



Guidelines, Regulations and Etiquette Policies of the North Hudson Pepper Fest Royalty

General

1. The Pepper Fest Royalty (hereafter referred to as “The Royalty”) is defined as:
 - a. The King: a male, not less than 30 years old and a current resident in the Hudson School District. Nominations for King are kept confidential by the North Hudson Pepper Fest Board. All nominees for King must complete an application, pass a background check and be interviewed. The King is selected by the North Hudson Pepper Fest Board President and the Royalty Chair. Their selection of the King is kept confidential until it is revealed at the Coronation.
 - b. The Queen and three Princesses: females, entering their junior year of high school and are current residents in the Hudson School District.
2. Once the Royalty has been crowned, they immediately assume the official duties of representing the North Hudson Pepper Festival.
3. All decisions and requests will be handled by the Royalty Coordinator(s) who will submit them to The Pepper Fest Board of Directors (hereafter referred to as “The Board”).
4. All events, parades and appearances must be approved by the Royalty Coordinator(s).
5. Pepper Fest buttons provided to the Royalty are for exchange with other Royalty members from other communities only. They are not intended for distribution to friends, family or the general public.

Rules of Conduct

6. The Queen and Princesses of the North Hudson Pepper Festival are prohibited from using tobacco products, alcoholic beverages or using any controlled substances and shall refrain from gum chewing at all appearances

7. The Royalty and their families must be dignified, mature, diplomatic and courteous. Keep in mind that you represent an entire community rather than just yourself.
8. Any Royalty member or Royal Family member who violates these regulations or who conducts him or herself in an unbecoming manner, or one that would embarrass or reflect negatively on the North Hudson Pepper Festival or the North Hudson community at large, will be asked to appear before The Board to explain his or her conduct.
9. The Board has sole discretion to monitor and enforce these regulations and to impose appropriate sanctions for violations, including, but not limited to, reclaiming a Royal title during his or her reign. Allegations of noncompliance will be handled by the following process:
 - a. The Board or designee will investigate the matter and gather the facts.
 - b. The alleged violator will be given an opportunity to appear before The Board to answer the allegation of noncompliance.
 - c. The Board will decide whether or not the allegation is substantiated and what sanctions, if any, shall be imposed. The decision of The Board is final.
 - d. The Board may deviate from this process as the circumstances may require. The Board reserves the right to take immediate action, including removal of an individual from The Royalty, when circumstances require immediate action and delay would result in an unreasonable risk of health, safety or welfare of another or cause irreparable harm to the reputation of the North Hudson Pepper Festival and the North Hudson community at large.
 - e. If an individual's reign is terminated, whether voluntarily or involuntarily, all items given to him or her (i.e., crown, sash, jewelry, gloves, shoes, dress, etc.) and/or paid for by the North Hudson Pepper Festival will be immediately returned to The Board and become the property of the North Hudson Pepper Festival.
 - f. Persons whose reign has been terminated are not permitted to participate in any events with The Royalty or Royal Family. Participation is limited to being a spectator as a member of the general public. Interaction with Royalty from other communities in staging areas, pre or post parade, and identifying oneself as Pepper Fest Royalty is prohibited.

Attendance

10. The Royalty are required to attend every parade that is scheduled, unless he or she is ill and/or has an approved pre-arranged activity.

