



October 16, 2013

To: Lemoore City Council  
CC: David Wlaschin; Joe Simonson; Ray Greenlee; Russell Giron; Jeff Laws; John Gibson  
From: Maureen Azevedo, CEO  
Subject: Lemoore Christmas Parade

Lemoore's Annual Christmas Parade will be Saturday, December 7th at 6 p.m. Parade check-in will start at 4 p.m. at Fox and G Street. This year's theme is "Christmas Around the World". We would like to invite you to participate in the Parade. (Please complete the attached Entry Form) The Parade will actually start at the corner of Follett and D and proceed down D Street to Hill. The Parade line-up will be on Follett between D and G Street; E Street between Follett and Fox; and F Street between Follett and Fox. Please see the attached map. We are requesting the City's assistance with the following:

- Street Closure, at 14 locations identified on the attached map. Please put up signs on Follett & E St. (*in front of Lemoore Stadium Cinemas*) by 3pm Friday afternoon that state: "NO PARKING OR THROUGH TRAFFIC AFTER **9AM** SATURDAY, DECEMBER 7<sup>th</sup>. Vehicles will be towed at owner's expense." Please put up signs along the remainder of the parade route that state: "NO PARKING OR THROUGH TRAFFIC AFTER **3 PM** SATURDAY, DECEMBER 7<sup>th</sup>. Vehicles will be towed at owner's expense".
- We would like to use (*three*) of the cities electric carts. (*The vehicles will be returned to the Corp. Yard Saturday, immediately following the parade. However, arrangements will have to be made for picking up these vehicles on Friday, late in the day, or Saturday*).
- Please place ten trash cans at the rear of the Downtown Plaza and ten trash cans in the vacant lot next to Lemoore Furniture on Friday, December 6th, that can be placed along the parade route. They can be picked on Monday, December 9th.
- Please insure that the timers on the Downtown tree lights, street decorations and Christmas tree lights are synchronized and will come on at 5:00 p.m.
- Please distribute barricades as shown on attached map (XXX = Barricades) and with Closed to Through Traffic signs– we will put the barricades and signs in place at 3 p.m. on Saturday afternoon.
- Please provide a LPD Officer to assist with any towing of vehicles still parked along West D Street at 4p.m. on Saturday, December 7<sup>th</sup>.

- Please provide ten (or as many as possible) wide push brooms, five flat head shovels, and five wheel barrels. Arrangements will be made to have these items taken to the Chamber owned property @ 212 West “D” Street, on Friday, December 6th.
- Please provide 3 Lemoore Police Officers along Follett Street (staging area / Follett between D Street and the RR tracks) at 4 p.m. Saturday, December 7th, to help keep people who are not in the parade out of the staging area.
- Please provide the city street sweeper once the parade has ended and the public have left the parade area, on December 7th, to help clean up the streets following the parade.
- Please remove barriers AFTER the street sweeper has completed cleaning the streets.

We thank you for your continued support and cooperation of our events. The Lemoore Chamber of Commerce will be happy to answer any questions you may have regarding the parade. Please call (559) 924-6401 for further information