



# HOMECOMING INFORMATION AND ENTRY PACKET



HOMECOMING 2013



# WELCOME LETTER

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Homecoming Participant,

Welcome to the first step of registering your organization for NMSU Homecoming 2013! My name is Libby Fatta, and I am the 2013-2014 Director of Activities for the Associated Students of New Mexico State University. On behalf of ASNMSU and the activities department, I would like to express how delighted we are to present this year's festivities to you all, the students, faculty, and alumni of NMSU. We have a variety of great events planned designed to not only celebrate our appreciation for the rich tradition at NMSU, but also to branch out and give those of us who are currently active within the university an opportunity to come together and enjoy the week. I am well aware of the fact that Homecoming week can get hectic and stressful, but please keep in mind that the time you spend on decorating the campus and your float is greatly appreciated by the University and the community. It contributes to the tradition built by generations before you and thanks to you it will facilitate Aggie traditions for generations to come. The community, your fellow students and especially our alumni appreciate your hard work more than you are probably aware. Students, it is your actions that continue our Homecoming traditions and just think, someday someone will be building that float for you to come back and admire! Faculty, you are arguably the most devoted to the success of this university and your spirit throughout Homecoming is something we are all grateful for. I am pleased to announce that the theme for this year's Homecoming is "NMSU The Wild West", which I hope will generate open interpretation and yield a wealth of wonderful showcases. If you have any questions, comments or concerns please feel free to contact me at (575) 646-4415 or by email at [lfatta1@nmsu.edu](mailto:lfatta1@nmsu.edu). Please take note of the schedule of events attached and take note of the important dates, deadlines and mandatory meetings. I genuinely thank you for your participation and look forward to a fantastic week!

Best of Luck,

Libby Fatta

ASNMSU Director of Activities  
[lfatta1@nmsu.edu](mailto:lfatta1@nmsu.edu)  
(575) 646- 4415

Jasmine Sedillo

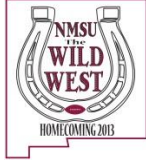
ASNMSU Asst. Director of Activities  
[jzoe@nmsu.edu](mailto:jzoe@nmsu.edu)  
(575) 646-4415



# SCHEDULE OF EVENTS

DATE	EVENT SUMMARY	TIME	PLACE
Sep. 16	Homecoming Packets Available		ASNMSU Office
	<b>Mandatory Meeting:</b> Float Building Workshop		
Oct. 8	3:00 PM		ASNMSU Office
	<b>Deadline:</b> King & Queen Nominations	5:00 PM	
Oct. 8			ASNMSU Office
Oct. 10	<b>Mandatory Meeting:</b> King & Queen	4:00 PM	ASNMSU Office
	<b>Mandatory Meeting:</b> Float Building Workshop	10:00 AM	
Oct. 12			ASNMSU Office
Oct. 14	Official Campaigning Begins		NMSU Campus
	<b>Deadline:</b> House, Office, Door, Residence Hall Display entry forms	5:00 PM	
Oct. 16			ASNMSU Office
Oct. 16	<b>Deadline:</b> Parade entry forms	5:00 PM	ASNMSU Office
	<b>Mandatory Meeting:</b> Float Building Workshop		
Oct. 18		4:00 PM	ASNMSU Office
Oct. 19	<b>Keep State Great</b>	9:00 AM	Outdoor Stage
		8 AM on Oct. 22 - 5 PM on Oct. 26	
Oct. 21-25	<b>Elections:</b> King & Queen online at asnmsu.com open 24 hours		ASNMSU.com
	<b>Car Smash</b>	12:00 PM – 3:00PM	Between Hardman & Guthrie
Oct. 21			
	<b>NMSU Student Organization Door Display</b>		
Oct. 22	<b>Office Display</b>	8:00 PM	Aggie Memorial Stadium
	<b>Movie On The Green “The Lone Ranger”</b>	12:00 PM - TBA	
Oct. 23			Corbett Center Student Union
	<b>Mandatory:</b> Pallet Drop off for student organizations	10:00 AM - 3:00 PM	Dirt Lot 34 (South of Soccer Fields – Payne and Wells intersection)
Oct. 24			Dirt Lot 34 (South of Soccer Fields - Payne and Wells intersection)
Oct. 24	<b>Bonfire:</b> Pep Rally & Concert w/ Switchfoot	7:00 PM	