- a. The Royalty Coordinator(s) shall be notified by phone of any illness as soon as possible before the time of departure for the scheduled event.
- b. Pre-arranged activities must be submitted as early as possible in writing to the Royalty Coordinator(s).
- c. Pre-arranged activities will not be approved for the following parades and events: the St. Paul Winter Carnival Grand Day Parade, the Minneapolis Aquatennial, Hudson Booster Days and the entire North Hudson Pepper Festival weekend.
- d. The Royalty will be invited to surrounding community pre and post events (i.e., teas, receptions, parties, etc.). Most often these events are required and will follow the above attendance policy and procedures with the following exception:
 - Pepper Fest has no control over where a community holds one of these events. They may be held in a VFW, Legion Hall or even a local bar.
 - If a parent/guardian is uncomfortable having their daughter attend a pre or post event in any of the above mentioned places, she will be excused with the understanding that the parent/guardian will be responsible for her either pre or post event (i.e., getting her to the float on time or getting her back home).
 - The Royalty will always be chaperoned at such events by the Royalty Coordinator(s) and/or the King and/or his spouse.
 - Notification of a change in attending a pre or post event should be given to the Royalty Coordinator(s) ASAP prior to the parade.
 - If there are any questions or concerns on the venue for the pre or post event, they should be addressed privately with the Royalty Coordinator(s).
- e. Invitations to private parties hosted by other royalty or ambassadors (aside from receptions or teas) are optional to attend by the Royalty and their parent(s)/guardian(s). It is at the discretion of the Royalty Coordinator(s) to either pass such invitations along or not.
- f. Volunteer events and/or Coronations are not mandatory, but the Royalty is strongly encouraged to attend to spread goodwill and make additional memories of their year as representatives of the Pepper Festival.

The Pepper Fest Float and Transportation

11. Each member of the Royalty, Royal family and any friends that may be involved in setting up, riding on or transporting the float, and/or transporting the Royalty to and/or from events is required to sign a waiver form.

12. Only officially selected members of the Royalty are allowed to ride on the Pepper Fest float in an official capacity.
13. Float maintenance will be appointed to a specific person or persons of volunteers.
14. All transportation to and from events must be approved by the Royalty Coordinator(s) and the Royalty parent(s)/guardian(s).
 - a. When it is necessary to leave an appearance with a parent/guardian and not the Royalty group, this must be relayed to the Royalty Coordinator(s) or Chaperone BEFORE leaving to attend that appearance. The Queen or Princesses should not be driving themselves unless pre-approved by parent(s)/guardian(s) and the Royalty Coordinator(s).
 - b. Parent(s)/guardian(s) and/or the King shall take turns being responsible for, transporting and driving the Pepper Fest Float to parades using the Pepper Fest truck. The Royalty Coordinator(s) with help facilitate the details with each incoming Royal Family. The Royalty Coordinator(s) will help to arrange for a driver and/or a vehicle to pull the float if necessary.
 - c. Pepper Fest will provide a debit card to be used for gas for the float pull vehicle.

Attire and Appearance

15. The Royalty is expected to wear matching attire for every event they attend as a Court. This presents a professional image as they represent Pepper Fest and North Hudson.
16. The Board and Royalty Coordinator(s) will have final approval of the official attire of the Pepper Festival Royalty.
 - a. The Royalty Coordinator(s) shall select dress styles for formal gowns.
 - b. The color(s) will have been selected prior to the coronation by the Royalty Coordinator(s) and the Board. (even year: red, odd year: green)
 - c. Official formal attire shall include gown, crown, sash, only selected jewelry, shoes and gloves.
 - d. The King usually will wear a suit or sport coat with a tie that matches the Queen and Princess gowns. These items shall be made at the same time the gowns are made.
 - e. Matching informal and casual attire shall be worn for various events as specified by the Royalty Coordinator(s). Informal attire may consist of a blouse or sweater, slacks, shorts or skort, dress, shoes or sandals, t-shirt, polo shirt, and jacket. The Royalty Coordinator(s) will oversee the selection of all informal attire selections.

- f. T-shirts, polo shirts and jackets will be embroidered and/or screen printed with the Pepper Fest logo, the Royalty member's name and title (to readily identify the Royalty at appearances). The Royalty and the Royalty Coordinator(s) will agree on accessories, make-up, etc. and other items of appearance.
 - g. Any visible body piercing and/or tongue piercing aside from 1 or 2 on earlobes will not be acceptable while representing the Pepper Festival at any appearance or activity. Any visible tattoos must be covered with make-up.
17. The Royalty must wear their crowns and sashes (unless otherwise instructed by the Royalty Coordinator(s)) at all official functions so that they are readily identifiable as representatives of the North Hudson Pepper Festival.
- a. The Royal Family are also considered representatives of Pepper Fest and are encouraged to wear their Royal Family t-shirts at Pepper Fest appearances such as Parades.

