



# PROCESSION ENTRY GUIDE

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## INTRODUCTION

This guide should help all entrants but –

### Information in these boxes only applies to vehicle entrants

Aldeburgh Carnival tries to maintain its traditional soul but has to move with the times. Since the first procession in 1927, much has changed. It is unfair to blame stricter rules on health and safety requirements, although they are certainly a big consideration. The reality is that public expectations have changed, in terms of what is acceptable as well as the 'blame culture'.

Our ethos is to present a safe and suitable event for the thousands of families who attend every year. This was a key consideration when Aldeburgh Carnival won the East Anglian Daily Times Family Event of the Year award in 2018. If the carnival is to continue to thrive, we need every entrant in the procession to support this aspiration.

The carnival procession is the highlight of the afternoon and gives much enjoyment to the crowds who come to see it. It couldn't happen without your participation and we would love you to join in. We hope that this booklet will help you understand what you should consider when entering the procession so that the event can be fun, enjoyable and above all, safe.

## THE CARNIVAL THEME

Each year the carnival nominates a theme for entries in the procession. This is not compulsory but is intended to help entrants focus on an idea.

Every entry will be judged on merit, regardless of whether it is themed. However, if judges are finding it difficult to choose a winner, themed entries may catch the judge's eye.

## ENTRY CONTENT

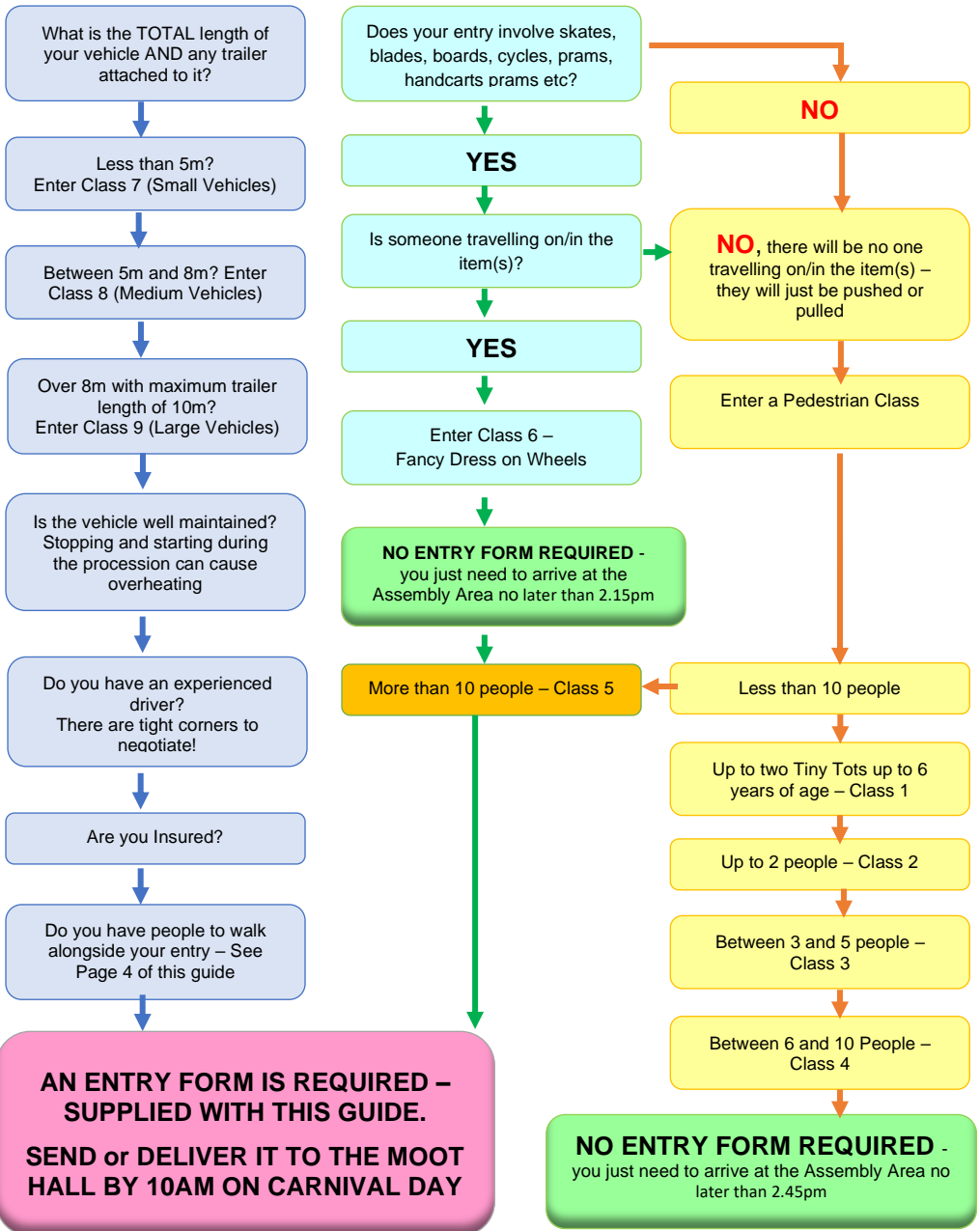
Traditionally, carnival processions contain elements of humour, sauciness and satire and we have no wish to curb that. However, please remember that the carnival is a family event - ask yourself, 'would I be happy for my children or grandchildren to see this' – if the answer is NO then perhaps you should think again?