Oct. 25	<b>Crimson Day:</b> Giveaways awarded to those wearing crimson on campus	<b>Crimson Day:</b> All Day	NMSU Main Campus; Corbett Center
Oct. 26	<b>Homecoming PARADE Line Up and Check In</b>	7:00AM	Lot # 30, East of Pan AM
Oct. 26	<b>Homecoming PARADE</b>	10:00AM	University St.
Oct. 26	<b>Dismantling of all floats</b>	12:00PM	Dumpsters at Skeen Parking
Oct. 26	<b>Homecoming TAIL GATE</b>	2:00 PM	Dirt Lot Across Aggie Memorial Stadium
Oct. 26	<b>Homecoming Football Game</b>	6:00 PM	Aggie Memorial Stadium
Oct. 26	<b>Homecoming Coronation &amp; Results</b>	Halftime	Aggie Memorial Stadium



# OUTLINE OF COMPETITIVE EVENTS

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The Associated Students of New Mexico State University (ASNMSU) is thrilled to present the 2012 Homecoming theme: “NMSU The Wild West”.

All entry forms must be turned in to the ASNMSU Office, located on the second floor of Corbett Student Union (room 206) by the mandatory deadlines.

Any questions comments or concerns, please contact Libby Fatta, ASNMSU Activities Director at 646-4415 or by email at [lfatta1@nmsu.edu](mailto:lfatta1@nmsu.edu)

## **List of events for organizations to participate in:**

### **Judges:**

A panel of university and community affiliated judges will be selected by the ASNMSU Director of Activities and staff to be approved by the ASNMSU President. These judges will evaluate entries based on various criteria outlined in the examples scoring sheet.

**\*\*ALL JUDGES' DECISIONS ARE FINAL\*\***

### **Judges scoring criteria:**

- **Homecoming King & Queen Competition (student):** The NMSU student body will elect one female and one male to be the 2013 Homecoming King & Queen. Voting will take place online at [asnmsu.nmsu.edu](http://asnmsu.nmsu.edu) from 8am Monday, October 21, 2013 through 5pm Friday, October 25, 2013. Winners will be announced at the Homecoming Game Saturday, October 26, 2013.
- **Door, Office and NMSU Student Door Display Competition (Student & Faculty):** Awards will be given to the NMSU Residence Hall, and College/Department office, and NMSU Student Organization having the best display depicting of the Homecoming theme. (Your organization may only enter in one of the categories)

- **Parade:** 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place awards will be given to the following categories:

**\*PLEASE NOTE – Category 1 & 2 are not the same. Student organizations with more than 30 members participating in Homecoming fall under Category 1. Student organizations with less than 30 members will be Category 2. If two organizations team up, the combined number of participating members from each organization will be used to determine which category they fall under. Ex. Group A with 15 members and Group B with 20 members team up, combined with 35 members they would fall under Category 1.**

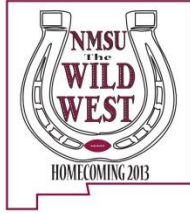
- Category 1 – Best presentation of theme by student organization
  - First place Category 1: \$1500.00 reimbursement
  - Second place Category 1: \$1250.00 reimbursement
  - Third place Category 1: \$1000.00 reimbursement
- Category 2 – Best presentation of theme by student organization
  - First place Category 1: \$1000.00 reimbursement
  - Second place Category 1: \$750.00 reimbursement
  - Third place Category 1: \$500.00 reimbursement
- Category 3 – Best presentation of theme by university department
  - First through third place will receive plaques
- Category 4 – Best presentation of theme by community organization or local business
  - First through third place will receive plaques

\*\*All entries will receive a certificate of participation and entries not depicting the theme will be accepted into the parade, but are excluded from judging.

