



**CHRISTMAS LIGHTS SWITCH ON**  
**SUNDAY 16<sup>th</sup> NOVEMBER 2014**

The City and County of Swansea are once again offering community groups a unique and exciting opportunity to take part in Swansea's **CHRISTMAS PARADE & CHRISTMAS LIGHTS SWITCH ON**.

There will be 7 floats in total and in addition to these floats, we are looking for walking groups to take to the streets on this very special evening.

Accompanying the floats and walking processions there will be the real Father Christmas, marching bands, stilt walkers, walkabout characters.

**This is an opportunity not to be missed!!!  
At the start of the parade the festive walking groups will be judged by the Lord Mayor. The winners will then be presented with a commemorative plaque and a cheque for £100.**



Entries this year are limited, with only 10 places for walking processions.

Completed applications should be returned in an envelope marked "Christmas Parade" to Special Events, Room 152, City & County of Swansea, The Guildhall, Swansea SA1 4PE no later than the 31<sup>st</sup> October 2014.

Please see following page for frequently asked questions.

Community and Company mascot costumes must have a festive theme.

## Frequently asked questions

- **Will there be a prize?**

The City and County of Swansea will be awarding a prize to the best turned out walking procession. The groups will be judged at 4.30pm.

- **Is there a theme to the Parade?**

Yes, all floats and ideally groups should have a “*Christmas Films*” theme.

- **Are there any restrictions on what we can do to take part?**

**Yes** - There will only be one Santa at the parade, he will be provided by the event organisers. **Santa will not be able to appear in any other group at the Parade.**

Additionally the following restrictions will be in place - no alcohol, no water guns, no strobe lighting, no fireworks or naked flames, no lasers, no lewd behaviour or offensive language and no smoking on or in the vicinity of the floats or walking groups.

**Remember the safety of both the participants and members of the public is paramount - your costume design should consider all aspects of safety both during the build process and during the parade**

- **Will we be able to do a collection along the route for our chosen charity?**

Unfortunately not. The Lord Mayor’s Charity holds the licence for the day.

We would however welcome you to collect on behalf of the Lord Mayors Charity during the parade.

- **We are worried about the Health and Safety issues – can you help?**

Yes – we will be producing a simple leaflet for each group with some ideas for do’s and don’ts.

- **Is there a limit to the number of people who can take part in a walking procession?**

There isn’t a limit to the number of people taking part per group but all participants should be in costume.

- **Can we use a motorised vehicle as part or out walking procession?**

No groups will not be able to enter a motorised vehicle; however non motorised vehicles such as bicycles and push chairs may be permitted.

- **What is the meeting and start point?**

All participants need to be at East Burrows Car Park by 4pm and ready for the parade by 4.30pm at the very latest for judging.



- **What is the route?**

The parade will line up in East Burrows Car Park (opposite the Dylan Thomas Centre). The route will then take the following route:- Somerset Place, Wind Street, Castle Bailey Street, Castle Street, College Street, The Kingsway, St Helens Road and finish at The Guildhall.

- **What are the timings for the event?**

4.00pm – 4.30pm – groups arrive and floats ready  
4.30pm – judging of walking groups  
5.00pm – parade starts  
6.30pm – approximate finish time

- **Yes – we want to take part - where should we send our forms?**

Completed applications should be returned in an envelope marked “Christmas Parade” to Special Events, Room 101, City & County of Swansea, Penllergaer Offices, Penllergaer, Swansea. SA4 9GJ

**The closing date for applications 12noon Friday 31<sup>st</sup> October 2014**

- **I still need more information – where do we go?**

Please email any further questions to [emma.davies@swansea.gov.uk](mailto:emma.davies@swansea.gov.uk) or via telephone – 01792 635422



**WALKING PROCESSION APPLICATION  
CLOSING DATE 31<sup>st</sup> OCTOBER 2014**

Group		Contact Name	
Address		Tel	
		Fax	
		e-mail	
		Mobile	
Postcode			

<b>'Christmas Film' Theme (if possible)</b>	
<b>Description</b>	
Signed:	Date:

