

Oak Harbor Area Chamber of Commerce  
161 West Water Street Suite A  
Oak Harbor, Ohio 43449

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### **Apple Festival Royalty Policies & Procedures**

1. All Royalty Court members and their families shall abide by the rules set forth by the Oak Harbor Area Chamber of Commerce, Coordinators and Committee.
2. The Oak Harbor Area Chamber of Commerce and Chamber Royalty Coordinator are responsible for any and all decisions regarding the court and court members. All communications and directions will be conducted through the Chamber Royalty Coordinator. This includes, but is not limited to events, parades, luncheon reservations and festival invites. Any correspondence or invitations received by the court are to be forwarded to the Chamber Royalty Coordinator.
3. Royalty members shall be accompanied by a Chamber Royalty Coordinator, parent or approved chaperone at all appearances. Parents or guardians are responsible for the safety and behavior of their child at all times.
4. Potential Apple Festival Court Members are required to attend a preliminary interview. Dress code for this interview should be interview attire. No formals, jeans, flip-flops or tennis shoes are permitted. The interview will consist of a variety of questions, including but not limited to those on the Royalty application. Scoring will range from 1-5 in the following categories: Introduction, Speaking, Personality, Appearance, Stage Presence and knowledge of the Apple Festival and the Community. All scores are and will remain confidential. The Royalty contest is judged by the Royalty Coordinator and appointed Chamber representatives: they non-biased and their decision is final.
5. The responsibility of the Queen and her court is to be the Ambassador for the Oak Harbor Apple Festival and represent the festival and the Oak Harbor Area Chamber of commerce to the best of their ability.
  - A high standard of moral conduct will be expected at all times. This includes, but is not limited to social media posts and interactions, behavior in school and at local community events whether or not it is an official Apple Festival event.
  - Court members should use proper manners at all times. They are to be friendly, gracious and grateful to the members of other festivals, and act accordingly at all functions: luncheons, parades, etc. There will be no derogatory comments, and/or gestures made about or to any other festival.
  - No Court Member is more important than any of the others . we are a team during the year, representing, to the best of our ability, not only the Apple Festival, but our community. There will be no bossing and/or bickering of one Court Member to another. Problems/conflicts between Royalty Members, families and adults should be left at home. If the parties involved are unable to resolve the situation it should be discussed with the Royalty Coordinators. Such behavior may result in immediate dismissal.
6. Parents and family members are expected to meet the same behavior expectations as that of our Royalty. Please refer to Rule #5. Full cooperation is expected at all times from the Royalty Member, his/her parents, all his/her family members and anyone acting on his/her behalf. Parents and family members need to be aware of the guidelines in the Royalty contract and abide by them. Parents are also representatives of our festival and community.

7. There is a Royalty Checking Account that is maintained by the Chamber Royalty Coordinator and the Chamber Director. The Royalty Court is responsible for fundraising throughout the year to add funds to this account that is used for court expenses. Court members may seek out sponsorships to help offset the costs as well. Any cash prizes, monetary donations or funds raised for the royalty shall immediately become the property of the Oak Harbor Area Chamber of Commerce and be included in the Royalty account. Specific guidelines for sponsorships, fundraising and handling of fundraisers will be discussed once the court has been placed.
  