**JUDGES' DECISIONS REGARDING WINNERS ARE FINAL**

**All prize money is brought to you by your NMSU Alumni Association**





## POINT BREAKDOWN

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**\*\*Car Chalking:** In its 3<sup>rd</sup> year as a Homecoming event, Car Chalking is a fun way to let everyone on campus know what is going on and that your organization is participating in the fun! Each organization (or team) will be awarded 15 points for bringing 5 pictures of the cars (per organization) to the ASNMSU Office (2<sup>nd</sup> floor of Corbett) between the hours of 8:00am – 5:00pm on Monday, October 21, 2013. Points for this event are all or nothing! In order to receive the complete number of points each car must have the following on it.

- a) Overall theme: “**NMSU The Wild West**”
- b) Names of organization or pairings
- c) One upcoming NMSU Homecoming Event and date of the event

There are a few rules and regulations pertaining to car chalking; any organization/team found in violation of the following will not be awarded points.

- a) Car chalking cannot be placed on the front windshield of any vehicle
- b) Car Chalking cannot be placed on the driver’s side window or the passenger’s side window
- c) Any other window that has writing the driver **MUST** be able to see clearly out of it
- d) The supply of car chalk will be the responsibility of each organization

**\*\*This event will count as a tie breaker if need be!**

**Wooden Pallets:** Each NMSU student organization is allowed (and encouraged) to donate up to 200 wooden pallets. All pallets must be whole; partial pallets will not be accepted. Each organization will receive 20 points for each complete increment of 50 pallets. All pallets are to be brought to the South Dirt Lot (across from Aggie Memorial Stadium and Stan Fulton Center) on Thursday, October 24, 2013 between the hours of 10:00am – 3:00pm. **Pallets will only be accepted for points during the times appropriated.**

**Door Display:**

1 <sup>st</sup> Place	100 Points
2 <sup>nd</sup> Place	80 Points
3 <sup>rd</sup> Place	60 Points
4 <sup>th</sup> Place	40 Points
5 <sup>th</sup> Place	20 Points

**Pallet Points:**

200 Pallets	80 Points
150 Pallets	60 Points
100 Pallets	40 Points
50 Pallets	20 Points

**Float Categories 1- 4**

1 <sup>st</sup> Place	200 Points
2 <sup>nd</sup> Place	175 Points
3 <sup>rd</sup> Place	150 Points
4 <sup>th</sup> Place	125 Points
5 <sup>th</sup> Place	100 Points

**Office Display:**

1 <sup>st</sup> Place	75 Points
2 <sup>nd</sup> Place	60 Points
3 <sup>rd</sup> Place	45 Points
4 <sup>th</sup> Place	30 Points
5 <sup>th</sup> Place	15 Points

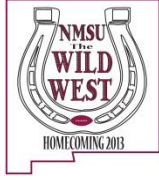
**Note:**

\*\*Participation in each event is not mandatory, but highly encouraged to contribute to the greatest impact and largest widespread Homecoming.

\*\*Plaques will be awarded to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>, places in the all of the assigned categories excluding "pallet points." Framed certificates exhibiting final standing will be awarded to 4<sup>th</sup> and 5<sup>th</sup> places.

\*\*NMSU Student Organization coordinates with category 1 or 2 as explained on the previous page; there will be 3 sections of window display (university department, residence window and community organization/local business) to be judged in accordance with their respective categories.





# DOOR & OFFICE DISPLAY CONTEST RULES AND INFORMATION

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All departments, offices and students are invited to enter an individual depicting the Homecoming Theme. Please check with the building manager/Department Head for permission to decorate the doors.

The door display will be judged on overall appearance, originality and depiction of the theme. The winners of the door display contest will be announced at the Homecoming game on Saturday, October 26, 2013. Awards certificates can be picked up at the ASNMSU office November 4 – November 8, 2013. Awards will no longer be available after November 8.

