

NMSU

Homecoming 2018

Official Information and Entry Packet



Welcome Letter

Dear Homecoming Participant,

I am pleased to welcome you to the 2018 “A Moment in Time” Homecoming. This packet contains all things Homecoming, including all events and ways in which you can get involved. My name is Courtney Beck, and I am the Director of Activities for the Associated Students of New Mexico State University (ASNMSU). On behalf of ASNMSU, I would like to thank you for your participation in this prestigious annual event and wish you all the best! We hope to provide you with the best Homecoming Week experience possible!

We are pleased to announce that the theme for this year's Homecoming is “A Moment in Time.” In honor of celebrating NMSU’s 130th anniversary, the theme will bring back some wonderful memories to Aggies from many generations. We have been working with the NMSU Alumni Association in planning traditional Homecoming events in an effort to deliver the most authentic Homecoming yet. All of the events planned will create an enjoyable time, and continue to uphold the strong tradition and Aggie Pride that we have here at NMSU.

We hope that everyone: students, faculty, alumni, and the community, will get involved during this week. We understand that being a part of these events can be time consuming, but any effort you put into this week of festivities will only increase the awareness and strength of our school’s traditions. Each float, door display, nomination, and auction item that is put forward during the week is appreciated by ASNMSU and the University as a whole. Your participation contributes to the tradition built by generations of Aggies before you and will assist in facilitating traditions for generations to come.

If you have any questions, comments, or concerns please feel free to contact me at (505) 554 - 6142 or by email at asnmsua@nmsu.edu. Please take note of the schedule of events attached, specifically: important dates, deadlines, and mandatory meetings. I genuinely thank you for your participation and look forward to a fantastic week!

Best of luck,

Courtney N. Beck
ASNMSU Director of Activities
asnmsua@nmsu.edu
Cell: (505) 554-6142
Work: (575) 646-4415

Schedule of Events

DATE	EVENT SUMMARY	TIME	PLACE
Aug. 31 st	Homecoming Parade Supply Grants Application Due	5:00 pm	ASNMSU Office, Corbett Center, room 205 AND electronically
Sept. 7 th	Homecoming Parade Supply Grants Awarded	Winners will be notified during the day	NMSU Alumni Association Office, Dove Hall 2 nd floor
Sept. 14 th	Deadline: King and Queen Nominations	5:00 pm	ASNMSU Office
Sept. 17 th	Mandatory Meeting: King & Queen	6:00 pm	ASNMSU Office
Sept. 18 th	Mandatory: Float Building Safety Workshop*	5:00 pm	ASNMSU Office
Sept. 19 th	Official King and Queen Campaigning Begins	8:00 am	NMSU Campus
Sept. 21 st	Deadline: Parade Entry Forms	5:00 pm	ASNMSU Office
Sept. 21 st	Deadline: Office, Door, and Residence Hall Entry Forms	5:00 pm	ASNMSU Office
Sept. 25 th	Mandatory: Float Building Safety Workshop*	5:00 pm	ASNMSU Office
Sept. 26 th	Deadline: Silent Auction items due	5:00 pm	ASNMSU Office
Sept. 29 th	Keep State Great	8:00 am	Preciado Park (By O'Donnell Hall)
Oct. 1 st	Homecoming Kickoff	10:00 am – 2:00 pm	Grass Area Outside of Corbett
Oct. 1 st	Elections: King and Queen Voting Begins	8:00 am - 5:00 pm	voting.nmsu.edu
Oct. 1 st	Car Chalking Photos Due	8:00 am - 5:00 pm	ASNMSU Office *Photos must be hard copies
Oct. 2 nd	Car Smash	10:00 am – 3:00 pm	Between Hardman Hall & Guthrie Hall *subject to change
Oct. 2 nd	Mandatory: Float Building Safety Workshop*	5:00 pm	ASNMSU Office
Oct. 3 rd	Silent Auction	5:00 pm – 8:00 pm	Corbett: Aggie Lounge
Oct. 4 th	Mandatory: Pallet Drop-Off	10:00 am – 3:00 pm	Lot #30, East of Pan American Center
Oct. 4 th	Bonfire: Pep Rally, Bonfire, Food Trucks, and Concert	6:00 pm	Lot #30, East of Pan American Center