8. Royalty court members shall dress accordingly when representing the Chamber at any and all functions. The following dress code is to be followed:
  - Sash and crown are to be worn at all times. The sash must be kept neat and clean and can be washed if necessary. At no time shall any wording on the sashes be covered, or any alterations made to the structure of the sash.
  - No exposed piercings other than two earrings per ear are permitted. There will be no facial piercings, tongue piercings, and no exposed belly button rings. No visible tattoos permitted.
  - Gowns must not be too revealing: No plunging necklines, exposed mid-drifts, see-thru fabrics, and no exposed undergarments.
  - Dresses will be not be permitted to be shorter than knee-length.
  - All Dresses will be Red, Green, Yellow or White in keeping with the Apple Festival Theme. Johnny Appleseed will wear black or Khaki pants with a shirt of Red, Green, Yellow or White.
  - No jeans or clothing made of denim unless permitted to do so by the Chamber Royalty Coordinator for special events (this must be conveyed in writing or by e-mail to the court).
  - All court members and their parents or guardians shall purchase and wear the shirt decided upon by the Chamber Royalty Coordinator and Chamber Representative. These shirts will be worn by the parents or guardians who are walking along with the float. These shirts must also be worn by anyone who attends a luncheon with the court and are to be worn with khaki pants or capris. No shorts will be permitted.
  - Hair must be kept a natural hair color. Mohawks are not permitted.
  - Final approval of wardrobe worn is solely at the discretion of the Chamber Royalty Coordinator. If wardrobe is seen as unfit, the royalty member will not be allowed to participate in the event until they have changed.
  - If there are any changes in the dress code, they will be put in writing and approved by the Chamber Royalty Coordinator and Chamber Representative.
  
9. Royalty members are responsible for attending all fairs, festivals and events decided upon by the court and Royalty Coordinators throughout their reign, in addition to the following local events. Note that ALL court members are required to attend all Ottawa County functions including, but not limited to:
  - Oak Harbor Easter Egg Hunt
  - Independence Day Celebration/Duck Race
  - Apple Festival
  - Old-fashioned Christmas
  - Port Clinton Walleye Festival
  - Ottawa County Fair
  - Genoa Homecoming
  - Marblehead Perch Festival
  - Events or Activities that are deemed necessary by the Chamber Board of Directors.

10. Travel expenses are the responsibility of the court members. The Royalty account will pay for the court's luncheon. The Queen is the guest of the hosting festival and therefore is free.
  - All court family members must pay for themselves.
  - Payment for the meal, must be returned to the Coordinator before the deadline. NO additional reservations will be accepted after the deadline. Payment must be made in the form of check or money order, cash will not be accepted.
  - The Coordinator will not submit payment for anyone nor will reservations be submitted without prior payment.
  - Once the reservations are made, there will be no refunds. A court member who does not attend an event he/she paid for will not receive a refund or reimbursement.
11. Punctuality is expected at all times. This is common respect for the court and their family. If you have a conflict with another event or know you will be late, let the Coordinator know as soon as possible.
12. During their reign, no inner-court member shall be a member of any other royalty court, with the exception of the Oak Harbor High School Homecoming Court.
13. The Royalty account shall be financially responsible for maintaining the float. All changes made to the float must be finalized and authorized by the Chamber Royalty Coordinator and the Chamber Representative. Any money spent must be preapproved by the Chamber Royalty Coordinator and the Chamber Representative.
14. The crown awarded to the court members is the crown that will be worn at all parades, festivals and events. No court member is to purchase a different crown to wear in place of the awarded crown.
  - The crown is the property of the Chamber of Commerce and will be awarded to the Queen, Queen First Attendant, Princess, Junior Princess and Apple Blossom at the successful completion of their reign.
  - If a crown is lost, stolen or damaged it is the responsibility of the court member to replace it with the same crown or get it fixed.
15. At the conclusion of Royalty Court's term, all court members, parents and guardians are responsible for the following:
  - Hosting, decorating and clean-up of the Apple Festival Queen's Luncheon.
  - Donation of gift bag items for visiting royalty. (this will be a small token from your child, qty. of 100)
  - Purchase or a get donation of 1 large basket worth at least \$40.
16. To ensure the fun and safety of everyone involved, there are some rules and regulations regarding conduct while traveling with the float:
  - Only court members (Queen, Queen First Attendant, Princess, Junior Princess, Apple Blossom and Johnny Appleseed) will be permitted to ride on the float at any event.
  - For the safety of the spectators, nothing should be thrown to the crowd, either from the float or the pulling vehicle. This includes candy.
  - The Court will refrain from any type of horseplay on the float including, shoving, grabbing or pushing.
  - All parents/chaperones are required to walk alongside the float and pass out candy/brochures. While walking with the float, please keep in mind not to obstruct the court or float in any way.