All entries must be completed and turned into the ASNMSU office by 5:00 pm on Friday, October 16, 2013. Judging will begin at **12:00 pm** on Wednesday, October 23, 2013. The specific time at which your door will be judged will depend on the number of entries. It is at your discretion as to how long you keep the display up.

Be sure to indicate the building and room number on the entry form as well as the name of your department or organization (if applicable).

**NMSU The Wild West**  
**Homecoming 2013**  
**Display Contest Entry Form**

**Please circle one: DOOR or OFFICE**

Name of Department, Office or Occupant: \_\_\_\_\_

Person(s) in Charge: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Indicate the category in which you want to be judged:

\_\_\_\_ Academic Department Office

\_\_\_\_ Faculty Office

\_\_\_\_ Family Housing

\_\_\_\_ Student Organization

\_\_\_\_ Residence Hall

\_\_\_\_ Staff

\_\_\_\_ Other (Specify)

\_\_\_\_\_

Signature

Date

Phone Number



# NMSU STUDENT ORGANIZATION DOOR DISPLAY CONTEST RULES AND INFORMATION

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1. All groups are invited to enter a door display depicting the overall Homecoming spirit. Be sure to get permission of the person(s) responsible for the building or facility that you wish to use for a display before turning in this form.
2. The door displays will take place in Corbett Student Union. All student organization can bring “pre-decorations” on Tuesday October 22, 2013. Your door must be complete by 11:59pm Tuesday October 22, 2013. It will stay up and decorated until Monday, October 28, 2013. The display will have to be down by **5:00pm on Monday, October 28, 2013**. If it is not taken down, there is a \$100.00 fee.
3. The material that is approved to be used will be announced at a later date, please be on the lookout for it on the student hotline.
4. The display will be judged on overall appearance, originality and depiction of the theme. Judges will only evaluate and give points to the decorations in or on the building. The winners will be announced at the Homecoming game, Saturday, October 26, 2013. Awards can be picked up at the ASNMSU Office November 4 – November 8, 2013. Awards will no longer be available after November 8.
5. All entries must be turned in by 5:00 pm on Wednesday, October 16, 2013. Judging will begin on Wednesday, October 23, 2013. The specific time at which your door will be judged will depend on the number of entries. You must have at least two members at your assigned door to explain the display at the time of judging.
6. Responsibility for the security of your Homecoming display lies with your organization and not with the Homecoming Committee.
7. Be sure to indicate the exact location of your display on the entry form (Corbett Center Student Union room number and name). This is very important and without this, our judges may not be able to find your display.

**NMSU The Wild West**  
**Homecoming 2013**  
**NMSU Student Organization Door Display Contest Entry Form**

Organization(s): \_\_\_\_\_

Person(s) in Charge \_\_\_\_\_

Phone:

\_\_\_\_\_ Email: \_\_\_\_\_

Exact Location of Display (Please be specific):

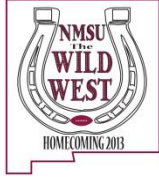
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corbett Student Union Center Room Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

Date

Phone Number



# HOMECOMING ROYALTY NOMINATION INFORMATION AND RULES

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All Student Organizations are encourage to nominate two members from their organization, one male and one female, whom they believe not only strongly represent the ideals and principles of the organization, but also will serve as an exemplary and respectable part of NMSU Homecoming history for years to come. The nominees must be of either junior or senior academic standing or Grad student, a full time student, have a cumulative grade point average of 2.0 or above, be in good standing with the rules and policies set forth by the given organization and they may choose to enter only a male or female participant, both is not mandatory.

The deadline for entries will be Tuesday October 8, 2013 by 5:00pm in the ASNMSU office. Late entries will not be considered. Also, there will be a required meeting for all persons running in the Homecoming Queen and King contest on Thursday October 10, 2013 at 4:00pm in the ASNMSU office. All nominees must be present or else they will be assumed to have dropped out of the running. Pictures will be taken on this date, no submitted photos allowed. If the candidate(s) are unable to attend this meeting they must send reliable member of their organization to attend the meeting and relay the information to them.

