



# OKCPRIDE

**OKC PRIDE PARADE  
CONTINGENT GUIDE**

**2018**

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## **About the Oklahoma City Pride Parade**

Parade will be held on Sunday, June 24th starting at 6:00 pm. It will start at the intersection of Classen and 39th Street and proceed down 39th Street, across Pennsylvania Avenue and end at Youngs Blvd and 39th in front of Expressions Church and Community Center. Announcer's stand will be located at the intersection of North Barnes and 39th Street in front of Tramps Bar.

Show your support of the OKC Pride Parade by including it in your advertising and by hanging up signs: "See us in the 2018 OKC Pride Parade - Sunday, June 24th at 6:00 PM". Encourage other groups to showcase their businesses/organizations through a float or Parade entry. This is the one time of the year you can promote yourself in front of the entire community. You may be surprised at the interest and excitement an entry in the Pride Parade can give to an organization.

## **Theme**

Think fabulous! It's up to you to help make this year memorable. We want you to have an outstanding Parade experience. This is a celebration about passions, discovery, support, encouragement and just being PROUD. This year's theme is "We the People"

OKC Pride encourages individuals, organizations and businesses to build floats for the parade. Walking groups, vehicle, and motorcycle entries are welcome when building a float is not possible or may inflict a hardship on the entry. These guidelines have been revised and edited to make it easier for you to prepare for, set up, march, and disassemble. Whether this is your first parade, or you are a seasoned veteran, please take some time to read ALL of the information in this packet.

## Float Requirements

OKC Pride encourages all participants to be as visually stunning and expressive as your constraints will allow; the most popular floats, and the floats that best convey the message of Pride, are big, colorful, and decorated. The best way to accomplish this is to produce a float that expresses the tone and message of your organization.

For the safety and security of all participants and spectators, the following guidelines must be strictly observed:

- Float Dimensions may not exceed: 12' wide x 25' long x 12' high (street to highest point).
- Trailers must be towed by an accompanying vehicle and have a turning radius of not greater than 30'.
- NO OPEN FLAMES OF ANY KIND PERMITTED.
- Floats must be equipped with a fire extinguisher (Can easily be purchased at Wal-Mart).
- No one may enter or exit the float once the float is in motion on the Parade route. • All riders MUST EXIT the float at the parade end/disassembly area in front of Expressions Community Center, and must do so without delaying the float. Provisions can be made to re-group, if desired, at a convenient location in the general vicinity of Expressions Community Center after your float has left the disassembly area and parade ends.
- Riders MUST clear the roadway upon exiting the float.

## Signage

Along with a colorful, attention-grabbing entry, another key element to communicate your message to spectators is your signage. Your organization is free to create and display appropriate signage, banners, and other visual and audio media to introduce and inform the spectators about your group. Visual elements are the most important part of a parade, and OKC Pride encourages you to be creative, informative, and fun! However, keep in mind that your signage must reflect your organization, as registered.

The Parade is BIG! There are a LOT of people watching and are often stacked ten or more deep in the 39th Street entertainment district. Elevated, colorful signage using large block lettering is the most effective way to promote your message. Test the visibility of your signs in advance by standing 50 feet away. The better your signage is, the better your message will be seen. Be sure to observe the height limitations (12') when preparing your signs.

Specific regulations regarding signage:

- All signage must meet the requirements for public speech as required by law.
- Lewd, profane, indecent, or otherwise unacceptable expressions of speech will not be permitted in the parade. Violators of this requirement will be directed to remove the offending material from the parade; refusal to do so will result in removal of the participants from the parade.

## **Group Size and Makeup**

The bigger, the better! Everyone loves a parade, and everyone loves a BIG parade! We encourage maximum participation for your group. In the interest of safety, unstructured groups of more than 50 participants will require advance notification to OKC Pride and may require additional safety monitors as designated by the Parade Director. OKC Pride generally limits the number of motor vehicles in any group to three. Certain groups are given exception to this guideline, and any group may request an exception in advance. Note that this policy does not apply to motorcycle contingent. In the interest of safety and staging preparation, OKC Pride requests that you are as accurate as possible in maintaining your registration record regarding the size of your group. Your stated group size will determine the amount of space allotted to you for staging prior to the parade. Significant complications will arise if you underestimate the number of vehicles in your group, and OKC Pride reserves the right to limit the number of vehicles in your group to the number stated in your registration record. OKC Pride may also need to make revisions to your parade order or staging location if the number of participants is significantly underestimated in your registration. You can make revisions to your registration record by contacting the staff at [parade@okcpride.org](mailto:parade@okcpride.org).

