



**May 17, 2025**

## **Participant Packet**

**(Floats, Military Units, Schools, Marching Bands, Community Organizations)**

## **2025 Fort Bliss Armed Forces Day Parade**

We are excited and pleased to invite you to participate in the 6th Annual Armed Forces Day Parade. What better way to celebrate our Armed Forces than a patriotic parade routed through Fort Bliss's historic district! This annual event has become a family tradition and it's growing each year! Enclosed you will find your application forms and additional information to help you plan for this big event. There is one application for all potential participants: Floats, Marching Bands, Schools, Community Organizations, and Military units. Please feel free to call Lora Diem, Fort Bliss MWR Special Events Coordinator at (915) 588-8247 if you have any questions regarding the enclosed materials. Please ensure that you read all guidance. You may also download a packet at [www.bliss.armymwr.com](http://www.bliss.armymwr.com), search: parade.

Thank you for your support of this amazing event! Our goal is to bring together Fort Bliss and El Paso as one to celebrate and learn all about our Armed Forces.

**Date: Saturday, May 17, 2025**

**Review Stands: TBD**

**Step off Time: 10:00 a.m. (MST)**

**Parade Route: Begins at Building 500, Pershing Road heading south turning right on Pleasonton Rd. and heading up Historic Sheridan Road. Turning right at Ruhlen Rd and heading down Pershing Rd Parade ends at building 500 with an after celebration at Smith Field.**

**Anticipated Units: floats, marching bands, military vehicle convoys, military units, dignitaries and a wide variety of other special organizations.**

# General Rules and Requirements

1. All parade applications must attach a Liability Waiver at the time entry is submitted. Only one Liability Waiver per organization is required.
2. FMWR will review all applications. When your entry is approved and accepted, you will receive an email with further instructions.
3. Entries will be accepted based on the description included with your application. Upon arrival at the parade staging area, entries not conforming to the description on the application will not be allowed to participate in the parade. Any variance from the original application will not be accepted.
4. Any individual or group whose participation in the parade includes stunts or comedy antics, shall provide the FMWR with the details of such stunts at least 30 days prior to the date of the parade. No skits or maneuvers will be allowed which cause the parade to stop or deviate from the main direction of the parade travel.
5. During the parade, a distance of 50 feet is to be maintained between floats, bands, specialty units, etc. If halted for any reason, close the gaps to 25 feet, then take up the 50 ft. interval as the parade again moves. Everyone must cooperate if the parade gaps are to be eliminated. Please keep your group moving.
6. Participants must take and keep the spaces assigned to them throughout the parade all the way to the official disbanding areas. Each participant will receive a copy of your assigned position and instructions for parking, arrival times, and disbanding, approximately 4 days prior to the parade.
7. NO undecorated vehicles will be permitted in the parade.
8. All parade officials will be wearing identification and are assigned to specific divisions to assist participants with any problems along the parade route, and to maintain the parade's proper pace and spacing. Your participation and close observation of the regulations outlined herein will help make the Parade a successful event!

Please feel free to contact Lora Diem, Fort Bliss MWR Special Events Coordinator, with any questions you may have at 915-588-8247. PLEASE RETURN APPLICATION WITH YOUR DESCRIPTION AND LIABILITY WAVIER BY May 5th, 2025.

Applications can be filled out and submitted online at [www.bliss.armymwr.com](http://www.bliss.armymwr.com) Search: parade, in person to 12 Pershing Road, Fort Bliss or by email to [mwrspcialevents@gmail.com](mailto:mwrspcialevents@gmail.com).

# Float guidelines

Fort Bliss Morale, Welfare and Recreation (“FMWR”) has established rules and regulations to assist float builders in recognizing unsuspected errors that might impair an otherwise fine display of planning and workmanship. The overall condition of the float is very important. Long hours of hard work are defeated when an entry breaks down just before, or during the parade as a result of a mechanical problem or tire failure. Maximum height, width and length are limited to assure the proper clearance of obstacles such as overhead wires and cables, and the execution of changes of direction on the parade route. Please check your route to the parade assembly point for any existing hazards.