Campaigning may begin Monday October 14, 2013 at 8:00am. Any campaigning materials found by the Homecoming Committee before this date will be removed and candidate will be disqualified. All campaign material must be taken down by Sunday, October 20, 2013 at 8:00pm. A \$50 fine will be charted to your organization for every piece of material found thereafter; sidewalk chalk excluded although more may not, under any circumstances, be added.

Taping flyers to sidewalk, poles and trees is strictly prohibited. Posters must be approved by building supervisors and all campaigning must be accordance with NMSU campus policies and in good taste. Any campaign related material not in good taste, especially in association with another candidate, will not be tolerated under any circumstances and will result in immediate disqualification of the candidate, regardless if elections have started or not.

ASNMSU will not be allowed to sponsor a nominee for either Homecoming Queen or King. The Homecoming Queen and King elections will take place from Monday, October 21 at 8gg:00am until Friday, October 25 at 5:00pm. When polls close, no further votes will be accepted. All voting processes will take place online at [asnmsu.nmsu.edu](http://asnmsu.nmsu.edu). Only NMSU students will be allowed to vote. The results will be announced at halftime of the Homecoming Football Game on Saturday, October 26, 2013. The King and Queen will be awarded their own commemorative crown and sashes courtesy of ASNMSU.

**NMSU The Wild West**  
**Homecoming 2013**  
**Homecoming KING Nomination Form**

**Qualifications:** Junior or Senior Classification or Grad Student  
Full-time NMSU Student  
GPA of 2.0 or above  
Candidates must be nominated by an NMSU Organization

**Note:** Classification and GPA will be verified by the NMSU Registrar's Office

Name: \_\_\_\_\_ Banner Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

**Include with your entry form:**

**Biography** – 150 words or less, submit both a hard copy to the ASNMSU office and a digital copy to lfatta1@nmsu.edu

All entry forms must be turned in before October 8, 2013 at 5:00 pm.

**Please sign the following statement:**

I, \_\_\_\_\_, consent to having my GPA and classification verified by the NMSU Registrar's Office.

\*\*The NMSU Homecoming Committee reserves the right to refuse any entry or to disqualify any candidate from the contest if s/he does not follow the applicable portions of the ASNMSU Election Code or the specific rules/requirements listed on following page.

**NMSU The Wild West**  
**Homecoming 2013**  
**Homecoming QUEEN Nomination Form**

**Qualifications:** Junior or Senior Classification  
Full-time NMSU Student  
GPA of 2.0 or above  
Candidates must be nominated by an NMSU Organization

**Note:** Classification and GPA will be verified by the NMSU Registrar's Office

Name: \_\_\_\_\_ Banner Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

**Include with your entry form:**

**Biography** – 150 words or less. Submit both a hard copy to the ASNMSU office and a digital copy to lfatta1@nmsu.edu

All entry forms must be turned in before October 8, 2013 at 5:00 pm.

**Please sign the following statement:**

I, \_\_\_\_\_, consent to having my GPA and classification verified by the NMSU Registrar's Office.

\*\*The NMSU Homecoming Committee reserves the right to refuse any entry or to disqualify any candidate from the contest if s/he does not follow the applicable portions of the ASNMSU Election Code or the specific rules/requirements listed on following page.



# PARADE INFORMATION AND RULES

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**Start:** Lot #30, east of the Pan American Center.

**End:** Lot #3, west of Skeen Hall, corner of Knox and University Avenue.

**Lineup and check in will start at 7:00am on Saturday, October 26, 2013** in the NMSU parking lot #30. **Entries unaccounted for by 8:00am will be considered to have dropped out of the parade and will not be judged.** This is also the set-up area for all of the parade participants (bands, floats, dance groups and groups on foot). Volunteers will be present to assist with check in and get everyone into proper position for the start of the parade. Only those vehicles participating in the parade will be allowed in this area. Furthermore, someone needs to be attending your float at all times.

The parade will progress out of lot #30 and line up on the Arrowhead Dr. Turn left on to Triviz then left onto University Avenue. The parade will continue West on University until it reaches Knox Street where it will disband in lot #3. Dumpsters will be provided at the final destination point for the parade route. At this time, all floats **MUST** be dismantled unless participating in the float display or the float is being taken off campus.

