



2013 Host Guide

Updated November 2012

Introduction

USBands, formerly the USSBA has a proven track record of providing quality performance and education experiences for the high school marching band performer in the fall and now are heading indoors. (Much of our success is due to you; the show sponsors.) USBands exists for several reasons the most important of which is to provide educational, creative and exciting performance opportunities for the marching band activity as well as providing show participants and spectators both positive and rewarding experiences. That is why you, the show sponsors, are so important.

At USBands we strive to achieve certain uniformity for all USBands sanctioned shows. This does not mean we want each show to be like all the others. On the contrary, we want just the opposite- The season will be much more exciting and enjoyable if each show has its own character. However we do seek to maintain uniformity in the competitive aspects of the show: the adjudication criteria, performance atmosphere (including announcing), signage, awards, time schedules, etc. This manual seeks to help you develop your show's own character and to attend to the myriad details that are similar for all shows. We want your show to be both **unique in character** and an **integral part of the USBands program**.

Putting It Together

Attention to detail while maintaining perspective on the "Big Picture" will ensure a successful and smooth show. This chapter covers charting the task flow, obtaining approvals, securing facilities, and setting the show schedule. USBands will provide show hosts and participating units with a schedule no less than 10 days before the event.

Pre-Show

The first step in this process is to compile an exhaustive list of all the tasks that must be completed prior to the day of the show. Include everything you can think of no matter how small or seemingly insignificant. Little details are most often neglected and are most often the ones that will come back and haunt you. It is not enough to know **what** tasks must be done; you must also know **when** the tasks must be done by. Some will take much more time and are more complicated than others.

Committees

The vast majority of tasks involved in running a show are done far in advance of the show date. The more tasks you complete early on the smoother your show-day will be, thus allowing both you and your volunteers to actually enjoy the event!

The show operations chairperson should handle pre-show coordination. It's important someone be accountable for EACH and EVERY task. If you cannot put a name to every task, you cannot be sure that task will be attended to and completed. Ensure the people who are assigned tasks know to whom they report. This person will most likely be the committee chairperson, who would in turn report to the contest chairperson. Committees must be sure to coordinate and communicate with each other, as many of the tasks require joint effort of two (or more) committees.

The following list of committees and tasks is not all-inclusive; it's a guide. Each show will have its own unique set of tasks.

Facilities Committees

- Reserve building usage
- Check bathroom availability
- Reserve kitchen if necessary for food preparation
- Reserve adequate parking facilities
- Classrooms to serve as dressing rooms for each participating unit
- Arrange for electrical power for the front & back of gymnasium
- Obtain access to copy machine room
- Arrange for computer and printer for tabulation program

- Make sure warm up spaces can be cleared – Libraries, secondary cafeterias, auxiliary gyms, large classrooms etc.
- Operate lights/stands/dividing walls in gym

Pre-show Coordination Committee

- Get program information from bands
- Communicate with USBands Host Coordinator
- Compile list of tasks for running show

Compile list of volunteers and assign to tasks

- Purchase trophies (Donations?)
- Secure announcer (USBands will provide script)
- Line up special guests for awards presentation,
- Arrange for ambulance/EMT on premise
- Arrange for police/security if necessary
- Arrange necessary insurance
- Arrange for cash collection and control

Ticket Committee

- Set reasonable ticket prices
- Print tickets
- Arrange ticket sale outlets

Show Operations Committee

- Coordinate with USBands coordinator
- Host judges (food, seating, runners, etc.)
- Assist Show Coordinator and staff with their needs
- Supervise cash collection and control
- Post Show Clean-up

Fundraising Committee

- Locate trophy sponsors
- Coordinate and implement ad and booster sales
- Compile program information from bands
- Layout program book
- Arrange for printing
- Supervise program book sales at show
- Arrange and implement all other fundraisers such as air grams, 50/50, flower grams etc.

Food Committee

- Arrange equipment and facilities needed for food sales and relay needs to Facilities
- Prepare menu
- Purchase food or arrange for donation
- Set food prices
- Research health codes for school food service if necessary
- Supervise and operate food service area
- Arrange & serve food for judges/director hospitality

Publicity Committees

- Design, produce and place ads
- Design and distribute flyers

- Direct mail to bands, residents, parents, and previous ticket buyers
- Contact potential special guests for awards presentations, etc.
- Solidify show sponsors with Fundraising Committee

Obtaining the Necessary Approvals

Before going much farther in your planning, you need to secure the necessary approvals from the appropriate authorities.

The number and nature of approvals you will need varies from school to school, but practically all sponsors will need some form of permission from the municipal government, police and fire departments, school boards, high school principal and possibly the residents in the area surrounding the facilities to be used.

It's important to obtain written approval from the proper authorities and/or people as early as possible.

Many facilities are booked months in advance and the approval process can take just as long.

WHEN BOOKING FACILITIES REMEMBER: It's better to have permission to use something and not use it than to need something and not have access to it!