### Best Avoided:

- Glamorisation of realistic or easily accessible weapons such as knives.
- Focus on anti-social behaviour which young children are likely to copy.
- Discrimination.
- References to illegal drugs or drug misuse unless this has a clear educational purpose or anti-drug message suitable for young children.
- Bad language
- Sexual content unless it is very mild in nature (for example, kissing).
- Scary or potentially unsettling images unless they are mild and unlikely to cause undue anxiety to young children.

Are you campaigning on a particular issue or promoting a political view? Please remember that the carnival is about fun and entertainment – a serious political message may be out of place.

# WHICH CLASS ARE YOU GOING TO ENTER? THINGS TO THINK ABOUT!



# CONSTRUCTING A VEHICLE ENTRY

This exhibit toppled over - fortunately no-one was hurt!



This driver has excellent all-round vision



Think about any people who will be on the float – if the vehicle has to stop suddenly, would they be safe?

Remember that vehicle entrants must have guides (in or out of costume) walking alongside the entry. Their job is to ensure the safe passage of the vehicle as it moves along, keeping an eye out for any children who have crept forward and may now be too close to your entry and warning the driver accordingly.

# PARTICIPANTS



Hopefully, carnival day will be warm and sunny. Please make sure that everyone in your team will have access to drinking water throughout the procession (but avoid breakable containers).

**PLEASE DON'T** consume alcohol until after the procession. This is something that the police have asked us to pay particular attention to. Remember that participants are part of a moving procession and need to keep themselves safe and alert – we would hate participants to be injured because they have been drinking and lose balance. Also, think about the image you are portraying to onlookers, particularly young children.



# ARRIVING ON THE DAY

**TIME** your arrival so that you are in position in Market Cross Place no earlier than 1.45pm and no later than 2.15pm. Please remember that, if you are too early, there will be a long wait for participants before they are judged. There will be marshals (wearing high-viz jackets and bright green caps) to guide you into position as shown on the plan at the end of this guide.

**VEHICLES** should travel either via Church Farm Road or Wentworth Road then turn right into Market Cross Place. Before entering the assembly area, vehicles will go through a check to make sure that everything is in order. A Class Number will be issued and this should be displayed on the vehicle so that onlookers can see it.

**ONCE** you are in position check your entry to make sure that nothing has come loose during the journey and make any other minor adjustments.

# JUDGING

**ALL PARTICIPANTS** should stay with their entry so that the judges can see the entry in its entirety. The chances of winning a prize could be affected if some members of your team have disappeared elsewhere.

