees. The User of City-owned property shall, at its own expense, appear, defend and pay all charges of at torneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of Woodstock, its elected and appointed officials, agents, and employees, in any such action, the User shall, at its own expense, satisfy and discharge the same.

Agreed this _____ day of _____, 20_____

Signature _____ Printed Name _____

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