MSU ALUMNI OFFICE
HOMECOMING PARADE
FLOAT BUILDING INFORMATION

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FLATBEDS
A limited number of flatbeds are available for MSU registered student organizations to build a float for the MSU Homecoming Parade. These are requested by completing submitting a parade entry using the online registration form and are available on a first come, first served basis.

Flatbed Size
Flatbeds provided by the MSU Alumni Office are 8 feet wide x 16 feet long (8’ x 16’).

Truck/Flatbed Connection
• Organizations are responsible for providing a truck to pull the flatbed.
• Flatbeds supplied by the MSU Alumni Office utilize a pin hitch.
• The truck must have the 2-inch (2”) hitch ball removed before arriving at the stadium to attach the float.
• The hitch pin slides through the hole that’s left when the ball is removed; a bumper hitch is usable. Hitch pins will be provided. See the Hitch Diagram for Floats.

FLOAT BUILDING SESSIONS
• There will be a series of float building sessions starting the evening of Monday, September 18 and will continue each evening until Thursday, September 21.
• The sessions take place on the southeast side, ground level of Spartan Stadium from 5:30 - 10 p.m. By requesting a flatbed from the MSU Alumni Office, you must build your float at the stadium.
• Someone from your organization must show up and claim your flatbed the evening of Monday, September 18, even if you don’t plan to build or assemble anything that night. If your organization is a no-show, your organization will forfeit the use of the flatbed.
• The concourse area will be available to store floats each night.
• A university carpenter will be available and will have tools to assist helping you build your float.
• Organizations are responsible for supplying their own lumber, paint, paint brushes, drop cloths (a requirement if you are painting), cardboard, chicken wire, etc.
• There will be at least one MSU staff member on site each evening as a supervisor.

**Float Dimensions**
• Floats cannot be larger than 20 feet wide x 40 feet long (20’ x 40’).
• To ensure clearance under the stadium gate and bridge overpasses, the height of the float including the flatbed height, should be no taller than 10 feet high (10’).

**Paint Spillage**
We’re very fortunate to be given the opportunity from the Athletics Department to build floats at Spartan Stadium. Please be respectful of the football facility and do not allow paint or markings on the floor of the stadium.
• We will provide tarps under the area in which you can work.
• **If there is damage to the facility due to your group not abiding by these rules, you will be charged a clean-up fee.**

**How to Build a Float**
Low cost, recyclable items may be available at the MSU Surplus Store. For more information on the MSU Surplus store, go to [www.msusurplusstore.com](http://www.msusurplusstore.com).

**DAY OF THE PARADE**

**Getting to the Parade Staging Area**
• All floats must be removed from the stadium concourse by 2:30 p.m. on Friday, September 22.
• Staging for the parade begins at 4:30 p.m. and all groups must arrive no later than 5:15 p.m.
• **See the Map for RSO Float Building for directions to the parade staging area** (map will be available in early September). It’s important that you use the route indicated on the map otherwise access to the parade staging area will be difficult as a number of streets will be closed.

**Float Breakdown Area**
• A float breakdown area will be available at the MSU Recycling Center located at 468 Green Way just off of Farm Lane.
  o To get to the breakdown area after the conclusion of the parade, continue on Farm Lane past Service Road and the recycling center will be on the right hand side.
  o **See the Map for RSO Float Building for directions** (map will be available in early September).
• Dumpsters and tools will be available for you to discard your float materials.
• MSU Alumni Office flatbeds can be left in the same parking lot where you disassemble your float. Leave the hitch pin with the flatbed. **MSU Alumni Office flatbeds not returned will result in the registered student organization being assessed a replacement fee of $1,500.**
• **Transportation from the MSU Recycling Center will not be provided.** It’s suggested that you leave a vehicle at the recycling center early on Friday so you have transportation close by.