Oct. 5 th	Door and Office Display Competition and Judging	12:00 pm – 5:00 pm	Corbett Center and Other Locations on Campus
Oct. 5 th	Elections: King and Queen Voting Ends	5:00 pm	vote.nmsu.edu
Oct. 5 th	Wear Crimson Day	All Day	To show school spirit. NOT FOR POINTS
Oct. 6 th	Homecoming Parade Line-Up and Check-in	7:00 am	Lot #30, East of Pan American Center
Oct. 6 th	Homecoming Parade	10:00 am	University Ave.
Oct. 6 th	Homecoming Tailgate	2:00 pm	Tailgate Lot Across from Aggie Memorial Stadium
Oct. 6 th	Homecoming Football Game	6:00 pm	Aggie Memorial Stadium
Oct. 6 th	Homecoming Coronation & Results	Halftime	Aggie Memorial Stadium
Oct. 7 th	Mandatory: All Campaign Materials Taken Down	8:00 am - 5:00 pm	All of Campus
Oct. 7 th	Mandatory: Float Tear Down	8:00 am – 5:00 pm	Aggie Memorial Stadium
Oct. 8 th	Mandatory: Door/ Window Display Tear Down	8:00 am - 5:00 pm	All Departments and Corbett Center
Nov. 9 th	Awards to be picked up	8:00 am - 5:00 pm	ASNMSU Office

*Each parade entry is only required to attend one of the mandatory float building workshops. See page 18 for more information.

Outline of Competitive Events

All entry forms for each event must be turned in to the ASNMSU Office, located in room 205 on the second floor of Corbett Center Student Union by the mandatory deadlines.

NO LATE ENTRIES WILL BE ACCEPTED.

Any questions comments or concerns, please contact Courtney Beck, ASNMSU Director of Activities at (505) 554-6142 or by email at asnmsua@nmsu.edu.

Judges:

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

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

List of Competitive Events for Organizations to Participate In:

- **Homecoming King & Queen Competition (students only):** The NMSU student body will elect one female and one male to be the 2018 Homecoming King & Queen. Voting will take place online at homecoming.nmsu.edu from 8:00 am Monday, October 1, 2018 through 5:00 pm Friday, October 5, 2018. Winners will be announced at half time at the Homecoming Game on Saturday, October 6, 2018. Nominations are due by September 14th at 5:00 pm to the ASNMSU office.
- **Door, Office and NMSU Student Door Display Competition (Student & Faculty):** Awards will be given to the NMSU Residence Hall, College/Department office, and NMSU Student Organization having the best display depicting the Homecoming theme. (Your organization may only enter in one of the categories.)
- **Parade:** 1st, 2nd, and 3rd place awards will be given in Category 1 and Category 2. More information can be found in the Point Breakdown Section. We are asking each NMSU float entry to pick a NMSU event from the past 130 years or decade to depict with their float. See the parade information for further instructions.

Point Breakdown

****Car Chalking:** This is a fun way to let everyone on campus and the Las Cruces Community 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 (2nd floor of Corbett) between the hours of 8:00 am – 5:00 pm on Monday, October 1st. You must submit printed hard copy photos. Points for this event are all or nothing! In order to receive the total number of points each car must have the following:

- a) Overall theme: **“A Moment in Time”**
- b) Names of organization or pairings
- c) One upcoming NMSU Homecoming Event and date of the event

All car chalking that is submitted must contain the following or points will not be awarded.

There are a few rules and regulations pertaining to car chalking; any organization or 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 necessary!*

Wooden Pallets: Each NMSU student organization is allowed (and encouraged) to donate up to **100** wooden pallets for the Homecoming Bonfire. All pallets must be whole; partial pallets will not be accepted. Each organization will receive 1 points per pallet contributed. **NO EXTRA PALLETS WILL BE ACCEPTED.** All pallets are to be brought to Lot #30 (East of Pan American Center) on Thursday, October 4, 2018 between **the hours of 10:00 am – 3:00 pm.** **Pallets will only be accepted for points during the times appropriated.**

Auction Item: Student Organizations and University Departments are encouraged to submit one new item or prize basket to be used in the Silent Auction. Absolutely no used items will be accepted. **The value of the item should not exceed \$100.** Points for this event are all or nothing. 50 points will be awarded to any group who donates an item. A maximum of 50 points can be earned for this category, submitting more than one item, while encouraged, will not result in a group being awarded more than 50 points. Groups are encouraged to submit items that college students would enjoy.

