



City of Covina
Parks & Recreation Department



74th Annual Covina Christmas Invitational Parade

“The Treasures of Christmas”
Saturday, December 6, 2025 at 6:30 p.m.

ENTRY DEADLINE: TUESDAY, OCTOBER 14

ENTRY FEES (*Entry Fees are due at time of application.*)

GENERAL: \$60

COMMERCIAL: \$160

**PARADE FEES ARE NONREFUNDABLE, UNLESS
PARADE IS CANCELLED OR ENTRY IS NOT
ACCEPTED.**

ENTRY CATEGORIES

- GENERAL –** Non-profit organizations, such as service clubs, Scout groups, schools, churches, spirit squads, sports leagues, and Veterans/military groups. No commercial advertising permitted on entry, including commercial sponsors of the entry.
- COMMERCIAL –** Businesses or other entries that promote a commercial product, service or business. Includes dance and martial arts studios, and sports training facilities not holding non-profit status. Limited advertising permitted on entry.

ENTRY TYPES

- MOTORIZED –** **Decorated** automobile, pick-up truck, van, flatbed, bus, fire truck, semi-trailer, or any class float. Walkers may accompany the entry.
- WALKING GROUP –** Any group not attached to a motorized vehicle or band. Includes bicycles and other human powered vehicles.
- EQUESTRIAN –** Any group utilizing horses.

ENTRY SUBSECTIONS

- YOUTH -** *Examples:* School groups, Scout troops, youth sports teams, youth dance/cheer groups
- ADULT/FAMILY -** *Examples:* Service clubs, churches, military groups, school boards, families

MANDATORY SAFETY MEETING

All entries must attend a Safety Meeting. Entries are limited to two representatives, preferably the group leader/organizer and vehicle driver (if motorized entry). **Failure to attend will result in removal from parade or a \$50 fee for individual meeting.**

DATE AND TIME: Thursday, November 6 at 6:30 pm

LOCATION: City Hall Council Chambers, 125 E. College St. (*Parking lot on Italia St, east of Citrus Ave.*)

For more information, please contact the Parks & Recreation Department at (626) 384-5340 or email cparade@covinaca.gov. Office hours Monday-Thursday and alternate Fridays, 9:30 a.m. to 5:30 p.m.

(*Open Fridays are September 5 and 19; October 3 and 17.*)

GENERAL PARADE POLICIES *(A complete list of policies will be provided at Safety Meeting.)*

- 1) Submission of this application does not constitute or imply acceptance to the parade.
- 2) Any entry that fails to comply with the parade policies and regulations may be disqualified from competition and/or removed from the parade.
- 3) No person may dress as Santa Claus or Mrs. Claus.
- 4) The Covina Christmas Parade is a city-sponsored family-oriented event that includes young children, and is not a public forum.
- 5) All entries must be consistent with this year's parade theme "The Treasures of Christmas" or the broader theme of the celebration of the winter holiday season. This would include the décor on entries, as well as the attire of parade participants.
- 6) Costumes, attire, décor or signage inconsistent with the parade theme or the Winter holiday season are not permitted. The following are examples of items not permitted: depictions of violence, drugs, drug paraphernalia, illegal activity, nudity, sexually explicit material, and politics.
- 7) All banners and signage affixed to a float or vehicle or carried in connection with parade entries shall contain only the name of the organization. Banners or signs shall not be larger than 6' x 3'.
- 8) Parade participants may not throw or distribute flyers, business cards, candy or any other items to spectators along the parade route.
- 9) Parade participants may not yell or shout at spectators, nor may they speak or make announcements over an amplified speaker as they travel down the parade route. The only sound permitted from entries is winter holiday or Christmas music.
- 10) Shooting of firearms, discharge of fireworks and sounding of loud horns is prohibited.
- 11) To ensure adequate adult supervision, a minimum of 1 adult per 20 youth participants is required. Any adults/parents accompanying the youth entry on the route must be dressed in holiday attire.
- 12) **Children under age 11 are prohibited from walking or marching down parade route. They must be on a motorized entry or pushed/pulled down the route on a wheeled device, such as a wagon, etc.**
- 13) All parade participants must submit a hold harmless waiver, which will be provided by the City.

MOTORIZED ENTRY POLICIES

- 1) The following types of motorized entrants must schedule a **mandatory** safety inspection with LA County Fire Department: Class A: Specially constructed chassis that is self-propelled; Class B: Trailers or wagons (and towing vehicle) with one or more axles that is not self-propelled; Class C: Flatbed trucks.
- 2) **All motorized entries, including towing vehicles, must be completely decorated in a holiday theme.**
- 3) Maximum height for floats is 14 feet.
- 4) All drivers must remain with their vehicle at all times and possess a valid Driver's License.
- 5) All vehicle owners must provide proof of vehicle insurance at the Safety Meeting.

EQUESTRIAN ENTRY POLICIES

- 1) All riders must be at least 16 years of age, and be capable of controlling the horse at all times.
- 2) Horse and rider must have prior parade experience.
- 3) Horses should be shod with shoes appropriate for riding on pavement.
- 4) Proof of liability insurance for group/individual must be provided at the Safety Meeting.
- 5) Each Equestrian entry must provide a volunteer to follow the entry along the route for clean-up duty.

WALKING GROUP POLICIES

- 1) All walkers or those riding bicycle/human powered vehicles, must be age 11 or older. All bicycle/human powered vehicle riders are encouraged to wear protective helmets, and are required to if under age 18.
- 2) Any participants under age 11 must be pushed/pulled down route as noted under General Policies #12.
- 3) Walking Groups must maintain a forward motion at all times.
- 4) Stunting, gymnastics, and tumbling are not permitted on the Parade route.



74th Annual Covina Christmas Parade
"The Treasures of Christmas"
Saturday, December 6, 2025

Office Use Only:
Entry # _____
Insurance _____
Script _____
Safety Mtg _____

PARADE ENTRY APPLICATION

ENTRY DEADLINE: TUESDAY, OCTOBER 14

ENTRY FEES

GENERAL: \$60
COMMERCIAL: \$160

Mail or bring application and payment to:

Parks & Recreation Department, 1250 N. Hollenbeck Ave., Covina 91722
(checks payable to City of Covina, cash/credit cards also accepted)

... or Apply and Pay online by scanning the QR code »» »» »» »» »» »» »» »» »»



PLEASE PRINT LEGIBLY OR TYPE

SECTION 1: GENERAL INFORMATION ALL entries complete this section

CONTACT PERSON: _____

SPONSOR/BUSINESS/ORGANIZATION NAME: _____

ENTRY TITLE OR THEME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

ALTERNATE CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

CONTACT PHONE NUMBER FOR PARADE DAY: _____

ENTRY CATEGORY: (See front page of application for descriptions.)

☐ General ☐ Commercial

Will there be sound on your entry? ☐ No Sound ☐ Acoustic Sound ☐ Amplified Sound

ENTRY TYPE: (Check appropriate box(es) and then proceed to section noted.)

☐ **Motorized** Subsection: ☐ Youth* or ☐ Adult/Family** (proceed to **Section 2** on next page)

☐ **Walking Group** Subsection: ☐ Youth* or ☐ Adult/Family** (proceed to **Section 3** on next page)

☐ **Equestrian** (proceed to **Section 4** on next page)

*Any group whose majority of participants are under age 18.

**Any group whose majority of participants are adults or a fairly even mixture of youth and adults.

HAS THIS ORGANIZATION PARTICIPATED IN PREVIOUS PARADES? ☐ Yes ☐ No

If Yes, how many? ☐ 1-2 ☐ 3-5 ☐ 5 or more

SECTION 2: MOTORIZED ENTRY INFORMATION

IMPORTANT: Motorized entries are limited to 3 vehicles. Additional vehicle fee - \$20 per vehicle.

Vehicle(s) included in entry: (specify a number on each line)

_____ Auto (car) _____ Pick-up Truck _____ Flat bed _____ Semi truck/trailer
_____ Fire truck _____ Other (please describe) _____

How many vehicles will be towing a trailer (excluding semi-truck): _____

Total Number of Participants: _____ Number of Walkers (age 11 and up only) accompanying vehicle: _____

{Proceed to Section 5 (if applicable) and Section 6}

SECTION 3: WALKING GROUP INFORMATION

Number of Participants: _____ Age range: _____ (All participants must be 11 or older)

While performance on the parade route is encouraged, all walking groups must maintain a forward motion at all times unless otherwise instructed by parade officials.

{Proceed to Section 5 (if applicable) and Section 6}

SECTION 4: EQUESTRIAN UNIT INFORMATION

Number of Riders: _____ Number of Horses: _____ Number of Trailers: _____

Description of vehicles accompanying entry on parade route: _____

{Proceed to Section 5, (if applicable) and Section 6}

SECTION 5: SPECIAL NEEDS OR ACCOMMODATIONS

The City of Covina will make every reasonable effort to accommodate an individual's or group's special needs. Communication to the entry's contact person will be made upon review of any requests.

(Proceed to Section 6)

SECTION 6: INFORMATION FOR ANNOUNCERS ALL entries must complete

Describe your organization, how long it has existed, and/or its purpose: _____

Describe your entry (what will spectators see, who is participating): _____

What are your holiday wishes for the spectators: _____

Any significant achievements by the group: _____

SECTION 7: SAFETY MEETING AGREEMENT

I agree to attend the Safety Meeting on November 6 and to follow all Parade Policies provided in this document and at the Safety Meeting.

SIGNATURE: _____ DATE: _____

SUBMISSION OF THIS APPLICATION DOES NOT CONSTITUTE OR IMPLY ACCEPTANCE TO THE PARADE. ALL APPLICANTS WILL RECEIVE NOTIFICATION OF WHETHER OR NOT THE ENTRY HAS BEEN ACCEPTED.