A final check will be made upon completion of the float, or at the assembly area on Parade Day.

**THEMES:** Individuals are able to select their own themes for their entries as long as they conform to family values and a family-friendly event atmosphere. Float entry applications are due no later than May 5, 2025. A color photograph of the float, or of the artwork, along with a written description of the float and sponsor information should be received along with the entry form. Please remember, we will not accept any political themes or politicians campaigning on any float. The Fort Bliss Armed Forces Day Parade is not a platform for political, social or religious issues. Entries are approved by the committee based on the “Entertainment value” to the overall parade.

**FLOAT DIMENSIONS:** A float requires a base platform, or frame of not less than 8 x 10 feet. It must be decorated, including the sides, ends, and objects on the float, and must completely conceal the wheels. Flexible parts of the float aprons must reach to within 3” of the ground. The width the float upon completion is an important factor in the ground clearance. ALL FLOATS MUST BE SELF-PROPELLED. MOTORIZED UNITS (ie. cars, trucks, tractors) MUST BE USED TO MOVE THE FLOAT DOWN THE PARADE ROUTE. THE TOW VEHICLE MAY OR MAY NOT BE INCORPORATED INTO THE DESIGN OF THE FLOAT.

**SIZE LIMITATIONS:** Maximum height: 14 ft., 6 in. from the ground to highest point of float; Maximum width: 20 ft. Maximum length: 60 ft. all-inclusive.

**DECORATIONS:** All floats must be covered with sturdy materials such as vinyl floral sheeting, enamel paint, or other materials that will hold up under adverse weather conditions. Otherwise float decorations could be completely destroyed in the event of rain or strong winds. Floats shall be constructed and decorated so that the view from either side is equally appealing.

**TITLE/SPONSOR RECOGNITION:** The title of the float and the organization name should be displayed prominently on the float.

**MUSIC:** Your float should have music. However, no live DJs, or live microphones will be permitted without permission from Lora Diem, Special Events Coordinator. Questions? Call Lora at 915-588-8247.

# BAND UNIT ENTRY FORM

*Applications can be filled out online at [www.bliss.armymwr.com](http://www.bliss.armymwr.com) Search: parade and returned in person to Building 12 Pershing Road, Fort Bliss or by email to [mwrspcialevents@gmail.com](mailto:mwrspcialevents@gmail.com)*

**Date:** May 17, 2025, **Time:** 10:00am

**DEADLINE TO ENTER:** May 5, 2025

**(PLEASE PRINT LEGIBLY)**

**NAME OF SCHOOL & UNIT:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**WE WILL BE MARCHING WITH** \_\_\_\_\_ **MEMBERS**

\_\_\_\_\_  
**DIRECTOR'S SIGNATURE**

**REMEMBER, THE DEADLINE FOR ENTRY IS MAY 5th!**

Have you participated in a parade before?: \_\_\_\_\_

Describe your group/entry: \_\_\_\_\_

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# JROTC & SPECIALTY UNIT ENTRY FORM

*Applications can be filled out online at [www.bliss.armymwr.com](http://www.bliss.armymwr.com) Search: parade and returned in person to Building 12 Pershing Road, Fort Bliss or by email to [mwrspcialevents@gmail.com](mailto:mwrspcialevents@gmail.com)*

Date: May 17, 2025, Time: 10:00am TIME: 10:00 a.m. (MST),

DEADLINE TO ENTER: May 5, 2025

(PLEASE PRINT LEGIBLY)

TITLE OF SPECIALTY UNIT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

## YOU MUST FILL OUT THE TYPE OF UNIT AND HOW MANY OF EACH.

\_\_\_\_\_ HOW MANY HORSE DRAWN UNITS (Horse entries must have following clean-up crew)