***Silent Auction Item will be due: Wednesday, September 26th at 5:00 pm in the ASNMSU Office**

Parade Entries: Parade entries may be submitted in one of four categories:

- 1) Chartered Student Organization **with more than 30 members participating.**
- 2) Chartered Student Organization **with less than 30 members participating.**
- 3) A University Department
- 4) A Community Organization or Business

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 their category. Ex. Group A with 15 members and Group B with 20 members team up, combined with 35 members they would fall under Category 1.

Door Display:

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

Pallet Points:

100 Pallets	100 Points
75 Pallets	75 Points
50 Pallets	50 Points
25 Pallets	25 Points

Float Categories (All Categories)

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

Office Display:

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

Auction Item = 50 Points

Car Chalking = 15 Points

Participation in every event is not mandatory, but highly encouraged to contribute to the greatest impact and Homecoming experience!

Overall Homecoming Winners

The groups/organizations that earn the most points will be awarded first, second, and third place respectively. Categories 1 and 2 will receive trophies for placing 1st, 2nd, or 3rd.

**Plaques will be awarded to 1st, 2nd, and 3rd, places in the all of the assigned categories excluding “pallet points”.

Homecoming 2018 Parade Supply Grant

In an effort to increase Homecoming participation among student organizations, the NMSU Alumni Association is offering parade supply grants to selected student organizations who may need some additional funds to complete their parade entry.

All eligible Category 1 & 2 student organizations participating in the parade are invited to apply for these parade supply grants offered by the NMSU Alumni Association.

There will be grants offered for both Category 1 and Category 2 student organizations participating. For Category 1 groups consisting of 50 or more members, there will be (1) \$500.00 grant offered. For Category 2 groups consisting of less than 50 members, there will be (4) \$250.00 grants offered. Each grant will be paid through gift cards to either Home Depot or Hobby Lobby depending on your organization's needs.

Grants will be awarded by the NMSU Alumni Association based on each organizations need and plans for their Homecoming float. Please turn in applications to the Alumni Association located in the 2nd floor of Dove Hall.

The parade supply grant applications are due on **Friday, August 31, 2018 at 5:00 pm**. The grants will be awarded on Friday, September 7, 2018.

Category 1

(1) \$500.00 Grant

Category 2

(4) \$250.00 Grants





Homecoming 2018 Mini- Parade Grant

Category 1, Large Group, 50+ Members: (1) \$500.00 Grant

Category 2, Small Group, <50 Members: (4) \$250.00 Grant

Grants will be paid through gift cards to either Home Depot or Hobby Lobby

Organization Name: _____

Are you a student chartered organization? _____

How many members will you have for the 2018 – 2019 Academic school year: _____

Briefly describe your organization and its current project and activities.

Describe, in detail, the Homecoming float you would like funded by the NMSU Alumni Association.

Organization Address

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Primary Email: _____

Primary Phone Number: _____

Student Advisor Name: _____

Student Advisor Phone Number: _____

Facebook: _____ Twitter: _____ Instagram: _____

Gift Card Preference: Home Depot: _____ Hobby Lobby: _____ No Preference _____

***Grant Application also needs to be filled out electronically on <https://advancing.nmsu.edu/homecoming>**

Mini Grant Applications due Friday, August 31, 2018 at 5:00 pm in the ASNMSU Office, Room 205.

Mini Grants to be awarded Friday, September 7, 2018.

Departmental Door/Office Display Contest Rules and Information

All departments, offices, and students are invited to enter a display of the Homecoming Theme. Please check with the building manager/Department Head for permission to decorate the doors, windows, or offices.

Any display that will be placed on the 2nd floor of Corbett Center will be done on windows instead this year. The hope is that displays will last longer and will be easier to attach than in previous years. The dimensions will be sent out at the same time that the window assignments are made. It is your responsibility to ensure the display is up at all times and not in the way of any daily activities on the 2nd floor. All other departments will remain decorating doors.

The door, window and office display will be judged on overall appearance, originality and depiction of the theme. The winners of the contest will be announced at the Homecoming game on Saturday, October 6, 2018. Winners will be contacted to pick up their prizes in the ASNMSU Office.

