

HOFSTRA UNIVERSITY
Fall Festival 2012
FLOAT BUILDING RULES

This year Fall Festival will be taking place Saturday, September 29, 2012. The theme is *USA Musicians*. Your team can create a float that represents any U.S. artists.

All student clubs and organizations are invited to participate in the Parade of Floats on Saturday, September 29, 2012 at 12pm.

The following is a list of rules and guidelines that should be followed by **ALL** participating organizations:

1. **APPLICATIONS** – On **Wednesday, September 12, 2012 at 11:30 AM** in the Greenhouse, this application packet is due and must be accompanied by one representative from each organization listed as participants in this application. At this meeting, the final rules for float building will be distributed and float themes will be finalized. Each participating group will pick a lottery number and its theme proposals will be reviewed in its lottery order. All groups will know if their proposals have been accepted that day.

2. **TITLE** - The title or theme of the float should be prominently displayed and/or obvious to a spectator throughout the parade.

3. **FEE** - There is a **\$25.00** application fee for each float, payable at the time of application submission. The purpose of this fee is to partially defray the cost of the trophies awarded. Checks only. Please make all checks payable to Hofstra University. Or, if you are SGA funded you can complete a budget transfer for the funds in the Office of Student Leadership and Activities prior to Monday September 19th.

4. **TIME AND PLACE** - Float building will take place in the Multipurpose Room during the week of **Sunday, September 23, 2012 – Friday, September 28, 2012** during the following hours:

Sunday	12 p.m. – 6 p.m.
Monday	9 a.m. - 11 p.m.
Tuesday	9 a.m. - 11 p.m.
Wednesday	9 a.m. - 11 p.m.
Thursday	9 a.m. - 11 p.m.
Friday	9 a.m. - 8 p.m.

NOTE: Everyone participating in the float building must attend the Float Building Safety Meeting, which will take place on Friday, September 21, 2012 in the Student Center Theater at 10am and 2pm. You can attend either safety meeting, and every one must sign in.

6. **CONSTRUCTION** - Floats should be constructed of wood, chicken wire, crepe paper, and similar materials. Motors may be used to move parts of the float constructed of the above mentioned materials. **Use of current issues of university publications (e.g. Hofstra Chronicle, office brochures, departmental/student magazines, newsletters, etc...) may not be used as**

materials.

All construction must take place at the designated times. Remember, these are only suggested materials, if you have questions regarding materials you are interested in using please contact Mario Bolanos (Mario.bolanos@hofstra.edu) in 260 Student Center. No pyrotechnics of any kind, including fireworks, may be used on the float. There is **NO SMOKING** permitted on the float. No live animals are permitted on the float. If these guidelines are not met or are disregarded, the float will be disqualified and not allowed in the parade. You must attend the fire marshal's safety meeting in order to participate.

Note: Each group that will be constructing a float must sign out (for the duration of the float building) a **fire extinguisher** which must remain with the float for the duration of the building and duration of the parade. Misuse or loss of fire extinguisher, will require each organization to pay for the replacement of the fire extinguisher. The flat bed dimensions are 8 ft wide and 18 ft long.

7. **GOING GREEN:** This year, we are again making an attempt to "be green." We are asking all student groups to use recycled materials for their floats where ever possible.

8. **FLOAT DIMENSIONS** - It is your responsibility to plan your float accordingly and adhere to the following requirements: The float **must** fit through the doors of Multipurpose Room. **All floats must be 3-dimensional.** In other words, spectators must be able to see the float from all angles. You will be allowed to use generators and smoke machines on your float, as long as they do not present a hazard to display; and generators and smoke machines must first be approved by the fire marshal at the fire marshal meeting. Any exceptions will be subject to review by the Fall Festival Committee. Maximum height for parade floats along this route is 12 feet. **FLOAT HEIGHT MUST NOT EXCEED 12 FEET ABOVE THE GROUND!** This means that you must account for the height of the vehicle that will carry your float. Any signage or decoration that hangs below the flatbed must not be more than two (2) feet as it will hit the ground.

9. **SPENDING LIMIT** - Please stay within a reasonable amount on purchased items. This does not include non-monetary donations of wood, chicken wire and other supplies. Do not assume that SGA, IFSC, or any other funding body will reimburse you for all of your expenses. Make sure you get pre-approved so you have an accurate budget with which to work.

10. **COLLABORATION** - **Two or more groups** may collaborate in the building of a float. In the event that the float wins a prize, each group will receive a trophy. Any prize money awarded will be split evenly among the groups.

11. **PERSONNEL** - Only members, new members, and alumni of the student organizations sponsoring the float may actually help construct the float.

12. **SUPERVISION** - Public Safety will supervise the Multipurpose Room from midnight to 6:00 a.m. after float building. A member of each organization must stay with its float at all times during designated Float Building hours.

13. **LINEUP** - Floats **must** be lined up in the order of procession by 9 a.m. Saturday. The route will be as follows: Begin at Lot #7 and make a left in the parking lot, heading towards Liberty and Republic residence halls. Make a right onto Liberty Boulevard. Judging for appearance will take place on TBD as soon as the groups are lined up. The parade will begin at **12 p.m. sharp.**

14. **SHOW MOBILE** - The show mobile will be located in the parking lot between Hofstra USA and the Intramural Fields. Floats will stop in front of it and your group's attention will be directed toward the show mobile.

15. **DISMANTLING** - All floats and materials will then have to be disposed of (**you must have 5 people assigned to dismantling of the float**). The c-square parking lot will have dumpsters for dismantling immediately following the parade.

16. **ALCOHOL** - Judges will be dispersed throughout the parade route to keep an eye out for alcohol consumption. Any group that is seen consuming alcohol will be automatically disqualified and subject to fines. Any violation of community standards while on parade route or throughout building will be subject to the community standards process.

17. **PERFORMANCE CONDUCT** – All performances must represent the theme and their student group in a tasteful manner. No lewd conduct. No revealing costumes. You must present your plans and ideas to OSLA and Alumni Affairs at the time of application is handed in. Those who deviate from their initial idea and incorporate ill-taste will be penalized or disqualified.

18. **AWARDS & TROPHIES** - Along with the trophies, cash awards will be given

Best All Around – The top three winners will represent the best float in the parade. Creativity, PRIDE, uniqueness, effort, attendance, energy, theme representation, and performance content will all be considered.

1st Place \$1,500

2nd Place \$1,000

3rd Place \$500

Banner That Shows the Most PRIDE (\$500) – This winner will present a banner that shows the most PRIDE in the parade. Creativity, artistry, and materials will be highly considered.

Greatest Alumni Participation - Sponsored by Hofstra's Booster Alumni Association (\$200) – We are challenging each group to bring back alumni to assist during float building. This winner will document the greatest number of alumni participants throughout float building week. *Each alumni present will be counted once, only.

For more information or if you have any questions, please contact Student Leadership and Activities Office at (516) 463-6914.

FLOAT BUILDING APPLICATION

DUE WEDNESDAY September 12th

11:30 AM. Greenhouse

\$25.00 APPLICATION FEE

ORGANIZATIONS

CONTACT PEOPLE

PHONE NUMBERS

E-MAIL ADDRESSES

List your three choices below.

Draw your ideas in detail and attach additional sheets if necessary.

***Applications that do not include sketches will not be considered.**

1.

2.

3.
