

NSU Homecoming Community Packet 2008

**2008 Homecoming Theme: NSU Dances through the Decades,
Celebrating Our Centennial**

- Organization Parade Packet**
- Organization Tailgate Packet**

**All Forms Due on Monday, September 22nd
to the Student Activities Office (UC-B01)
Fax: 918-444-2541**

NSU Student Homecoming Week Organization Parade Entry Packet

2008 Homecoming Parade Entry Information

Dates and Times to remember:

- **Mandatory Parade Meeting - Saturday, September 22 at 4:00 p.m.** NSU University Center Room (TBA- confirmation will be sent via email to the individuals listed on your parade form), one member required
- **Parade line up is as follows:**
 - 9am-9:30am Floats and Bands
 - 9:30am-10am Cars and Motorized Entries
 - 10am-10:30am Walking Groups

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Judging: Floats will be judged on **creativity and excellence of construction.**

STEP ONE: Make plans to attend the mandatory Parade Meeting on Thursday, September 25 at 6:00 p.m. at the NSU University Center. This brief meeting will discuss parade route, line-up, emergency information, and other very important details. Failure to send at least one member of your group to the meeting will result in disqualification of your float from being judged on parade day. Contact the Office of Student Affairs for an extenuating circumstance.

STEP TWO: **Fill out a Parade Registration form and turn it into the**
Student Activities Office, UC-B01

Address: 600 N. Grand Avenue
Tahlequah, OK 74464
Phone: 918-444-2526
Fax: 918-444-2541

by:

5:00 p.m. Monday, September 22, 2008

STEP THREE: Study the Float Construction and Safety Guidelines document attached and always remember **SAFETY FIRST!** Don't forget that your organization's name should be prominently displayed on your float.

STEP FOUR: Send one representative from your group to the mandatory parade meeting on Friday, October 3 (time and location will be sent to your contact person listed on your parade form)

Special Note: Disrespecting others and or failure to abide by the listed Safety Guidelines (found on next page) will result in the disqualification of the organization's entry from the parade.

For questions about the 2008 Homecoming Parade contact the Student Homecoming Week Committee Parade Chair via Email: evansmg@nsuok.edu Phone: 918-207-9292
Fax: 918-444-2541

FLOAT CONSTRUCTION SAFETY GUIDELINES

The following represents some guidelines that are important to a safe and successful Homecoming 2008 Parade. SAFETY FIRST !

1. Design and construct a float so that it will hold together while being towed.
2. Be sure the height of the float will clear all overhead obstructions and the width is such that it would not impede the flow of emergency traffic in the opposite lane. Float construction may not exceed a maximum height of 13 feet (from the ground) and a maximum width of 10 feet.
3. The parade route has several "dips" so make sure your vehicle and float will not drag in front or back as you travel.
4. Choose a vehicle to pull the float that has adequate towing capacity and adequate cooling system. Don't obstruct cooling systems with décor.
5. Check tires. Do not overbuild the float such as to threaten the integrity of the tires.
6. Fill up with gasoline!
7. The driver should not have his or her view obstructed.
8. Make sure you can turn a reasonably tight corner with the float and towing vehicle.
9. Make sure the draw bar and hitch are safe and securely fastened.
10. Be aware of fire and electrical hazards during float building.
11. A safety/risk management officer should be selected from each group to police hazards that may develop at the building site.
12. All persons involved in on-campus or off-campus Homecoming activities will abide by all university rules and regulations as described in the University Catalog.
13. The Homecoming Committee and all representatives of the University cannot waive the responsibility for enforcement of any rule or regulation governing student behavior and/or activity on campus.
14. Any person or persons working into the night should have respect for those around them.
15. Do not block driveways, alleys, and/or traffic lanes as they might be needed for emergency traffic.
16. Secure the building site by turning off all electricity and water.
17. Be aware of voltage lines.
18. Only qualified maintenance people should climb buildings to attach materials to high points.
19. **NO THROWING OF CANDY** or any object from a float is allowed. Breaking this rule is automatic disqualification of the float. **HOWEVER**, walkers along side the float **MAY** distribute candy or flyers along the parade route.
20. These guidelines are for your safety and success! Follow them carefully.

Have a Safe Homecoming!

FLOAT REGISTRATION FORM

Name of Organization: _____

Primary Contact Person: _____

Phone: _____ email: _____

Risk Management/Safety Person: _____

Phone: _____ email: _____

Detailed Location of Float Construction: _____

Briefly Describe Your Float Entry and It's Components (this information will be used in the Parade commentary): _____

Line up space needed (include float, vehicle, and individuals walking): _____ Feet

Do you plan to park float around tailgate area following parade (must remain at least until 4pm): Yes No

Do you plan to play music from your float: Yes No

Place an "X" next to your judging category

- Greek Student Organization Non-Mechanical
- Non Greek Student Organization Non-Mechanical
- Mechanical Float
- Community Organization Non-Mechanical

Each 1st, 2nd, and 3rd place winner in each division will receive a trophy. There will also be Grand Prize awards for "Best Over-all" and "People's Choice."

NOTE: If you are not competing in a judging category, please describe your entry below and list the amount of space in feet that you will need in the parade

**Submit to the Student Activities Office (B01-UC) by
5:00pm Monday, September 22, 2008**

**NSU Game-Day
Tailgate Reservation Packet**

Homecoming Tailgate Reservation Form

NSU Homecoming 2008- Celebrating Our Centennial Homecoming!

Tailgate Set up starts at 9am, Saturday October 4, 2008- Limited Spaces Available Reserve NOW!

Instructions

- Spaces will be assigned on a first come first served basis, only a limited number of spots are available. Fill out the below form and turn it in to the Student Activities Office no later than Monday, September 22, 2008.
- Each tailgate area will be allowed a maximum of two vehicles.
- Tailgate vehicle permits (provided in tailgate packet) must be displayed in vehicle windshields.
- Reserved spots are available until three hours before kick-off. After that time, we can no longer guarantee your reservation.**
- Entrance will be **closed to vehicles at two hours before kick-off (1:00 pm).**
- Extreme caution must be taken when driving through area for reserved spot.
- All participants are expected to follow local, State, and Federal Laws.
- Participants who are currently enrolled NSU students are expected to abide by NSU Student Rules and Regulations.
- All participants are expected to respect fellow tailgaters.
- No stakes may be used in the asphalt of the parking lot.

Schedule

- 9am-10:30am
 - Tailgate Set Up, all tailgate areas must be set up prior to the parade at 10:30am
- 12pm
 - Tailgating officially begins
 - Children's games open
 - Music begins
- 1pm
 - No additional vehicles allowed in tailgate area
- 2:30 pm (30 minutes prior to kick-off):
 - Pep Rally in tailgate Area
 - Following Pep Rally, Fans head into stadium for Pre-game show on Gable Field

-----TAILGATE RESERVATION FORM-----

Group Name(s): _____

Tailgate Contact Person(s): _____ Telephone: _____

E-Mail Address: _____ (Important!!! Needed for reminders & future contacts.)

Number expected in party: _____

- Please notify the Student Activities Office of any additional needs, special accommodation requests (currently each tailgate spot is the equivalent of 3 parking places.

Thanks for being a part of the NSU Homecoming Tailgate!
If you need more info, call the Student Activities Office (B01-UC), 444-2526, fax: 444-2541