## **Parade Placement**

Your group's position in the parade is based on how early you register. There are circumstances that dictate changing your parade order. These changes include conflicting displays, themes, amplified music, and other conflicts. In general, lineup may change at any given moment to accommodate all contingents and various

challenges that arise. These changes are intended to improve the overall presentation of the parade. Changes made by the Parade staff are binding and not subject to dispute. Parade order changes can also be requested by the representative of the participating group, including coordinating placement with other groups. In general, groups that wish to coordinate placement will be moved to the natural placement of the last group to register (the furthest back in the parade order). This will be honored at the sole discretion of the parade organizers.

## **Announcement of Your Group**

At the Announcer's Stand in front of Tramps Bar at the intersection of North Barnes and 39th Street, the name of your group and the script of your choice will be announced as it passes each of the Parade announcers' stand.

The number provided to you at the lineup check-in point will need to be displayed or held up where easily seen by the announcer.

Your group is responsible for providing the script to be read by the announcers. The script must be limited to approximately 30 seconds, be in good taste, and must meet the guidelines of free public speech. OKC Pride reserves the right to edit your description, as it deems necessary. The script must be received no later than June 21st, 2017 in order to be considered.

## **Hot Weather**

Be prepared for a hot day, and for traveling at less than 5 mph for up to two hours! There is a potential, especially with vintage vehicles, to drop out due to overheating. If your vehicle must drop out early, contact the parade staff, so a path can be cleared at the nearest intersection. Each individual involved in an entry should be made aware of the hazards associated with participating in the Parade. Entries are encouraged to bring water or replenishing fluids for participants. Dehydration is the most common health problem faced on Parade day. Also carry any other items you think might be necessary to protect you and your group from the elements (hats, sunscreen, battery fans, etc.).

## Extreme Weather Policy

In the event of extreme weather, including but not limited to rain, OKC Pride reserves the right to cancel the Pride Parade. Notice of cancellation will be announced on OKC Pride's website at [www.okcpride.org](http://www.okcpride.org). Announcements will be made no later than two hours prior to scheduled Parade start time. In the event of a cancellation, Pride Parade entry fees will not be refunded.

## ARRIVING THE DAY OF PARADE

### Staging Area Safety

**It is unnecessary and not advised to have marching or walking personnel arrive before your designated window.**

**Parking of transportation that is not listed as a parade entry, is solely the responsibility of participants and may not be in the staging area. Many of the business driveways along the staging area may be blocked during staging and not accessible.**

Vehicles and floats **must** arrive within the prescribed window in your parade notification. This is based on maintaining safety and order while introducing and positioning vehicles in the staging area. Marching and walking participants can easily maneuver within the staging area; however, positioning and relocating vehicles in the staging area is complicated and risks the safety of those in the staging area. At each of the designated vehicle entry points, the staging staff should have placement maps available for review. We thank you in advance for your flexibility and understanding in this highly dynamic event; please consult with the staging staff for questions about placement on the day of the parade.

Although your placement for staging may shift, the parade order will be maintained to the best of our ability. OKC Pride recommends that you have signage located with the

vehicles in your group prior to the vehicles arrival at the staging area. These signs can be used as beacons to identify your group's placement once the vehicle location has been set.

OKC Pride also recommends that contact information for the drivers of the vehicles be distributed among your group, so that marching or walking participants can contact the vehicle to pinpoint its location during the staging process.

## **Assigned Staging Areas**

The Classen curbside south bound lane from 50th to 46th is to be used as a parking area for entries checking in and waiting for lineup position.