Pepper Fest Royalty Budget

18. The Board will approve the Royalty budget prior to each Royal Court term. The following expenses will be paid by the Pepper Festival:
- a. Accessories: crowns, crown boxes, sashes, name tags
 - b. Royalty Wardrobe: the King's wardrobe, gowns, jewelry, gloves, shoes, informal attire, royalty t-shirts or polos, and jackets
 - c. Royal Family: one t-shirt and name tag for each parent/guardian and the King's spouse
 - d. Float / Truck / Parades: 2 float signs for each Royalty member (name, title and sponsor), parade entrance fees, float decorations, yearly float maintenance, beads for the Booster Days and Pepper Fest parades, handouts, truck maintenance and insurance and gas
 - e. Water: water for parades should be purchased in bulk
 - f. Event Fees:
 - Winter Carnival Queens Weekend including the Winter Carnival Coronation (Queen only)
 - Winter Carnival Coronation - General Admission for the King and 3 Princesses. Parent(s)/ Guardian(s) may choose to upgrade to a full coronation ticket (table and dinner)
 - Winter Carnival Buttons - if required for the Winter Carnival Coronation General Admission ticket
 - Twins Sparkle Night - Royalty only. Families may purchase choose to purchase additional tickets at their expense. The Royalty Coordinator(s) will help facilitate additional ticket purchases.

19. All budget approved expenses shall be paid for on the Pepper Fest debit card.

20. Royal Family Expenses:

- a. Parent(s)/Guardian(s) of the Royalty are responsible for costs that exceed the approved Royalty budget such as wardrobe expenses and/or float decorations. In this instance, while rare, the exceeded amount would be equally divided and required by each family. The Royalty Coordinator(s) do their best in ensuring items purchased stay within the budget.
 - Each year, three parades require changes to the Pepper Fest Float decor to be eligible to enter them. These Minnesota parades include Anoka Halloween, Cambridge and the St. Paul Winter Carnival. Because this may require some expense, the Royalty budget has allotted, and will reimburse, up to a total of \$300 (for all parades combined) for expenses to redecorate the float. The Royalty may also be required to wear costumes.
- b. Additional Royal Family t-shirts (for siblings, grandparents, etc) are available at cost.
- c. Pepper Fest Jackets are available at cost.
- d. The Royalty may choose to purchase a hair piece for quick up-dos. Hair pieces are optional.
- e. Some events may require matching hats/headbands, mittens, scarf, snow pants, and boots. These items are not included in the Royalty budget.
- f. Extra beads/candy for parades is optional and not expected. The Royal Families can choose to purchase additional beads/candy at their expense.
- g. Family members may attend the Twins Sparkle Night at their expense.
- h. The St. Paul Saints Sparkle Night is an optional event and is not covered by the Royalty Budget. Royalty and family may attend at their own expense.
- i. The Royal Families will be required to host and assist in the financing of select Pepper Fest Candidate Events such as Candidate Camp.

Scholarships

21. The Board will award each Queen and Princess a scholarship of \$500. The scholarship requirements to be met are as follows: the Queen or Princess must attend 75% of the Royalty appearances during their reign and they must enroll and complete one quarter/semester/session (or one grading period) of post-secondary education before receiving her scholarship. It is the responsibility of the Royalty member or her parent(s)/guardian(s) to submit a copy of a transcript with the year and title of the Queen or Princess to the Pepper Fest Treasurer by mail: PO Box 432, Hudson, WI 54016 or email: pepperfest@gmail.com.

Social Media

22. We encourage all Royalty members to participate and run the North Hudson Pepper Fest Royalty social media accounts.
 - a. All posts for North Hudson Pepper Festival Royalty will be created and posted to the official royalty accounts: @PepperFestRoyalty on all accounts (Instagram, Facebook and Twitter).
 - b. All posts must be approved by The Board social media chairperson prior to posting.
 - c. If these guidelines are not followed, The Royalty will lose access to the royalty social media accounts.