All entry forms must be completed and turned into the ASNMSU office by **5:00 pm on Friday, September 21, 2018**. You may begin to put your display together on the designated location on Monday, October 1, 2018. Judging will begin at **12:00 pm** on Friday, October 5, 2018. 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. However, displays on the 2nd floor of Corbett Center will be required to be taken down by 5:00 pm on Monday, October 8, 2018.

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).



Departmental Door/Office Display Contest Entry Form

NMSU Homecoming 2018 - "A Moment in Time"

Please circle one: DOOR, WINDOW, 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:

_____ College Department Office

_____ Residence Hall/Family Housing

_____ Student Organization

Signature

Date

Phone Number

Student Organization Door Display Contest Rules and Information

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/ window displays will take place in Corbett Center Student Union and other various departments on campus. Your door or window display must be complete and put up (aka on the door or window assigned) by 11:59 pm on Monday, October 1, 2018. It will stay up and decorated until Sunday, October 7, 2018. **The display will have to be down by 5:00 pm on Monday, October 8, 2018. If it is not taken down, there is a \$100.00 fee.**
3. The approved materials 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 6, 2018. Awards can be picked up at the ASNMSU Office on November 9, 2018 in the ASNMSU office.
5. All entry forms must be turned in by 5:00 pm on Friday, September 21, 2018. Judging will begin on Friday, October 5, 2018 at 12:00 pm. You must have at least two members at your assigned door to explain the display at the time of judging. Please be patient as it will take time for our judges to go through all displays. An email will be sent on October 4th to your organizations Homecoming delegate to tell them a specific time to show up and explain your display.
6. Responsibility for the security of your Homecoming display lies with your organization and not with ASNMSU or NMSU.
7. Be sure to indicate the exact location of your display on the entry form (Building, room number, and name). This is very important and without this, our judges may not be able to find your display.

Student Organization Door Display Contest Entry Form

NMSU Homecoming 2018 - "A Moment in Time"

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

*If in CCSU, please initial to request for a window:

Homecoming Royalty Nomination Information and Rules

All Student Organizations are encouraged to nominate two members from their organization, one King nomination and one Queen nomination, 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 graduate student, enrolled as a full time student, have a cumulative grade point average of 2.5 or above, and be in good standing with the rules and policies set forth by the given organization. Student organizations may choose to enter only a King Nomination or Queen Nomination; both is not mandatory. It is not necessary to be nominated by an organization.

The deadline for entries will be Monday, September 14, 2018 at 5:00 pm in the ASNMSU office. Late entries will not be considered. **There will be a required meeting for all persons running in the Homecoming Queen and King contest on Monday, September 17, 2018 at 6:00 pm in the ASNMSU office.** All nominees must be present or else they will be assumed to have dropped out of the running. Nominees will also be asked to participate in a coronation practice that is set by Athletics and will be required to be ready for coronation at least 2 minutes before halftime.

Campaigning will begin Wednesday, September 19, 2018 at 8:00 am. Any campaigning materials found by ASNMSU before this date will be removed and the candidate(s) will be disqualified. All campaign material must be taken down by Sunday, October 7, 2018 at 8:00 pm. 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 the sidewalk, poles and trees is strictly prohibited. Posters must be approved by building supervisors and all campaigning must be in 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. Candidates will be asked to adhere to the same rules as those who seek candidacy for regular ASNMSU Elections (Chapter 2 of the ASNMSU Law book).

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 1, 2018 at 8:00 am until Friday, October 5, 2018 at 5:00 pm.** When polls close, no further votes will be accepted. All voting processes will take place online at homecoming.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 6, 2018. The King and Queen will be awarded their own commemorative crown and sashes courtesy of ASNMSU.

Homecoming King Nomination Form

NMSU Homecoming 2018 - "A Moment in Time"

Qualifications: Junior or Senior Classification or Grad Student
 Full-time NMSU Student
 GPA of 2.5 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 written in 3rd person and submit a hard copy to the ASNMSU office and a digital copy to asnmsua@nmsu.edu

Picture – a high quality photo of yourself emailed to asnmsua@nmsu.edu

FAILURE TO SUBMIT A BIOGRAPHY AND PICTURE BY DUE DATE WILL
 RESULT IN DISQUALIFICATION.

All entry forms must be turned in to the ASNMSU office before

September 14, 2018 at 5:00 pm

Please sign the following statement:

I, _____, consent to having my GPA and classification verified by the ASNMSU Office.