Upon Arrival, Please look for the check in tent near the intersection of 46th and Classen. Here you will receive your group identification number and staging location. All entries must stop at this point and check in before entering the staging area. The median lane of Classen between 46th street and 39th Street Southbound is a safety lane and is to only be used in navigating vehicles and floats to their staging area.. Vehicles may be directed to travel in the safety lane as a means of traversing the staging area, **BUT UNDER NO CIRCUMSTANCE MAY ANY VEHICLE BE STOPPED IN THE SAFETY LANE FOR ANY REASON.** This lane must remain or be made immediately clear for response by emergency personnel. Every vehicle must have a designated driver at all times, including while parked and turned off. This designated driver is responsible for moving the vehicle as prescribed by the staging staff and by the Oklahoma City Police Department, and the driver is required remain with and to move the vehicle in the event of an emergency. No vehicle may be left unattended in the staging area for ANY reason. Vehicles found or considered unattended will be removed from the staging area at the owner's expense. The driver of any vehicle is responsible for the safe movement of the vehicle at all times, and assumes responsibility for the movement of the vehicle. Damage to the vehicle, its contents, injury to others or damage to property caused by moving the vehicle are the liability of the driver of the vehicle.

Pedestrians and vehicles are reminded to observe the requirements and etiquette of crossing busy city streets and to remain aware of their surroundings while preparing for the Parade.

Staging will take place in the right hand curbside lane. Walking groups will arrive at a later time than vehicles and floats and will generally stage in the Safety lane moments before we get under way.

For your safety, listen to and follow the direction of the Parade staff, Security personnel, and Oklahoma City Police Dept. Failure to comply with the instructions by the OCPD or the Parade staff will result in removal from the parade.



## Changes to Staging

There are circumstances during Parade Day, which may dictate an immediate order change. The Staging Manager has the authority to reorder groups, based on conditions that arise during the event. An explanation of the change will be provided and approved by the Parade Director. Placement by the OKC Pride Staging Manager is final. OKC Pride reserves the right to adjust the line-up as it deems necessary. We thank you in advance for your cooperation and understanding in these matters.

## Kicking Off Your Parade

The staging staff will direct you from the staging area as you start your journey of Pride. Please follow the instructions of the staging staff as they safely maneuver you into the parade route. As the next few paragraphs describe, you are expected to observe the etiquette and custom of the Parade and to maintain the pace and spirit of the event.

## Handing Out Items

**Nothing may be thrown or tossed by your contingent (this includes small candies, trinkets, etc.).** If you plan on distributing any items to spectators, they must be handed out. We know that many of you wish to give away items to parade viewers. Unfortunately, this encourages crowds to come onto the parade route causing a very dangerous situation. Drivers of motorized vehicles, horse carriages, horse riders, or motorcycles cannot see people who run in front of or alongside their vehicles/animals and could accidentally cause serious injury. As we get more and more viewers who bring children -- who can be harder to see when they run in front or beside a vehicle — we **NEED** your help enforcing this policy. To avoid this dangerous situation, we require that you do not throw anything from your contingent or in any way encourage viewers to come onto the parade route. What you can do is have volunteers walk alongside the sidewalks as your entry goes by and hand things to people. Do not encourage them to come onto the street in any way.

## **Solicitation of Pledges**

No OKC Pride Parade entry may solicit money or pledges as it travels the course of the Parade route. No Pride Parade entry or other organization may solicit along the Parade route during the time span covered by the Parade permit held by OKC Pride.

## **Mind The Gap**

Gaps in the Parade can disrupt the steady flow of the procession. We will be controlling the spacing and the flow of the Parade very closely. The success of this plan depends on the cooperation of all contingents. The route managers will control the pace of the Parade; each contingent is expected to comply with their directions. As a general rule, please keep about 30' between your group and the group in front of you.

## **End of Parade and Breakdown**

After passing the announcer stand, your group will proceed along 39th Street towards Youngs Blvd. You will encounter Parade volunteers and security in front of Expressions Community Center who will split your group into two parts: pedestrians and vehicles. When you encounter these volunteers, the parade is over, and it is important to follow the instructions below for your safety and to keep the parade moving.

You will be directed to do the following:

- Your vehicles will be directed to come to a complete STOP.
- All riders on the exterior of the vehicle (including truck beds) will be directed to EXIT THE VEHICLE(S). All riders inside the vehicle will be directed to REMAIN IN THE VEHICLE.
- All pedestrians and disembarked riders will be directed to the RIGHT SIDE OF THE ROAD.
- Once all exterior riders have exited the vehicle, the vehicles will be directed to the LEFT SIDE OF THE ROAD.
- After participants separate, vehicles must proceed down 39th Street and make a right to continue under the overpass after Youngs Blvd. From this point, either direction may be used. If necessary, vehicles should be made street-worthy by the driver of the vehicle at a nearby location determined in advance by your organization. This location may not be on a street or thoroughfare. Parade Staff, Event Security, and OCPD will not allow vehicles and floats to remain idle in the dis-assembly area, as this adversely affects the progress of parade contingents behind them. OKC Pride recommends at least one additional person (besides the driver) inside each vehicle. This additional person should act as a safety observer during vehicle movement, and to assist in preparing the vehicle for return to public streets following the parade. Walkers will not be allowed to return to the vehicle in the breakdown area. OKC Pride recommends that your group arrange a meeting location OUTSIDE THE PARADE AREA to reclaim possessions left in the vehicle. Pedestrians outside the vehicle will not be permitted into the breakdown area to retrieve belongings.