**JUDGES** wear read sashes. They will commence judging until 2.15pm.

There will be two sets of judges for vehicle entries and they will each have a list of all the entries they have to see. One set will judge an individual vehicle class whilst the other has to decide which is the best vehicle overall. The latter could be awarded to a small, medium or large vehicle, regardless of whether it has won a prize in its class.

**LET** your class marshal know if you have not been seen by a judge by 2.45pm – if you cannot find a marshal report your concerns to the stewards' office (blue gazebo north of Moot Hall). Time is of the essence here because judging must be completed by 3.00pm.

**ONCE** they have made their decision, class judges will distribute the prizes to the first, second and third placed entries. Please display the prize card so that onlookers can see it during the procession. If appropriate, judges will also have a trophy with them. These are retained by the Carnival and displayed in the Moot Hall so winners should take photos before returning them to the judges.

# THE PROCESSION

Please don't throw free goods, particularly sweets. Remember that a poorly directed item could hit a child in the eye. Also, children will be tempted to run into the road to collect items which didn't quite reach, unaware that they may be very close to a moving vehicle. If you would like to distribute items, please hand these directly to onlookers.

If you are going to mingle with the crowd, please think about how you are interacting with children – again ask yourself, 'would I be happy for my children or grandchildren to experience this'?

All money collected during the procession must be handed in at the end. If you are walking in the procession and would like to collect that would be great – buckets will be distributed whilst the judging is in progress.

We do not advise participants who are on a vehicle to collect – a mis-directed coin thrown at a vehicle by an onlooker could cause a serious injury to one of your team.

We don't want to spoil the traditional atmosphere of the procession – it should be all about having fun and entertaining onlookers – but there have been occasions in the past where matters have got out of hand. Please aim your high spirits at those who want to join in and remember that water can damage cameras and clothing.

The procession will turn at the south end of the town and return to the Moot Hall. Whilst entrants in each class should stay together, they may not return in the same order.

Pedestrian entrants who do not wish to undertake the return journey may leave at this point. Young entrants not already accompanied by an adult can be met at the designated waiting area.

**This is a complex manoeuvre which needs to be accomplished quickly but most importantly, safely. Details are set out on page 7 but please follow steward's instructions carefully.**

# THE FINISH

When the procession returns to the Moot Hall, keep moving forwards so that those behind you are not held up. Teams of helpers will take any money collected by your entry into the Moot Hall.

# THANKYOU!

We hope you have a good day and thank you for taking part!

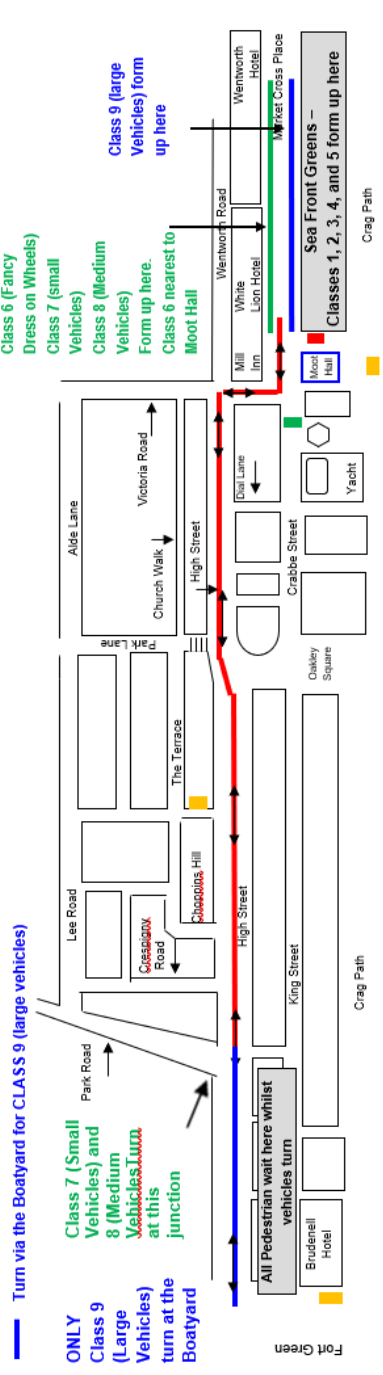
# THIS MAP IS NOT TO SCALE

■ Toilets     ■ First Aid Point     ■ Carnival Secretary's Office     ↔ Route of Carnival Procession     Meet Hall

Class	Description of Class	Assembly and Finish Points	Carnival Secretary's Office
1	*Tiny Tots Fancy Dress (up to 2 children under 6 years of age)	Assemble: On green to the North of the Moot Hall. Areas for each class clearly marked. Finish: On green to the North of the Moot Hall  Assemble: Market Cross Place (on west side nearest to Moot Hall in front of Classes 7 & 8). Finish: Market Cross Place	Turn: Wait between 272 – 278 High Street and/or adjacent drift way. Young entrants who do not wish to return to the Moot Hall can be met by parents/guardians at this point. Return: File in any order behind the Carnival Queen's float
2	*Up to 2 Pedestrians in Fancy Dress		
3	*Between 3 and 5 Pedestrians in Fancy Dress		
4	*Between 6 & 10 Pedestrians in Fancy Dress		
5	*Groups of Over 10 Pedestrians in Fancy Dress		
6	*Fancy Dress on Wheels! *Entrants on skates, blades, boards or riding cycles/buggies etc. Can be individual or group entries.		
7 & 8	<b>Decorated Small AND Decorated Medium Sized vehicles</b>	Assemble: Market Cross Place (West Side behind Class 6) Entries form up and process in order of arrival Finish: Market Cross Place/Wentworth Terrace in close order	Turn: At junction with Park Road. Wait in High Street from approx. End Cottage, 235 High Street (depending on number of entrants). Return: Follow pedestrians
9	<b>Large Vehicles</b> Max length of trailer 32ft long, 9ft wide, 15ft high	Assemble: Market Cross Place (East Side). Finish: Market Cross Place/Wentworth Terrace in close order	Turn: At Boatyard at Fort Green BUT accompanying pedestrians wait in front of 280 – 286 High Street Return: Follow small/medium vehicles

— **Classes in red must enter beforehand** – all others must arrive by 2.15pm  
 \*Entries may include decorated cycles, handcarts, prams etc.  
 All vehicle entries go through a check point upon their arrival from Wentworth Road where they are assigned to their class.

— **Turn via the Boatyard for CLASS 9 (large vehicles)**



# ENTRY FORM

An entry form is required for the classes shown below. Your completed form must reach the Moot Hall, Aldeburgh, IP15 5DS by 10.00am on Carnival Day	
Print Name:	
Contact Tel. No:	
<b>DECORATED PREMISES</b>	
<b>Class 1</b>	Decorated Business Premises <span style="float: right;"><input type="checkbox"/></span>
<b>Class 2</b>	Decorated Shop Window <span style="float: right;"><input type="checkbox"/></span>
<b>Class 3</b>	Decorated House Under 15ft Frontage <span style="float: right;"><input type="checkbox"/></span>
<b>Class 4</b>	Decorated House Over 15ft Frontage <span style="float: right;"><input type="checkbox"/></span>
<b>Class 5</b>	Illuminated House or Shop <span style="float: right;"><input type="checkbox"/></span>
<b>ENTRIES IN THE CARNIVAL PROCESSION</b>	
<b>Class 5</b> Groups of over 10 Pedestrians in Fancy Dress	Number of Participants:
<b>Class 7</b> Small Vehicle (Max Length and Height 5m)	Vehicle Registration No:
<b>Class 8</b> Medium Vehicle (Between 5m and 8m long. Max Height 5m)	Vehicle Registration No:
<b>Class 9</b> Large Vehicle (Over 8m long with Max Length of trailer 10m and Max Height 5m)	Vehicle Registration No:
I confirm that all those taking part in the entry have read the procession entry guide and participate entirely at their own risk. They will not hold the organisers responsible for any injury that may occur.	
Signed	