

JesusintheCity™

FLOATS



FLOAT DESIGN & PRODUCTION

Prepared by JITC Design & Production Team

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WELCOME TO JESUS IN THE CITY!

Welcome to the Jesus in the City! Thank you for your interest in participating.

Since 1999 Jesus in the City has been bringing the Body of Christ together to lift up the name of Jesus on city streets. Jesus in the City is a charitable community network that collaborates with artists, churches, ministries, and organizations internationally to spread the love of God and the message of the Gospel of Jesus Christ to cities around the world through parades, festivals, the creative arts, theatre, the visual arts and media.

Our vision is to celebrate love for God and love for people through music, the arts and culture.

The Jesus in the City Parade is an annual event in the City of Toronto that brings the local community together attracting up to 25,000 in attendance each year as floats, marching bands, choirs and congregants parade along the streets of downtown Toronto singing, dancing and spreading the good news of hope, love, peace and joy.

This production manual explains how you can participate in the parade with a music float, themed float or group.

We look forward to connecting with you and we believe your participation will help to make the parade one of excellence and great impact.

Together in His Service,

Jesus in the City Steering Committee

JesusintheCity.

HOW TO REGISTER

Churches and organizations can register through our website: www.jesusinthecity.com. There is a registration fee to enter a float or group in the parade. Groups that choose to enter a float in the parade are responsible for renting their own flatbed truck, vehicle, sound system, and generator. Our production team is available to assist and refer you to various local truck rental and sound companies.

HOW TO BUILD A PARADE FLOAT

Building a float is an exciting collaboration that requires team effort. Everyone needs to understand his or her task. Start planning early giving yourself at least 3-5 weeks prior to the parade to plan, prepare and organize your float. A float that is very elaborate may require more time to plan. Once you understand the construction, you can build a float that you, your committee, volunteers, and community can be proud of.

TYPES OF FLOATS

A float could be as simple as a motor bike, a sedan, an SUV or pickup truck with decorations. A more elaborate float consists of a large decorated 20 to 50 foot trailer with a live band or recorded music. In this manual we will go into detail about building a large float on a 50 foot flatbed trailer.



TYPES OF TRAILERS

1. A drop frame flatbed trailer measures 53 feet X 8 feet 6 inches. This trailer is 43 feet on the bed portion and 10 feet on the top (the tongue of trailer). This trailer sits 3¼ feet off the ground.

Drop Frame Flatbed (wooden platform)



Drop Frame Flatbed (metal platform)



2. A flatbed trailer measures 48 X 8 feet 6 inches. The flatbed portion is approximately 5 feet from the ground.

Flatbed (wooden platform)



Flatbed (metal platform)



3. A hay trailer can vary in size. These trailers can be pulled by a Pick-up, SUV or Sedan. Trailers with a width of approximately 8 to 9 feet or less allow for ease of travel to and from the parade route.

Hay Trailers



Note:

If participants are standing on the trailer, then a **railing** has to be provided approximately 36 inches high, around the trailer sides and back.

A **skirt** should cover the wheels, sides, and back of trailer. A skirt can be made of wood, vinyl or cloth. A fringe on the edge of the skirt will give the floating appearance of the float. (Fringes are usually 6 to 12 inches long). The skirt can be used to display name, theme, church, etc.

No float can exceed the **height** of 13 feet 6 inches measured from the ground to the top of the structure.

ACTION PLAN

1. Form a small committee of 4-6 members. Include creative and imaginative people with backgrounds in carpentry, painting, and decorating. Appoint a chairperson who is a good leader or organizer.
2. Have a meeting to discuss ideas. Choose a theme for the float. When designing the float, do not overcrowd it. Your message should be conveyed simply, yet powerfully. The pitch must be subtle, with the float leaving both an enchanting memory and a positive message with the crowd.
3. Have an artistic person make a drawing or a model once you have decided upon an idea. You can refer to the drawing while building your float. This makes it easier for everyone to follow as you go along.
4. Select one main color and one or two contrasting colors for the float. Use white trim to separate dark colors. The truck cabin or tow vehicle should not detract from the float. It should also be decorated.
5. Animals and other props should not be threatening. Keep it simple. Your float should be colorful, eye-catching, and get the attention of the audience, which include those along the parade route and the millions reached by the media.
6. A hangar, barn, or warehouse is ideal as a place to work. This could also be a place to store the float props and materials after the parade. This will minimize future reconstruction costs.
7. Choose music that will draw attention to the float before it appears and after it has moved on. This should be free from static and have excellent acoustics.
8. Arrangements can be made with the Truck Company to have your trailer delivered to your church or company location to be equipped with railings the night before or a few days before the parade and then picked up the morning of the parade and brought down to Queen's Park. (Daily trailer rental fees may apply). The bulk of the decorations should be added to the float the morning of the parade at the Queen's Park assembly location, to avoid any items falling off at high speeds enroute to Queen's Park.
9. On the day of the parade, all floats and vehicles will have between 6 AM to 11 AM to decorate and prepare their floats onsite at Queen's Park Circle. Floats must be ready and assembled by 11 AM.

CHOOSE A TRAILER

A parade float begins with a flatbed trailer. The average size trailers rented are 8 feet wide and 40 to 50 feet in length. As mentioned before, a smaller type of trailer such as a hay wagon, or utility trailer, 4 feet wide by 8 feet long may be used for smaller floats. If the surface of the flatbed is not level or has holes in it, it may be covered with sheets of plywood to provide a sturdy and smooth construction surface.



CONSTRUCTION & DECORATING

The width of the skirt that goes around the trailer platform is determined by measuring the distance from the trailer bed to the ground. You will deduct fifteen inches for the fringe drop and the remaining measurement is the width of the skirt framework. The skirt can be made of plywood also and nailed to the trailer bed or hinges applied for a fold-up version. Sometimes the skirt is extended for elaborate rounded shapes that make the float wider.



All floats should have a skirt. Depending on the float theme, some floats will need railings. Floats with live bands and musical instruments may need overhead covering for protection from the sun or rain, in addition to the skirt and railings. For a 50 foot trailer, the skirt can be made from 13 frames. Each frame is made with four and a half 2x4x8 boards. If the float needs to have railings, then the same frame design can be used above the platform, as railings.

The estimated cost of wood to make a wooden skirt around a 50 foot trailer is about \$300 (Home Depot or Lowes)

Once the skirt is completed, the next step is to construct the components above the platform known as the superstructures. The decks, background supports, seating platforms and major props are put into place and secured to the flatbed. Remember keep the superstructures simple and well placed. Fabric, signs, and trim will add more detail.

CONSTRUCTION & DECORATING continued



The final step is decorating. The range of materials can be as endless as your imagination. Props can be made or bought. It is recommended that the float be decorated from the top down. The wooden skirt frame and the railings should be covered. All plywood and 2 x 4 should be covered. Last of all, the fringe and twist is stapled to the bottom of the skirt to conceal the wheels and to give a floating appearance.



The material needed to construct the float depends on the theme of the float. More elaborate floats will require more material than simple floats. In most cases the decorations may cost more than the material needed to make the basic framework of the float. It is possible to reduce the costs of making the float, by being resourceful in making props. Props can be made using cardboard, styrofoam, spray paint and glue guns. For example painted foam rocks.

CONSTRUCTION & DECORATING continued

Float themes can be considered as a scene from a drama presentation or play. Most churches have produced a drama or presentation at Easter and Christmas time. Costumes and props are already in storage in most churches.

Thrift stores are also a great source of props and costumes. On the floor of the trailer, green turf, carpeting, linoleum or fabric can be used, if desired.

Banners can be ordered from print or signage companies. Metallic or vinyl floral sheeting, fringes and other decorations are available at party decorations stores. Props can be made or rented from companies that rent costumes and items for theatre productions.

Supply & Tool List

Plywood, lumber, skill-saw, jig-saws, powered screwdrivers and screws, scissors, staple gun, and staples (1/2" for coroplast signs, 3/8" for twist, 1/4" for floral sheeting), markers, pencils, hammer, nails, glue gun, paint, rope, chicken wire, foam, and measuring tapes. Metallic or vinyl floral sheeting, vinyl twist, fringe, banners, props.

(We recommend using powered screwdrivers and screws, instead of hammers and nails. This will make setup and strike easier. Also, there will be less damage to materials, which can then be reused).



Example of an elaborate float structure built on a drop frame flatbed

FLOAT THEMES

We have chosen some suggested themes in keeping with the books of the Bible from Genesis to Revelation. One of the objectives of the parade is to cause people to identify with God's Word drawing them to receive Jesus. It is best to keep the theme as simple as possible, so that spectators who have never been exposed to the Bible can understand the message. Use symbols that clearly depict the theme.

OLD TESTAMENT THEMES

The Garden of Eden
Noah's Ark
Abraham | 12 Tribes
Joseph's Coat of Colours
Moses | Red Sea
10 Commandments
Samson
David & Goliath
King David
Ark of the Covenant
King Solomon
Queen Esther
Daniel in the Lions' Den
Jonah in the Fish

NEW TESTAMENT THEMES

The Nativity
John the Baptist
Wedding in Cana
Lazarus raised
Triumphant Entry
The Last Supper
Peter walking on water
Jesus before Pilate &
Roman Soldiers
Crucifixion
Resurrection
Jesus on Heavenly Throne
The Return of Christ

MODERN THEMES

Live Theatre Production
Urban
Dance | Mime
Choirs
Schools | Universities
Marching Bands
Youth
Children
Seniors
Family
Cultural Themes
Parade of Nations

SOUND SYSTEM & MUSIC

The quality of the music that accompanies the float is very important. The acoustics should be of excellent quality. There should be no static and the words of the songs should be clear. The songs chosen should enhance or bring out the theme of the float. Lively praise and worship songs with a clear message are preferred. Five to seven songs should be enough to repeat throughout the 2-hour route.

Whether you use a live band or CDs, your sound equipment, generator and instruments should be safely secured on the float.

The following is an example of the type of equipment that may be used. They can be rented at any music rental company. It is best to reserve the equipment so that they will be available for you the day before the parade.

System Configuration 1:

- 1 x Allen & Heath QU-24 24CH Digital Mixing Console
- 1 x d&b D6 power amplifier with NL4
- 2 x d&b E15 Subwoofer NL4
- 6 x QSC K10 powered Loudspeaker
- 6 x Microphone Cable 50'
- 2 x Speaker cable 12/4 NL4 25'
- Laptop

System Configuration 2:

- 4 x Yorkville Sound - Paraline Series Powered Subwoofer 2 x 12 inch - 1400 Watts
- 4 x Yorkville Sound - Paraline Series Powered Subwoofer 2 x 15 inch - 2400 Watts
- 4 x Yorkville Sound - Paraline Series Compact Powered Loudspeaker - 1200 Watts
- 1 x Yorkville Sound - 8-Channel Passive Mixer
- Laptop

GENERATOR

Participating churches have to make individual arrangements to rent generators. The size of the generator will depend on the sound system that it is being used to support. Live bands will need a more powerful generator. Arrangements can be made with the Flatbed Truck Company to have the generator picked up and placed on the trailer before it is dropped off at the desired location. (Pick up and delivery fees may apply)

GENERATOR REQUIREMENTS:

- **Live Bands:** These require a generator with a minimum power of 5000 watts.
- **Laptop, Mixer, Speaker Systems:** A 2500 watt generator may be used for these, depending on the equipment. However, it is advisable to use a 5000 watt generator to avoid equipment damage.

NOTE: It is best to consult with the company from which the music equipment is being rented. They will specify the size of the generator that is needed to support their musical equipment.

FLOAT | PARADE DAY INSTUCTIONS

FLOATS

Floats and decorated vehicles will have access to set up on Queen's Park Crescent between 7:00 AM to 11:00 AM to decorate and prepare their floats onsite. Floats must be decorated, ready and lined up on Queen's Park Circle East in their assigned zone numbers by 11:00 AM. Contact our office at 416-770-8699 if you have not received your zone number.

Vehicles loading sound equipment and decorations cannot remain on Queen's Park Crescent after unloading. Additional assembly instructions will be given during the opening rally in front of the Queen's Park Legislative Building at 12:00 PM prior to the parade leaving.

Note: Each church or organization needs to bring at least 4-6 Marshals to surround their float during the parade. Marshals need to wear the fluorescent safety vests available at the Info Tent or you can supply your own.

PARADE DAY FAQ SHEET

WHEN & WHERE DOES THE PARADE START?

The Jesus in the City Parade Rally commences at 12 PM in front of the Queen's Park Legislative Building on Queen's Park Circle North of University Ave & College Street.

WHAT IS THE PARADE ROUTE?

The parade will leave Queen's Park immediately following the Kick-off Rally and proceed along Bloor Street, Yonge Street & College Street, returning to Queen's Park for a Post Parade Celebration ending at 6 PM.

WHERE DO I PARK?

There are only 60 parking spots available behind the Queen's Park Legislative Building. You will need a pre-paid parking pass (\$25). Passes are primarily for participating vendors, artists, volunteers, churches and organizations. Buses require 2 spots. No vehicles will be allowed to park or unload in front of the Queen's Park Legislative Buildings after 11 AM.

Call or Email to reserve: 416-770-8699 or info@jesusinthecity.com

(Other recommended parking in the area would be underground parking at the nearby hospitals or public parking lots).

ARE THERE ANY ROAD CLOSURES?

There will be a Road Closure of Queen's Park Circle East. From College Street to Bloor Street traffic will be diverted from 6 AM to 6 PM. If you are coming from the South end of Queen's Park Crescent, traffic will be blocked. The barriers will only open for floats and volunteer set up crew until 11 AM. Traffic flowing south on the west side of Queen's Park Crescent will remain open.

WHICH SUBWAY STATION IS CLOSEST?

Queen's Park Subway Station is the closest Subway Station and that will put you south of the Queen's Park Legislative Grounds.

WHAT DO I NEED TO KNOW ABOUT MY FLOAT | SECTION IN THE PARADE?

All float vehicles must be decorated, ready and lined up on Queen's Park Circle East beside their assigned float number by 11 AM. Float sound equipment loading vehicles cannot remain on Queen's Park Circle Crescent after unloading. Registered Groups without a float vehicle and only a banner will be instructed during the rally to line up in their section of the parade. Contact our office at 416-770-8699 if you have not received your float or group section number.

PARADE GUIDELINES

PARADE ASSEMBLING

On the day of the parade listen carefully to the instructions on the parade order. Follow the signage to position your float and participants into your designated position.

All floats and vehicles will have between 6 AM to 11 AM to decorate and prepare their floats onsite at Queen's Park Circle. Floats must be ready and assembled by 11 AM.

FOOD

Only authorized food vendors are allowed to sell food on the parade grounds.

SELLING MERCHANDISE

Unauthorized sale of items is not permitted.

LITTER & WASTE

Please DO NOT leave any litter on the grounds throughout and after the parade. Waste receptacles, portable toilets and sinks will be available on the grounds. We want to reflect Jesus in all areas of the parade including the proper disposal of our garbage and not damaging private and city property.

DISTRIBUTION OF LITERATURE

Pamphlets, leaflets, tracks, books, magazines, newspapers and other publications can only be distributed during the parade with prior approval. A sample must be submitted to JITC in advance.

PARKING

There is no public parking available on Queen's Park grounds. MUSEUM or QUEEN'S PARK subway stops are a short walk away from Queen's Park and there are public parking areas in the vicinity. Carpooling is recommended.

MEDIA

For information specific to the Jesus in the City organization, refer all media inquiries to the designated spokesperson at the Media Booth at Queen's Park. Please do not take the initiative to contact or speak to the media on JITC's behalf. This is important because any inappropriate or unintended words could be misinterpreted.

ROAD REGULATIONS | PARADE BY-LAW NO. 71.15

In order to minimize interference with normal traffic on the highways, during any parade, and in furtherance of the maintenance of public order on the highways, no person shall in any such parade carry or display on the highway, any banner, placard, flag insignia or other similar device of a character or nature calculated or intending to engender disorder or strife or to defame any person or persons. (Metropolitan Board of Commissioners of Police)

MEDICAL

In case of a medical emergency, report immediately to a parade marshal who will direct you to the First Aid tent at Queens Park or to the local medical authorities, whichever is faster.

RESPECT

Please respect the authority and guidance of the JITC parade staff and follow police instructions AT ALL TIMES. As Christians, we purpose to project social responsibility and self-control.

INDEMNITY

Neither Jesus in the City | Festival of Praise International nor any sponsoring or endorsing organization shall be held liable for any injuries, losses or damages you may have throughout the whole course of the parade & rallies.

CONTACT

The JITC Design & Production team may be contacted via email at info@jesusinthecity.com or by calling 416.770.8699