## **Etiquette**

**Please do not stop on the Parade route unless directed to do so by an official.**

Listen to all information and follow all directions of the volunteers on the day of the Parade. The Parade volunteers are there for your safety and security. The route managers and assistants will establish separation distances between groups and monitor parade pace.

Should anyone in your group need assistance or wish to report any behavior deemed disrespectful toward any other participant, contact any OKC Pride volunteer, who will direct the Parade Director to the scene to take the appropriate action.

It is impossible to anticipate every scenario that may arise, but as a general policy, no conduct that violates any statute of the State of Oklahoma or any ordinance of the City of Oklahoma City will be tolerated. Any entry violating or intending to violate applicable law, including laws regarding public decency and behavior, will be prohibited from participating in the Pride Parade. Please be advised that the OCPD Police Dept. is responsible for enforcing all applicable state laws and local ordinances during Pride events. Such statutes may include, but are not limited to, public decency, alcohol, controlled substances, public safety, and standard vehicle insurance requirements.

## **Parking**

Parking on the street around the 39th Street area can be difficult. Don't rely on finding a spot proximate to the Parade route or its immediate side streets; those spaces will likely be claimed the night before. Reminder: there is no parking in the staging, breakdown, and route areas for vehicles not a part of the Parade. As with any parade, the event's starting and ending points are remote from each other; all participants should anticipate the need to transit from Youngs Blvd and 39th Street back to the starting point at Classen and 39th Street.

## **Entry Fees**

OKC's Pride Parade is funded by the LGBTQ community and our Sponsors. The entry fees help to cover the operational costs of producing the Parade. Those who wish to make an additional contribution to help defray the cost of the OKC Pride Parade and Festival Events are encouraged to do so. Applications are not considered complete and will not be processed unless we have received all applicable entry fees.

## Be Ready To Assist

In the event of a medical emergency, please be ready to assist OKC Pride safety personnel with crowd control, if requested. Contingents are expected to notify a route manager, Parade volunteer, or OCPD of any medical, safety, or other emergency requiring fire, police, or similar assistance.

## Protesters

**Please do not engage protesters.** They are exercising the same free speech right that the Pride Parade celebrates. **EVENT PARTICIPANTS ARE PROHIBITED** from challenging, harassing, threatening, or otherwise engaging any protester. Your contingent will be immediately removed from the Parade route if found to be engaged with any protesting group or person. All protesters and protest groups will be identified and referred to the OKC Police.

## Clean Up & Trash

In order to limit clean-up costs, each entry is required to be equipped with plastic trash bags for depositing trash and litter accumulated by the entry's participants before, during and after the Parade. Entries found in violation of this condition are subject to being assessed a portion of the clean-up costs.

## Alcohol & Illegal Substances

No participant in the Pride Parade will be permitted to possess or consume alcohol or use illegal or controlled substances during the Parade or at any line-up, assembly or disbanding site. No individual under the influence of a prohibited substance will be allowed to drive any vehicle participating in the Pride Parade. A warning will be given to your contingent should this occur. If infractions continue after the warning has been given, your contingent will be removed from the Parade.

## **Disclaimer**

The Parade Director has the right to remove any Parade participant for non-compliance with any of the rules stated herein. OKC Pride is absolved from any liability arising from use of floats in the Parade or any activities in association with OKC Pride in accordance to City, State, and Federal Laws. No alcoholic beverages or illegal substances will be allowed during any portion of the Pride Parade event on June 25th, 2017, nor within any area covered by the Parade permit. OKC Pride reserves the right to remove any person(s), motorized or non-motorized vehicle, conveyance, float, or participant(s) for any activity, including, but not limited to, those deemed unsafe to any participant or spectator, those in violation of any rules contained herein, or action or inaction that may cause any delay to the progress of the Parade.