**Be sure that your entry is safe.** Floats should be continuously monitored once building begins in order to prevent vandalism or arson. Speaking of arson, no open flame or fire will be permitted on the float. Make sure the entry is strong enough to support all of the people who will be riding on the float. Floats must also adhere to the following guidelines: maximum height: 14 ft. and 6 in. (From the ground to the highest point on the float). Maximum length: 65ft.

Be sure that your entry has enough gas or water to complete the parade route. Due to the low speed of the parade, vehicles tend to burn more gas and are prone to overheating.

All bands, cheerleaders and those on foot are expected to march the full extent of the parade as outlined above.

If you are planning to give candy or promotional gear during the parade, you must hand it out by walkers along route only. Tossing anything will not be allowed due to safety concerns.

No jumping on floats. Floats must be completely stopped before anyone on the float may get on or off.



If you borrow anything to be used in the parade, make sure it is returned as soon as the parade is over. The Homecoming Committee and ASNMSU are not responsible for vehicles that are returned late or for any damage that is done.

Be sure that your entry has signs on both sides so that all people watching the parade will know who you are.

**PARADE FLOAT MUST BE VIEWABLE FROM BOTH SIDES OF THE STREET. FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION.**

Entries are allowed to perform a short dance (2 minutes or less) for the judges when they reach the judges station.

The Homecoming Committee reserves the right to refuse any entry, reserves the right to remove any pre-approved entry from the line of march, and reserves the right to move an entry from a judged category to a non-judged category for unacceptable and undisciplined behavior, as well as for an unacceptable float.

The presence and or consumption of alcohol is prohibited on or around the float. In violation of this rule, disqualification will ensue and police action will be taken.

We cannot guarantee where your entry will be placed in the parade. The Homecoming Committee is responsible for planning the lineup and making it both balanced and uniform. Special requests will be considered, please include on your parade entry form.

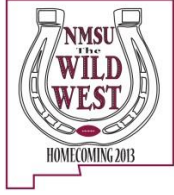
**Entry Fees:**

- Community organization and local businesses representing the theme: NO FEE
- NMSU organizations, public service groups and civic clubs: NO FEE
- Community business and local businesses not representing the theme: \$150.00
  - Will be considered on a case by case basis
- Absolutely NO political entries

Make checks payable to: Associated Students of New Mexico State University

Please mail to: ASNMSU

Attn: Libby Fatta  
MSC 7110 P.O. Box 30001  
Las Cruces, NM 88003-8001



# NMSU FLOAT SAFETY REQUIREMENTS

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**1. Float & Running Gear** - The foundation for a tow float is typically a sturdy flat trailer bed with pneumatic wheels. All load supporting areas on the float should be of wood, steel, or other structurally competent material (not cardboard). Wheels, tires, dollies, axles, bearings of adequate sizes and strength to support the total load of the float are required. Wheels and tires should be in good condition and vehicle brakes sufficient to stop the float when loaded. The authority having jurisdiction with the parade shall have the exclusive right to ban any unsafe vehicle.

**2. Vehicle Maintenance** - Vehicles pulling floats and self-propelled floats shall be serviced for gas, oil, water, tires and battery prior to reporting to the staging areas. Vehicles licensed for highway use shall have proof of insurance. No extra gasoline may be carried on the float. For emergencies, a horn or other sounding device is to be present.

**3. Decorations**-All decorative material shall be manufactured or treated to be effectively fire retardant. If not marked as such, decorative material may be treated with a fire retardant solution. Commercial solutions may be purchased or the following retardant solution can be mixed and used: 1 ¼ lbs. boric acid + 9 oz. Borax + 3 gallons water (source: [http://homecoming.osu.edu/retrieve\\_file.aspx?id=15](http://homecoming.osu.edu/retrieve_file.aspx?id=15) ). Satisfactory flame retardant is determined by holding a sample of the material in a vertical position and placing a match flame ½ inch below it. If the material ignites, it must self-extinguish when the flame is removed. The finished float and decorated areas should have no sharp or unfinished edges exposed. If the driver or any other individuals are enclosed within the float or decorations, proper ventilation and emergency exits shall be provided for them.

**4. Driver Vision/Communication** - Floats decorations shall be designed to allow the driver 180 degrees clear vision to the front and sides of the float or tow unit. If 180 degrees vision cannot be provided, a spotter(s) with clear vision of these areas must accompany the float as a guide. Driver shall also have view of (or communication with) float riders in the event of a problem on the float.

**5. Fire Extinguisher** -At least one 10 pound ABC fire extinguisher shall be carried in a easily accessible, designated location on the float or towing vehicle. The fire extinguishers shall be sealed, tagged, and dated within the previous 12- month period. Open flame displays, roman candles, and fireworks are prohibited on floats and tow vehicles.

**6. Rider Safety** - All participants riding on open floats shall have solid sitting arrangement with hand holds readily available to them. Any standing participants shall have a stabilized body support with buckled safety belt or other means to prevent falling from unit. No person shall be wired or tied to the float. Secured safety rails, barriers, or ropes may used to prevent a fall from the float. No unsecured riders may be located where they might fall beneath the float, its wheels or between tow vehicle and float (e.g. no seating on rear edge of tow vehicle or on front edge of float). If present, children must be under adult supervision and seated at all times when in

motion. Riders are to remain on float once the parade begins and at all time when the float is in motion. Alcohol consumption or smoking on the float is prohibited.

**7. Driver** - Float driver shall have a valid driver's license and be in competent condition to safely operate the vehicle. Driving under the influence of drugs or intoxicants is prohibited. For the safety of float riders, the driver must minimize abrupt starts and stops. The float safety checklist must be in the possession of the driver.

**8. Generators** -Where used, generators shall be securely mounted on the vehicle with not less than 12 inches of clearance separating it from any combustible material. Any generator in a confined space (e.g. pick-up camper shell) shall not have any riders inside same space.

**9. Electrical System** -Where used for lighting, motorized decorations or other application on a float, electrical wiring must be of a type approved for the use for which it is being employed, shall have sufficient capacity, shall be secured to prevent damage, shall have all connections secured via approved devices (or electrical boxes) and shall be properly fused. Not bare wires or exposed electric connection are permitted.

**10. Speed** – Towed and self-propelled floats shall be capable of maintaining a minimum speed of 10 miles per hour during the parade. The speed when float is occupied during parade is limited to a maximum of 20 miles per hour.

**11. Towing Safety** – Adequate primary (tow bar) and secondary connection (chain, cable, etc.) devices shall be made between the towing vehicle and float. All connections shall comply with any and all applicable laws and standards. Primary and secondary connections shall be appropriate for the normal and anticipated loads.

**12. General Safety Rules** - Hard objects, candy, boxes, etc, should not be thrown from the float during the parade. Parade participants wishing to provide give-aways should have walkers along the float to **HAND OUT** the give-aways. **DO NOT THROW ITEMS INTO THE CROWD.**

### **Inspection**

All floats will be subject to an inspection check for compliance with the float safety requirements prior to commencement of parade. **The float safety checklist must be signed and in the possession of the driver at the start of the parade.**

### **Jurisdiction**

Any matter of safety not covered in these rules can be reviewed and required to be corrected by any member of the Homecoming Parade Committee or NMSU Environmental Health & Safety. This includes but is not limited to the NMSU Fire Department, NMSU Police or Office of Facilities and Services. Matters considered hazardous to the extent that they may pose a risk to the participants or public are to be corrected. Failure to correct the hazard identified can result in the removal of the float from the parade. If there are questions on the above requirements, please call NMSU Environmental Health & Safety Office at 575-646-3327 or contact Libby Fatta, Director of Activities for ASNMSU at 575-646-4415 or stop by the ASNMSU office with any questions. You may also send an e-mail to: [lfatta1@nmsu.edu](mailto:lfatta1@nmsu.edu)