**17. The following Policies will result in immediate dismissal:**

- No member of the court shall be married, engaged or pregnant prior to or during their reign. If a court member becomes married, engaged or pregnant during their reign they will be IMMEDIATELY DISMISSED from their title and their crown, sash and all pass down pins will become the immediate possession of the Chamber of Commerce.
- NO friends including boyfriends/girlfriends shall be allowed to attend luncheons, ride on the float, or walk in parades with the court during their public appearances.
- No member of the court shall partake in criminal behavior or activities during their reign.
- If at any time during your reign you choose to quit the Royalty Court or are dismissed of your title, you will not be able to compete for an Oak Harbor Apple Festival Royalty title in the future.
- No member may attend an event that has not been scheduled or approved by the Chamber Royalty Coordinator.

**18. If any of the previously mentioned policies or procedures are not adhered to the following actions will be taken:**

***\*The Chamber Royalty Coordinator, Chamber Representative, Chamber Director or the Chamber Board of Directors hold the right to put any royalty member in any level of discipline that they deem necessary regarding the severity of a broken policy or procedure. The reign of a royalty member shall be terminated at any time if the Chamber of Commerce Board of Directors and the Chamber Royalty Coordinator deem that the actions of the member or parent or guardian are unbecoming to the mission of the Chamber.\****

- 1<sup>st</sup> Offense: Verbal warning from Chamber Royalty Coordinator or Chamber Representative.
- 2<sup>nd</sup> Offense: Written warning with final notification that if another offense occurs royalty member will be dismissed.
- 3<sup>rd</sup> and Final Offense: Royalty member will be dismissed and will immediately hand over crown, sash and pass down pins to Chamber Royalty Coordinator.

**19. The monetary scholarships for the Apple Festival Court Members will be given at the end of their reign after they have successfully finished their year. A successful reign is constituted by attending parades and events, participating in all fundraisers for the court, and helping to plan, run and cleanup after the Queen's Luncheon. The monetary scholarships will be as follows:**

- Queen: \$300.00
- Queen First Attendant: \$100.00
- Princess: \$75.00
- Junior Princess: \$75.00
- Apple Blossom: \$50.00
- Johnny Appleseed: \$50.00

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419-898-0479

**OAK HARBOR APPLE FESTIVAL ROYALTY  
POLICY AND PROCEDURES RECEIPT CONFIRMATION**

I have read and understand all the rules of the Apple Festival Royalty, and in consideration of holding a royalty court title, agree to indemnify, cover and protect the Oak Harbor Area Chamber of Commerce, Oak Harbor Apple Festival Committee, Royalty Coordinators and The Village of Oak Harbor against any and all lawsuits, claims, costs, damages, council fees, charges, liabilities and expenses whatsoever, which he or she may sustain, incur or become liable for, for any reason of any and all acts including accidents, carelessness or other unbecoming conduct which may occur. Anyone driving to an event or pulling the float must show proof of insurance and proof of a valid driver's license.

I agree to abide by these rules and understand that failure to do so will result in disqualification as a contestant or the forfeiture of my title, if I place.

Contestant's Name (Printed): \_\_\_\_\_

Contestant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We have read and understand all the rules of the Apple Festival Royalty, and in consideration of holding a royalty court title, agree to indemnify, cover and protect the Oak Harbor Area Chamber of Commerce, Oak Harbor Apple Festival Committee, Royalty Coordinators and The Village of Oak Harbor against any and all lawsuits, claims, costs, damages, council fees, charges, liabilities and expenses whatsoever, which he or she may sustain, incur or become liable for, for any reason of any and all acts including accidents, carelessness or other unbecoming conduct which may occur. Anyone driving to an event or pulling the float must show proof of insurance and proof of a valid driver's license.

I/We understand that if my/our son/daughter, or anyone acting on his/her behalf, does not agree to abide by these rules, he/she will be disqualified or lose his/her title if he/she should place. I/We agree to assist him/her with his/her duties and complete those duties required of parents.

Contestant Parent/Guardian Name (Printed): \_\_\_\_\_

Contestant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contestant Parent/Guardian Name (Printed): \_\_\_\_\_

Contestant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_