**The NMSU Homecoming Committee reserves the right to refuse any entry or to disqualify any candidate from the contest if they do not follow the specific rules and requirements listed on the previous page.

Homecoming Queen Nomination Form

NMSU Homecoming 2018 - "A Moment in Time"

Qualifications: Junior or Senior Classification or Graduate Student
 Full-time NMSU Student
 GPA of 2.5 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 written in 3rd person and submit a hard copy to the ASNMSU office and a digital copy to asnmsua@nmsu.edu

Picture – a high quality photo of yourself emailed to asnmsua@nmsu.edu

FAILURE TO SUBMIT A BIOGRAPHY AND PICTURE BY DUE DATE WILL
 RESULT IN DISQUALIFICATION.

All entry forms must be turned in to the ASNMSU office before

September 14, 2018 at 5:00 pm.

Please sign the following statement:

I, _____, consent to having my GPA and classification verified by the ASNMSU Office.

**The NMSU Homecoming Committee reserves the right to refuse any entry or to disqualify any candidate from the contest if they do not follow the specific rules and requirements listed on the previous page.

Parade Information and Rules

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

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

This year we are encouraging each NMSU Float Entry to pick an NMSU event that has happened in the past 130 years or a decade to use as the theme for their float. You will be required to state what event or decade on your entry form. ASNMSU's Activities department will be regulating the applications to ensure that each float has a different event or decade. Events will be granted on a first come, first serve basis. Examples of events include bowl games, championships, first graduation, alumni dynasties, groundbreakings, etc. We encourage you to learn as much as possible about the event or decade to ensure authenticity. If you need any help picking an event or decade, please contact the Director of Activities, Courtney Beck, or the ASNMSU office. **Parade entry forms are due Friday, September 21, 2018 by 5:00 pm in the ASNMSU office or emailed to asnmsua@nmsu.edu.** We encourage you to turn applications in early to ensure that you receive the event or decade that you want.

Lineup and check in will start at 7:00 am on Saturday, October 6, 2018 in the NMSU Parking Lot #30 for any floats. Other entries (bands, dance groups, and groups on foot, etc.) should arrive by 8:00 am. **Entries unaccounted for by 8:00 am will be considered to have dropped out of the parade and will not be judged.** Volunteers will be present to assist with check in and getting everyone into proper position for the start of the parade. Only those vehicles participating in the parade will be allowed in this area. Furthermore, a representative from your organization needs to be at to your float at all times. Your float will be required to be checked by NMSU Environmental Health and Safety. Any violations may cause disqualification from this parade and/or future ones.

The parade will progress out of lot #30 and line up on the Arrowhead Dr. We will turn left onto Triviz, and left onto University Avenue. The parade will continue West on University until it reaches Knox Street where it will disband. Floats will continue on to Stewart and down to Aggie Memorial where they will park along Arrowhead Dr. Dumpsters will be provided at the final destination point for the parade route. If you wish to display your float, for the duration of the day/game, you must park it on Arrowhead Drive, west of Aggie Memorial Stadium. **Floats MUST be torn down and disposed of in supplied bins by 9:00 am on Sunday, October 7, 2018.**

Be sure that your entry is safe. Floats should be continuously monitored once building begins in order to prevent vandalism or 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: 65 ft.

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, dance groups, 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.

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, but may not be accommodated for; please include on your parade entry form.

***For judging of the float: You will stop in front of the judging station (NMSU Barnes and Noble off of E. University) and will be presented by our announcer.**

Entry Fees:

In order to encourage participation in the Homecoming Parade, there will be no charge to enter.

Absolutely NO political entries will be allowed

Float Safety Requirements

- 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. 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 - degree clear vision to the front and sides of the float or tow unit. If 180 - degree 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 an 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 be 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 is 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 giveaways should have walkers along the float to HAND OUT the giveaways.

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 Courtney Beck, Director of Activities for ASNMSU at (505)554 - 6142 or (575) 646 - 4415 or stop by the ASNMSU office with any questions. You may also send an e-mail to: asnmsua@nmsu.edu



Parade Entry Form

NMSU Homecoming 2018 - "A Moment in Time"

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 of Theme by Community Organization or Business
- Not to be Judged

Organization(s): _____

Name of Float Contact: _____

Phone: _____ Email: _____

NMSU Event (include date) or Decade: _____

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): _____

Description of Organization for Parade: _____

Float Safety Checklist

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

Parade Official

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

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

