



Middleburg Police Department

10 West Marshall Street, PO Box 187, Middleburg, Virginia 20118 540-687-6633

Shaun D. Jones, Chief of Police

CHRISTMAS IN MIDDLEBURG PRESS PASS REQUEST

Deadline is Friday, December 5, 2025, at 4:00PM

I, _____, am requesting a press pass (vest) for the *Christmas in Middleburg* Parades. My signature below indicates that I declare my affiliation with a news reporting agency or that I am a freelance reporter/photographer/blogger etc. AND that I agree to AND SHALL ABIDE BY the safety guidelines listed below. Passes are assigned on first come first serve basis and may be revoked for violations of the agreed upon safety guidelines. ***The Hunt Parade begins at 11:00am on Saturday December 6, 2025. The traditional parade begins at 2:00pm on the same date.***

Safety guidelines: Press pass (vest) recipients shall not obstruct the path of the parade and shall wear the issued vest while within the barricades. Recipients shall stay to the right or left of the road and CANNOT station or walk the route in front of the parades. Doing so is unsafe and obstructs others from getting a picture. Violations of this is cause for revocation of the press privileges. Remember...safety will come before the ideal picture. Officers assigned to the event may revoke privileges, to be within the barricades, when the press pass recipient fails to adhere to the safety guidelines in this document or as given by the officers working the parades. **ALL VESTS SHALL BE RETURNED TO THE MIDDLEBURG POLICE DEPARTMENT, located at 10 W. Marshall Street Middleburg, Virginia no later than 4:00PM or immediately following the 2nd parade.** Vests not returned on time may result in a failure to reissue for subsequent parades, may result in prosecution for theft, and or require payment for cost to include man hours and shipping.

Name:	
Phone number:	Confirmed: YES NO
Employer:	Employer address:
Employer phone:	
ID used:	ID #:
Vest issued #	Signature vest issued:
Vest returned at _____ AM PM	Signature vest return:
Received by:	

I, _____, agree to the terms listed in this request and understand that press (vests) passes are available for pick up Wednesday, December 3, 2025 and Friday, December 5, 2025 between 10:00am and 4:00pm or on the morning of between 8:00am and 10:00am at the Middleburg Police Department located at 10 W. Marshall St. Middleburg, Virginia.

_____/_____/_____
Signature of applicant Date

Approved by:	Date & time approved: