



November 19, 2018

Dear Future March/Parade Participant:

The Martin Luther King, Jr. Community Center's Board, Steering Committee, and Staff invite you to participate in the 37th Annual Dr. Martin Luther King, Jr. Celebration Weekend March/Parade. The march/parade will be held on Monday, January 21, 2019, starting from Holmes Street and MLK Jr. Blvd. promptly at 10:00am. Line-up for the march/parade will start at 8:00am.

The March/Parade is one of several events scheduled to celebrate Dr. Martin Luther King, Jr.'s life and legacy during the week of January 15-21, 2019. Your participation would be greatly appreciated. The March/Parade will feature approximately 250 entries from various community organizations, church groups, youth groups, nonprofit organizations, band/drill teams, colorful floats, and much more.

To participate in the March/Parade, please complete and return the enclosed application along with the parade entry fee of \$90.00 (payable to Communities Foundation of Texas - Money order or Cashier's Checks ONLY – NO REFUNDS) by 5:00pm Friday, December 28, 2018, or until all slots are filled. We reserve the right to refuse applicants based on inappropriate performances, safety and environmental concerns, or anyone that elicits hate or disparate behavior. Incomplete applications will not be accepted nor returned. Completed applications can be mailed or delivered to the following address:

Martin Luther King, Jr. Community Center
2922 MLK Blvd. Bldg. A (Admin. Office)
Dallas, Texas 75215
(214) 670-8418
(214) 670-8501 (fax)
Attn: LaRhonda Bacon/Natashia Cooper

There will be a mandatory meeting for all March/Parade participants on Wednesday, January 16, 2019 at 6:00pm in the Gym area of the Martin Luther King, Jr. Recreation Center, located at 2901 Pennsylvania Avenue Dallas, Texas 75215. A representative from your organization MUST BE IN ATTENDANCE; failure to attend forfeits your participation in the march/parade.

We look forward to having you as part of this special event. Should you have questions or need additional information, please contact the main line at 214-670-8418 or LaRhonda Bacon at 214-670-8419.

Sincerely,

Pamela R. Jones, Center Manager
Martin Luther King, Jr. Community Center

Dr. Martin Luther King, Jr. Celebration Week

March/Parade

MARCH/PARADE APPLICATION FORM

The March/Parade will begin promptly at 10:00am on Holmes Street/MLK Jr. Blvd. and end at Fair Park. To participate, please complete and sign the enclosed application. All applications must be submitted by 5:00pm on **Friday, December 28, 2018, or until all slots are filled**, to the Martin Luther King, Jr. Community Center, located at 2922 MLK, Jr. Blvd., Dallas, Texas 75215, or fax (214) 670-8501.

Please note only one (1) vehicle unit with walkers allowed per entry at \$90.00; multiple vehicles are an additional \$10.00 per vehicle. Motorcycle, horse and auto clubs are \$90.00 per every five (5) vehicles or horses. NO REFUNDS. Proof of insurance must be submitted at the time of application submission for ALL vehicles to be authorized; and Coggan and Health Certificates must be submitted with the applications for ALL horses to be authorized by the Planning Committee to approve participation.

APPLICANT INFORMATION:

Applicant's Name: _____

Organization: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: (E) _____ (D) _____ Cell/Pager _____

Fax/e-mail address: _____

ENTRY/UNIT Name: _____

Number of walkers in unit: _____ Age range of participants: _____

Number of vehicles in unit: _____ Vehicle Make _____ Model _____

Provide a detailed description of the entry:

By signing below, the March/Parade Applicant certifies that the information provided is correct and he/she has read and understood the information contained in this application packet, particularly, the Public Safety Guidelines.

Applicant's Signature: _____ Date: _____

APPLICATION FEES ARE NON-REFUNDABLE. We reserve the right to refuse applicants based on inappropriate performances, safety and environmental concerns, or anyone that elicits hate or disparate behavior. Incomplete applications will not be accepted nor returned. Applications must be accompanied with proof of insurance and copies of driver's license. If you have questions, please contact the MLK Center at (214) 670-8418.

Dr. Martin Luther King, Jr. Celebration Week

March/Parade

PUBLIC SAFETY GUIDELINES

The following March/Parade Safety Guidelines were established to facilitate public safety for participants and spectators. All March/Parade applicants are responsible for making sure the participants under their control follow these guidelines:

- Except for approved specific-use purposes (i.e., pulling a float), vehicle-based units, automobiles and trucks, are not allowed.
- **Drivers of approved vehicle units must possess and show proof of a legal driver's license and proper insurance.** All riders must be legally positioned inside the vehicle.
- March/Parade units are not allowed to stop along the route for any reason, unless instructed by a uniformed parade marshal and/or police officer, or in the case of a public safety or health emergency.
- All March/Parade participants must be in good health and capable of walking the complete route of 1 mile without stopping.
- All March/Parade participants riding or standing on floats must wear safety belts, have hand holds or back support securing them in place while the float is in motion.
- No candy or materials may be thrown along the March/Parade route.
- Squirt guns, silly string, or other items potentially dangerous to spectators or participants are prohibited.

I, the undersigned, acknowledge my status as a March/Parade participant in the Dr. Martin Luther King, Jr. Celebration March/Parade, that I am not entitled to any City employee benefits. Therefore, I hereby release the City of Dallas/MLKJRCC/Communities Foundation of Texas from any claims/actions of any kind which may arise because of any injuries or damages received, including, but not limited to property damage, bodily injuries or death arising out of, or with any matter connected with my participation as a parade participant in the Dr. Martin Luther King, Jr. Celebration March/Parade.

Applicant's Signature: _____ **Date:** _____

If release/waiver of liability is not signed, the application to participate in the march/parade will be considered incomplete.

Dr. Martin Luther King, Jr. Celebration Week

March/Parade

MARCH/PARADE UNIT DESCRIPTION FORM

The Dr. Martin Luther King, Jr. Celebration March/Parade will be broadcast/streamed live on-site, at the primary viewing area in front of the Martin Luther King, Jr. Community Center, beginning at 10:00am on **Monday, January 21, 2019**.

To properly introduce your unit, we must receive information about your entry that is both informative and entertaining. Only band/drill team members will be allowed to perform a routine at the designated area (at the band stand located in front of the MLK Center). Please complete and submit this form by 5:00pm, **Friday, December 28, 2018**, to the Martin Luther King, Jr. Community Center, 2922 MLK, Jr. Blvd., Dallas, Texas 75215 or fax (214) 670-8501.

OFFICIAL ENTRY NAME: _____

CONTACT NAME: _____ **PHONE:** _____

ENTRY BACKGROUND INFORMATION, INTERESTING FACTS:

If necessary, please provide additional information on a second sheet. For additional information, please contact the MLK Center at (214) 670-8418.

RELEASE/WAIVER OF LIABILITY

I, the undersigned, acknowledge my status as a march/parade participant in the (MLKJRCC) Dr. Martin Luther King, Jr. Celebration March/Parade: that I am not entitled to any City employee benefits. Therefore, I hereby release the City of Dallas/MLKJRCC/Communities Foundation of Texas from any claims/actions of any kind which may arise because of any injuries or damages received including but not limited to property damage, bodily injuries or death arising out of with any matter connected with my participation as a march/parade participant in the Dr. Martin Luther King, Jr. Celebration March/Parade.

Applicant's Signature: _____ **Date:** _____

If release/waiver of liability is not signed, application to participate in the parade will be considered incomplete and deemed as void.

Dr. Martin Luther King, Jr. Celebration Week

March/Parade

MARCH/PARADE LOGISTICS SUMMARY

MEETING

There will be a mandatory meeting for all March/Parade participants on Wednesday, January 16, 2019, at 6:00pm in the Gym area of the Martin Luther King Jr. Recreation Center, located at 2901 Pennsylvania Avenue Dallas, Texas 75215. A representative from your organization **MUST BE IN ATTENDANCE; failure to attend forfeits your participation in the parade.**

Parking

Parking will be available at the Martin Luther King, Jr. Community Center for march/parade and Grand Marshal participants. The VIP parking area is located behind the Center. Directions: take Interstate 45 South to the MLK exit; turn left and proceed to Malcolm X Boulevard; turn right and go to Peabody; turn left. March/Parade volunteers will direct you to the VIP parking area. Please display your parking pass.

Other Transportation

Please make personal arrangements for transportation to the March/Parade line-up, please note that the line-up location is at Cleveland Street/MLK Jr. Blvd. The march/parade will disperse at the Pennsylvania parking lot in Fair Park.

March/Parade Line-Up

When you arrive at Cleveland Street/MLK Jr. Blvd., please check in with a Parade Marshal. (Parade Marshals can be identified by their Mason jackets with logo printed on the back). They will provide you with information as to your place in the march/parade line-up.

March/Parade Formation, Route and Schedule

The march/parade will consist of approximately 250 units. The route will cover 1 mile from Holmes Street/MLK Jr. Blvd. straight down to Fair Park. Special reserved seating for observers will be located at the Martin Luther King, Jr. Community Center.

Dispersal Area and Shuttle Transportation

The dispersal area is the Pennsylvania parking lot in Fair Park, which is located just south of the Martin Luther King, Jr. Blvd park entrance gates. Shuttle transportation will be available to take you back to the Martin Luther King, Jr. Community Center parking area. Parade Marshals will be available at all locations to assist you as needed.

If you have questions regarding the March/Parade, please call the Martin Luther King, Jr. Community Center, at (214) 670-8418.

Dr. Martin Luther King, Jr. Celebration Week

January 21, 2019

MARCH/PARADE INFORMATION FOR

MARCHING BAND UNITS

Please note, only pre-approved units by the Event Planning committee will be allowed to participate in the March/Parade.

Arrival Time:

To facilitate placement in the March/Parade line-up, assembly begins at 8:00am. The event begins promptly at 10:00am.

Drop-off for Pre-Event Assembly:

Units arriving by bus must drop-off passengers on the north side of Holmes Street and Al Lipscomb Way. A Parade Marshal will direct you to the Check In area. Parade Marshals will be wearing their Mason jackets with logo printed on the back. Following the drop-off passengers, all buses must immediately move to the dispersal area located in Fair Park to provide shuttle service until kick-off time for the march/parade.

March/Parade Formation, Route and Schedule:

The March/Parade formation will consist of approximately 250 units. The Parade route is 1 mile. To complete the Parade route, from the start line to the dispersal area, it will take approximately 90 minutes.

Dispersal Area at Fair Park for Post-Event Pick Up:

The dispersal area is the Pennsylvania Avenue Parking Lot in Fair Park, which is located just to the South of Martin Luther King, Jr. Blvd. as you pass the entrance gates into Fair Park. Parade Marshals will be on-site to guide you in this area. The pick-up point for shuttle transportation back to the MLK parking area will also be in the dispersal area.

If you have any questions, please contact the MLK Center at 214-670-8418.

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MARCH/PARADE INFORMATION FOR

VEHICLE UNITS

Please note, only pre-approved units by the Event Planning committee will be allowed to participate in the March/Parade.

Arrival Time:

All March/Parade units' assembly begins no later than 8:00am. The event begins promptly at 10:00am.

Pre-Event Assembly and Line-Up:

Vehicles will assemble on at designated area at Cleveland Street and Al Lipscomb Way. Inside the assembly area, a Parade Marshal will direct you to your position in the line-up. Parade Marshals will be wearing jackets that are marked with the Mason emblem and logo on the back.

March/Parade Formation, Route and Schedule:

The March/Parade formation will consist of approximately 250 units. The March/Parade route is 1 mile. To complete the March/Parade route from the start line to the dispersal area, it will take approximately 90 minutes.

Dispersal Area and Shuttle Transportation:

The dispersal area is the Pennsylvania Avenue Parking Lot in Fair Park, which is located just to the South of Martin Luther King, Jr. Blvd. as you pass the entrance gates into Fair Park. Parade Marshals will be on-site to guide you in this area.

If you have any questions, please contact the MLK Center at 214-670-8418.

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MARCH/PARADE INFORMATION FOR

HORSE UNITS

Please note, only pre-approved units by the Event Planning committee will be allowed to participate in the March/Parade.

Arrival Time:

To facilitate placement in the March/Parade line-up, assembly begins at 8:00am. The event begins promptly at 10:00am.

Drop-off Pre-Event Assembly:

Horse units will drop-off at Parnell Street and Forest Avenue, if approved by the Coggan. The entrance to this area is from Lamar Street. Please place the enclosed "Entry and Parking" Pass visibly on the vehicle dashboard.

A Parade Marshal will direct you to your assembly area. Parade Marshals will be wearing jackets that are marked with the Mason emblem and logo on the back. Following the drop-off of the horses, equipment, etc., **all vehicles must immediately move to the dispersal area located in Fair Park and you will be shuttled back to the staging area.**

March/Parade Formation, Route and Schedule:

The March/Parade formation will consist of approximately 250 units. The March/Parade route is 1 mile. To complete the March/Parade route, from the start line to the dispersal area, it will take approximately 90 minutes.

Dispersal Area and Shuttle Transportation:

The dispersal area is the Pennsylvania Avenue Parking Lot in Fair Park, which is located just to the South of Martin Luther King, Jr. Blvd. as you pass the entrance gates into Fair Park. Parade marshals will be on-site to guide you in this area.

If you have any questions, please contact the MLK Center at 214-670-8418.

Dr. Martin Luther King, Jr. Celebration Week

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MARCH/PARADE INFORMATION FOR

GRAND MARSHALS AND ELECTED OFFICIALS

Parking:

Complimentary parking for Grand Marshals will be provided at the Martin Luther King, Jr. Community Center. Take Interstate 45 South to the MLK exit, turn left and proceed to Malcolm X Blvd, turn right and then left of Peabody.

The VIP Parking Lot is located behind the MLK Jr. Community Center. Parade volunteers will direct you to the VIP Parking Lot.

Shuttle transportation will be provided from the MLK Jr. Community Center to the staging area at Holmes Street/MLK Jr. Blvd., where the March/Parade will line-up. You may also choose, rather than parking at the MLK Jr. Community Center, to be dropped off at the line-up area and picked up at the dispersal area (see below).

Arrival Time:

To facilitate placement, the March/Parade line-up, please arrive no later than 9:00am. The March/Parade will begin promptly at 10:00am.

March/Parade Line-Up:

Upon arrival, please proceed to the "Check-In" with a Parade Marshal will be wearing Mason jackets with their logos on the back, located in the staging area at Holmes Street/MLK Jr. Blvd. A Parade Marshal will then direct you to your position in the march/parade line-up (Parade Marshals will be wearing Mason jackets with their logos on the back).

March/Parade Formation, Route and Schedule:

The March/Parade formation will consist of approximately 250 units. The March/Parade route is 1 mile. To complete the March/Parade route, from the start line to the dispersal area, it will take approximately 90 minutes.

Dispersal Area and Shuttle Transportation:

The dispersal area is the Pennsylvania Avenue Parking Lot in Fair Park, which is located just to the South of Martin Luther King, Jr. Blvd., as you pass the entrance gates into Fair Park. Parade Marshals will be on-site to guide you in this area.

Shuttle transportation will be provided from Fair Park back to the MLK Jr. Community Center where your vehicle is located.

If you have any questions, please contact the MLK Center at 214-670-8418.

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MARCH/PARADE INFORMATION FOR

FLOAT UNITS

Please note, only pre-approved units by the Event Planning committee will be allowed to participate in the Parade.

Arrival Time:

To facilitate placement the March/Parade line-up, assembly begins at 8:00am at Fair Park Automobile building. The March/Parade will begin promptly at 10:00am.

Pre-Event Assembly and Line-Up:

Floats will assemble as directed by Parade Marshals.

Inside the assembly area, a Parade Marshal will direct you to your position in the line-up. Parade Marshals will be wearing jackets that are marked with the Mason emblem and logo on the back.

March/Parade Formation, Route and Schedule:

The March/Parade formation will consist of approximately 250 units. The March/Parade route is 1 mile. To complete the March/Parade route, from the start line to the dispersal area, it will take approximately 90 minutes.

Dispersal Area and Shuttle Transportation:

The dispersal area is the Pennsylvania Avenue Parking Lot in Fair Park, which is located just to the South of Martin Luther King, Jr. Blvd. as you pass the entrance gates into Fair Park. Parade Marshals will be on-site to guide you in this area.









If you have any questions, please contact the MLK Center at 214-670-8418.

2019 MLK PARADE ROUTE

MAYOR & CITY COUNCIL
 We are requesting them to park at City Hall and they will be transported by City Security to Parade Start.

PUBLIC PARKING
 The public can park in the Open Parking lots at the MLK Jr. Community and city streets.

PARADE ROUTE CHART

-  PARADE START & END
-  STAGING AREA
-  CHECK IN TABLES
-  BLEACHERS (North & South 2922 MLK Blvd)
-  PARKING LOTS @ CENTER
-  PORT-A-LET
-  PARADE ROUTE
-  COGGIN CHECK IN