**NMSU The Wild West**  
**Homecoming 2013**  
**Parade Entry Form**

Please Select One:

- \_\_\_ Category 1- Best Presentation of Theme by Student Organization (more than 30 members)
- \_\_\_ Category 2- Best Presentation of Theme by Student Organization (less than 30 members)
- \_\_\_ Category 3- Best Presentation of Theme by University Department
- \_\_\_ Category 4- Best Presentation Theme by Local Business Organization
- \_\_\_ Not to be Judged

Organization(s): \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Index# (for campus organization only): \_\_\_\_\_

Number of Entries: \_\_\_\_\_

Description of Float or entry (please be as detailed as possible and include sketch on back of this if entry is a float): \_\_\_\_\_

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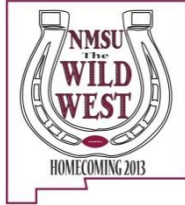
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Description of Organization for Parade: \_\_\_\_\_

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# NMSU FLOAT SAFETY CHECKLIST

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Name of Float Entry - \_\_\_\_\_

*Float Driver must have this Inspection Checklist in his/her possession the day of the Parade. Driver must check off, sign, and present checklist to the Officials for verification prior to start of parade.*

- \_\_\_ 1. **Float & Running gear** – Float and tow vehicle, supporting structure, wheels, tires and brakes are in good condition and sufficient for safe handling of float with riders on board.
- \_\_\_ 2. **Maintenance** – Float and tow vehicle are in good working order, properly serviced with gasoline, oil and water. If licensed for highway use, vehicle’s proof of insurance is available. No extra gasoline is carried on the float. For emergencies, a horn or other sounding device is present.
- \_\_\_ 3. **Decorations** - All decorative materials used are flame retardant, either manufactured or treated (borax). No sharp or unfinished edges are exposed. If individuals are enclosed within float or decoration, proper ventilation and emergency exits are provided.
- \_\_\_ 4. **Vision/Communication** - Driver has proper 180-degree forward vision (or spotters) as well as view of (or communications with) float riders.
- \_\_\_ 5. **Fire Suppression** – The float has a least one 10 lb ABC Type Fire Extinguisher, which has been serviced, tagged & dated. It is affixed to unit within easy reach of the float driver and float occupants (or 2 separate extinguishers may be used, as needed).
- \_\_\_ 6. **Riders** - Each float rider has a sturdy support, hand holds, belt restraints or other means to prevent fall from unit. No one shall be located where they could fall under float. Safety of seated and standing riders will be assessed by the Parade Committee. Alcohol consumption or smoking on float is prohibited. Riders have been cautioned to remain on float during parade and anytime float is in motion.
- \_\_\_ 7. **Driver** - Float driver has a valid driver’s license and is competent to drive float safely. Driving under the influence of drugs or intoxicants is prohibited.
- \_\_\_ 8. **Generator** -Portable generator, if used, is securely mounted and separated from decorative materials. Generator is equipped with a metal exhaust which extends the exterior of the unit.

\_\_\_ 9. **Wiring** –All float electric wiring used for light or other components are secured and appropriately guarded to prevent shock or fire.

\_\_\_ 10. **Speeds** – Float unit is able to maintain at least 10 mph. Float speed shall not exceed 20 mph when float riders are on board and during parade.

\_\_\_ 11. **Towing** - Towed trailers or towed floats has sturdy tow connection and safety cables or chains in place (and attached) which are of sufficient strength for proper handling.

\_\_\_ 12. **General** - Riders have been advised that objects should not be thrown from the float.

The above inspection has been made and to the best of our knowledge this float is in accordance with NMSU safety requirement and is acceptable for participation in the Homecoming Parade.

Float Driver - Name/Signature \_\_\_\_\_/\_\_\_\_\_ Date \_\_\_\_\_

Parade Official - Name/Signature \_\_\_\_\_/\_\_\_\_\_ Date \_\_\_\_\_

\*\*\* Please bring this checklist to your safety inspection, conducted at parade check in