\_\_\_\_\_ HOW MANY WILL BE HORSE MOUNTED (10 horses MAX)

\_\_\_\_\_ HOW MANY MOTORIZED UNITS (Law Enforcement 2 MAX, NO Car Clubs)

\_\_\_\_\_ HOW MANY WILL BE MARCHING

\_\_\_\_\_ OTHER (PLEASE DESCRIBE)

\*\*\*NOTE: Entries will be selected based on the description and/or photo included with your application. All entries must meet and follow all rules and regulations in order for acceptance into the parade. No variances will be accepted. Upon arrival at the Parade staging area, **entries not conforming to the description as per this application will not be allowed to participate in the Parade.** All applications must be turned in with the liability release form.

Describe your group/entry: \_\_\_\_\_

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Awards / Honors received (if any): \_\_\_\_\_

# FLOAT ENTRY APPLICATION

*Applications can be filled out online at [www.bliss.armymwr.com](http://www.bliss.armymwr.com) Search: parade and returned in person to Building 12 Pershing Road, Fort Bliss or by email to [mwrspcialevents@gmail.com](mailto:mwrspcialevents@gmail.com)*

DATE: Saturday, May 17, 2025      TIME: 10:00 AM (MST)

PARTICIPANT/ORGANIZATION: \_\_\_\_\_

FLOAT TITLE: \_\_\_\_\_

MAIN POINT OF CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

A DESCRIPTION AND DRAWING OF THE FLOAT MUST BE SENT IN WITH THIS APPLICATION  
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FOR THE SPECIAL EVENTS DEPARTMENT TO APPROVE.

INSURANCE: A general liability and property damage insurance policy must be carried. Tow behind floats must provide proof of vehicle insurance. Both must be from a valid insurance company for each float.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

Return all forms along with the Waiver of Liability Release Indemnification and Hold Harmless Agreement.  
Please do not send in an incomplete application.

**DEADLINE FOR ALL ENTRIES IS May 5, 2025.**

## Liability Waiver Form

*Program Activity:* \_\_\_\_\_

In consideration for receiving permission to participate in Fort Bliss Family and MWR (FMWR) Special Event Programs, I agree for myself, my heirs, assigns, executors, administrators, personal representatives and derivative claimants, that my participation in FMWR Special Event Programs be undertaken at my own risk and that the FMWR program, Fort Bliss, The Department of the Army, the Government of the United States and its offers, agents and employees whether acting officially or otherwise shall not be liable for any claims, demands, injuries, damages, actions, or causes of action which arise wholly or partially due to negligence of the entities above, arising out of or in connection with my participation in FMWR Special Events Program to include use of equipment provided by FMWR.

I understand and agree that by signing this release I am assuming full responsibility for any and all risk of death or personal injury or property damage while participating in FMWR Special Events Programs.

I understand and agree that by signing this release I am to release, indemnify and hold harmless Fort Bliss Family and MWR program, Fort Bliss, the Department of the Army, the Government of the United States and its officers, agents and employees from any and all liability or costs including attorney fees, associated with or arising from my participation in programs and use of equipment offered by FMWR Special Events programs.

I agree to allow MWR Marketing to utilize any photograph taken from my participation in this special event for promotional purposes. \_\_\_\_\_ (initial)

Name (Print):

\_\_\_\_\_

Participant signature:

\_\_\_\_\_

Signature of Parent/Guardian (if Participant is under 18)

\_\_\_\_\_

Date:

\_\_\_\_\_

### Privacy act statement

The information requested above is solicited under the authority of 10 USC 3012 and will be used to ensure correct identification to verify participation and to determine responsibility in the event of accident loss, injury or death. It may routinely provide to other government agencies as necessary to resolve claims for or against the United States and to private insurance companies if necessary for these purpose. Disclosure of the information requested is voluntary; failure to provide this information will result in denial of the request to participate in this Fort Bliss special event.