



JOINT TASK FORCE-NATIONAL CAPITAL REGION INAUGURAL PARADE COORDINATOR OFFICE

PARADE APPLICATION GUIDE

PART I – GENERAL GUIDANCE

BACKGROUND

On March 4, 1805, during his second Inaugural, Thomas Jefferson rode on horseback from the Capitol to the President's House (the name then used for the White House) amid music and a spontaneous gathering of mechanics from the nearby Navy Yard – a procession that grew into today's Inaugural Parade.

Historically, the Inaugural Parade runs approximately three hours, spanning the 1.5 mile route along Pennsylvania Avenue from the U.S. Capitol to the White House. However, walking distance from the assembly area, down the parade route and to the dispersal area is quite a bit longer, approximately 2.5 miles.

All groups and individuals participating in the parade are selected by the Presidential Inaugural Committee (PIC), a group tasked with the responsibility of organizing all Inaugural events at the discretion of the President-Elect. In 2017, the parade consisted of 48 non-Department of Defense elements chosen from 141 applications.

The Joint Task Force-National Capital Region (JTF-NCR) Inaugural Parade Coordinator Office is responsible for collecting and organizing all parade applications to the PIC for review. Once the PIC has finalized their selections and notified all applicants, the JTF-NCR Inaugural Parade Coordinator Office will assist with the organization and execution of the parade.

GROUPS ALLOWED TO MARCH IN THE PARADE

This application guide is provided for groups that meet the following critical requirement in order to march in the parade. **All selected groups must keep moving throughout the entire parade. Groups whose performance style requires them to stop and perform set pieces or interact with parade viewers along the parade route will not be considered for selection.**

SELECTION PROCESS

All applications are collected and organized by the JTF-NCR Inaugural Parade Coordinator Office. However, the PIC is the only entity authorized to select applicants to participate in the Inaugural Parade. This selection process normally occurs in mid-December.

The PIC will notify applicants of their selection or non-selection. If selected, the PIC will provide additional information regarding parade day specifics, such as performance restrictions, security screening, staging and dispersal.

Please note that groups selected to participate in the parade will be responsible for all of their own expenses.



JOINT TASK FORCE-NATIONAL CAPITAL REGION INAUGURAL PARADE COORDINATOR OFFICE

PARADE APPLICATION GUIDE

DEADLINE

Applications must be received no later than December 4, 2024. The PIC may choose to consider applications received after the deadline.

CONTACT INFORMATION

If you have any questions, please email the JTF-NCR Inaugural Parade Coordinator Office at 2025InauguralParade@army.mil. Please include the name of your group in all correspondence.

PART II - GUIDELINES FOR COMPLETING THE APPLICATION FORM

This section is designed to aid in filling out the application form. All applications must be completed and submitted online via the application website.

Equestrian elements, or groups that use horses in formation, can refer to the Equestrian Elements Application Guide for specific instructions. Only equestrian elements that are selected to participate in the parade will be required to submit important certification and agreement materials.

CREATE A NEW ACCOUNT

The primary representative of the group should fill out the application. The username and password you choose will be used for login to the site. The PIC and JTF-NCR Inaugural Parade Coordinator Office will communicate directly with this person for all application and coordination issues for your group. Therefore, it is extremely important that this individual can be reached by telephone and email at all times, to include the November/December holiday period.

Please list the group name as it should appear in all printed publications. Be sure to provide the full name and complete contact information of a representative for your group. Please ensure all information is complete and accurate.

GROUP TYPE

Please select of the following types from the drop-down box that best describes your group:

Marching Band	Any foot, marching unit or drill team that performs music.
Marching (Silent)	Any foot, marching unit or drill team that does not use or require audio support.
Marching (Sound)	Any foot, marching unit or drill team that uses/requires audio support or creates a loud sound.
Equestrian	Any element that uses horses and riders in its formation.



JOINT TASK FORCE-NATIONAL CAPITAL REGION INAUGURAL PARADE COORDINATOR OFFICE

PARADE APPLICATION GUIDE

Float/Vehicle Any formation that moves using wheels. Motorcycle/car groups and floats fall in this category.

GROUP TYPE EXPLANATION

This section should briefly describe your organization as it will be seen in the Inaugural Parade. For example, “a collegiate marching band that is 270 members strong, wearing green and gold uniforms” or “a horse mounted riding group from Northern California.”

FORMATION INFORMATION

Please indicate the number of individuals, by type, that comprise your group’s parade formation. Do not count personnel more than once.

Your group will be allowed to include a maximum of 2 escorts (personnel not in actual block formation). All escorts must march with their groups on the right side of the formation. Non-marching support members are prohibited from marching on the left side of any formation.