23. Personal Posting
 - a. It is important to remember that you are an ambassador for the North Hudson Pepper Festival. This means what you post on your personal social media account can directly reflect on the North Hudson Pepper Festival and the North Hudson Community. Be mindful of what you post and share on your personal social media accounts.
 - b. Even if your account is private, someone who is connected to the North Hudson Pepper Festival or knows of Pepper Fest may see your posts.
 - c. Social media posts should follow the Royalty rules of conduct. If social media posts violate the regulations and would reflect negatively on the North Hudson Pepper Festival or the North Hudson community at large, the Royalty member may be asked to appear before The Board to explain his or her conduct. The Board has sole discretion to monitor and enforce the rules of conduct and to impose appropriate sanctions for violations, including, but not limited to, reclaiming a Royal title during his or her reign. Allegations of noncompliance would follow the process outlined in page 2, number 9, Rules of Conduct section, of this document.

PEPPER FEST ROYALTY AGREEMENT

I agree that I have read and that I understand the Guidelines, Regulations and Etiquette Policies of the North Hudson Pepper Festival Royalty. I agree to conduct myself in accordance with these guidelines and as a representative of the North Hudson Pepper Festival and the Village of North Hudson.

Date: _____

Royalty Member: _____

Royalty Parent: _____

Royalty Parent: _____

Royalty Coordinator(s): _____

Pepper Fest Board Representative: _____

Copies to:

1. Pepper Fest Board (Attn: Secretary)
2. Royalty Member and their family
3. Royalty Coordinator(s)



PEPPER FEST CONSENT AND RELEASE WAIVER

I, the undersigned, have agreed for my own benefit and/or the benefit of my minor child to participate in various events and activities during the time from August 1st, 2022 thru August 31, 2023 in connection with and/or under the direction of the North Hudson Pepper Festival, Inc. as a member of the Royalty or as a Royal Family Member.

I understand that inherent in my participation or the participation of my minor child in such events and activities and waive and release any claim or cause of action I have or may have in the future against the North Hudson Pepper Festival, Inc., its directors, officers, volunteers and representatives which occurs during or as a result of my participation or the participation of my minor child in any of the events and activities held or sponsored in conjunction with and/or under the direction of the North Hudson Pepper Festival, Inc. in which I or my minor child may participate as a member of the Royalty or as Royal Family Members, including but not being limited to transporting members of the Royalty or Royal Family Members, transporting the Pepper Fest Float, setting it up and taking it down, riding on the Float and making appearances together with any other activity or event that may be associated with being a member of the Royalty or a Royal Family Member and representing the North Hudson Pepper Festival, Inc. in any capacity.

In the event I agree to operate a vehicle in connection with any events and activities in connection with and/or under the direction of the North Hudson Pepper Festival, Inc., I represent that I am validly licensed to drive such vehicle and that I acquired automobile insurance with Liability limits of at least those required by Wisconsin law.

Signature of Participant

Date

Print Name of Participant

Signature of Parent(s)/Guardian(s) if Participant is a minor participant under 18 years of age

Date

Print Name of Parent(s)/Guardian(s) if Participant is a minor participant under 18 years of age

PEPPER FEST FLOAT PERFORMANCE

Supplemental to the Consent and Release Waiver

Directive Regarding Performance on the Pepper Fest Float

As a participant or parent/guardian of a minor participant under 18 years of age, I will:

- Allow myself or my minor participant to perform on the North Hudson Pepper Festival Float without limitation as to movement while the float is in motion.

- NOT allow myself or my minor participant to perform on the North Hudson Pepper Festival Float. I or my minor participant under 18 years of age shall remain seated while the float is in motion.

Signature of Participant

Date

Print Name of Participant

Signature of Parent(s)/Guardian(s) if Participant is a minor participant under 18 years of age

Date

Print Name of Parent(s)/Guardian(s) if Participant is a minor participant under 18 years of age