After entering the number of formation members in the appropriate blocks, the sum will be auto-populated to the respective “Personnel Total” and “Non-Personnel Total” fields. Ensure these numbers match your overall formation count.

FORMATION SIZE

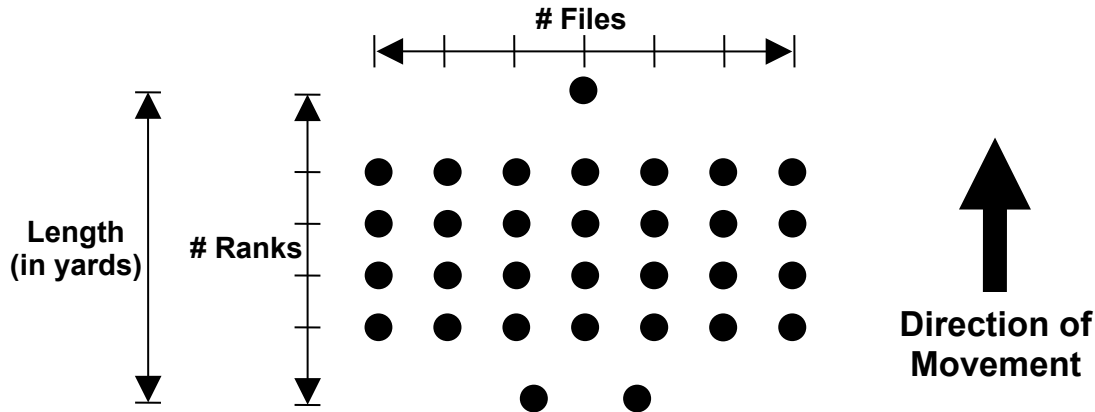
Use the following diagram to measure your formation at its longest and widest points by determining the width (files) and length (ranks) fields. Be sure to factor in all elements to determine the length of your entire formation in yards. This yardage number is very important and must be as accurate as possible.

Please note, the maximum allowable width of your formation is 15 yards (45 feet).



JOINT TASK FORCE-NATIONAL CAPITAL REGION INAUGURAL PARADE COORDINATOR OFFICE

PARADE APPLICATION GUIDE



NARRATIVE

The narrative should showcase what the group plans to contribute to the Inaugural Parade. Please limit your narrative to 3,500 characters. At a minimum, the narrative should include the following:

- A description of what makes the group distinct from other groups, such as special uniforms or costumes.
- Significant performances or awards such as marching festivals or contests.
- List what makes your group unique as specifically as you can.
- Musical elements will list what will be performed while marching in front of the reviewing stand. Reminder that groups must keep marching while performing in front of the reviewing stand. *Please note that Bands will not be permitted to perform "The Star-Spangled Banner," "Ruffles and Flourishes," "Hail to the Chief" or the official service songs of the U.S. Army, U.S. Marine Corps, U.S. Navy, U.S. Air Force, U.S. Coast Guard and the Merchant Marine Academy.*

UPLOADS

Each element is required to provide media files as part of their application packet. These files will be integrated into the presentation to the PIC for parade selection. It is to your advantage to provide the highest quality media materials possible. Applications are to include the following media files:

Group Photo: Please submit 1-2 photographs of your group. Photos must be color with at least 300 dpi resolution. JPG, JPEG and PNG format only.

Video: Video submissions should not exceed 1GB in file size and should be in MP4 or AVI format. **Videos that exceed two minutes will not be accepted.** Marching bands should not submit a video of a concert performance since it would not represent how the group would look and/or sound while marching in the parade. Be sure to preview your selections to ensure they look and sound the way you intend before you submit.



JOINT TASK FORCE-NATIONAL CAPITAL REGION
INAUGURAL PARADE COORDINATOR OFFICE

PARADE APPLICATION GUIDE

Letters of Recommendation(optional): Letters of recommendation or endorsement letters should be on official letterhead. Applicant will upload PDF of letter directly onto the parade application website.

SUBMIT

No further changes will be accepted once the application is submitted. Therefore, please be sure to review the application for accuracy and completeness prior to submission.

The submitted application will be forwarded to the JTF-NCR Inaugural Parade Coordinator Office for processing. This electronically submitted application is considered a “signed application.” By submitting the form, applicants grant consent for the PIC and JTF-NCR Inaugural Parade Coordinator Office to release the application and associated media to organizations outside of the Department of Defense for the purpose of supporting the Inaugural Parade and other Inaugural events.

RELEASE

All parade applications and submitted media materials become the property of the U.S. Government. All electronic submissions are considered signed upon submission.