Equipment and Facilities

This is a partial list of facilities and equipment you'll need. Add to it as other needs become apparent:

- Gymnasium/Large performance area
- Classrooms/Warm-Up areas
- Copy machine, computer with printer accessible to tabulator & staff
- Bathrooms and cafeteria/kitchen
- Traffic cones/Parking Lots for both spectators & participants
- Tables for registration/concessions area/souvenirs
- Chairs in gym for judges, announcer and other personnel
- PA system and AC power in gymnasium
- Walkie-talkies
- Trophies
- Area for judge/show staff hospitality – near performance area
Area for post-show critique with judges

Sound System Recommendations

The sound system should be one that is intended for musical sound reproduction and NOT voice only amplification. These specifications are meant to be a starting point for discussion and not a final statement. Sound systems can be adequate and high quality without having these exact specifications. The system should also be operated by an adult with working knowledge of the system they are using and the capability to troubleshoot in case a problem arises.

Input Devices

- A.** Mixing Console – Input of at least 5 channels (2 for CD, 2 for MP3 and one for announcer microphone). Stereo Output (2 channel) with some equalization capability (some sort of control that will allow adjustment to Bass, Mid-Range and Treble characteristics). Whenever possible – the mixing console should be located near the front side (spectator side) near the center line for ease of communication with the event coordinator and announcer.
- B.** Pro-Quality CD Player with variable pitch control that can play CD, CD-R, CD-RW and MP3 discs. Please place the player in an area that will be free of disturbance during the performances.
- C.** A solid location that cannot be bumped by performers or spectators while a unit are performing
- C.** A 1/8" Stereo Connector that will allow MP3 Players (iPods, Laptops or other similar devices) to be connected directly to the mixing console.

- D. Cassette Tape Player – Please have one on hand just in case a performing unit comes with only this media. This CAN be a boom box that could be connected to the mixer through the 1/8” jack mentioned in article 1.C.

Amplification and Speakers

- A. High quality PA system capable of 100db output, undistorted, 30hz – 18Khz, to last row of seating.
B. High quality sub-woofer system with at least two (total) 15” or 18” drivers (one per channel)
C. System should be configured in **STEREO** (2 channels)
D. System should cover spectator side bleachers evenly with crisp, clear high end.
E. Location – Speakers should be located at the rear of the performance floor at least 5 feet behind the basketball sideline. They can be together behind the center line or split left and right as far as cabling will allow. Please no farther apart than 70 feet (the length of the basketball court).
F. Wattage Recommendation – approximately 1,000 watts per side – again, this is only a recommendation, systems can vary greatly in efficiency and wattage with the amplifiers and speakers. I cannot stress enough that the variation in sound systems is great. This list has been compiled to convey the intention of a high quality system that provides the performing units with the best possible sound. If you have any questions at all about how your sound system compares I urge you to call the office with your system specs to see if what you already have will do the job and offer a great experience to both the performers and spectators.

Recruiting Indoor Programs into Your Show

Although USBands will advertise your event on the website, blitz several e-mails, phone calls, and mailings, **it is your responsibility to get units into your show**. Odds are that your band director knows a good number of fellow directors that he/she can personally recruit. Sending out personalized mailings and e-mails as well as making phone calls are highly effective as well. Remember we are looking for both guard and percussion so each email could potentially bring you in two performing units.

Show Scheduling

USBands is committed to service. In order to alleviate worry and to allow the office to better communicate with all bands on a daily basis, USBands will, after discussion with directors, be taking on the task of assigning and communicating show information. As in the fall the USBands office will be responsible for ALL SCHEDULES during the indoor season.

All special scheduling requests such as order of performance, intermissions and opening/closing ceremonies must be submitted to the USBands office at least **two weeks** prior to the date of the show. USBands reserves the right to set the schedule for any show whose sponsor did not communicate the appropriate information the office.

Show sponsors will be responsible for designating warm up times and areas. Please allow for travel times between areas if you have a large school. USBands will convey the schedule to the participating bands and post on the USBands website the show schedule **ten days prior** to your event. Please contact USBands if you need a sample schedule of warm up times.

****No changes to the schedule will be made after the Monday preceding the show****

Please communicate to the USBands desired starting and ending times, maximum bands, performance order preference and intermissions you wish to include.

While the USBands office will be sending out the schedule and directions for each show, it's important that the show sponsor still communicate with the participating bands regarding parking at the school, ticket pricing and purchasing information, warm-up areas, gym flow and any other pertinent information.

A typical show runs as follows:

Opening Ceremony 5-10 Minutes
Guard/Percussion units 10 Minutes Each
Intermission 15 Minutes – 30 Minutes
Percussion/Guard units 10 Minutes Each
Host Band in Exhibition 15 Minutes

Awards Ceremony 20 Minutes

Trophies

Trophies should be purchased or worked through donation on your own. There must be 1st, 2nd, & 3rd places trophies or plaques awarded in each class (A, AA, AAA guard/percussion & concert series) as needed.

Potential Guard/Percussion Classifications:

- Junior Guard
- A Guard
- AA Guard
- AAA Guard
- Concert Percussion
- Standstill Percussion
- A Marching
- AA Marching
- AAA Marching

Working with the US Scholastic Band Association

As you work with the staff at USBands, please remember we are attempting to provide the most positive experience for those involved in the organization. This is our principle whenever making decisions that affect our member units and show sponsors.

We prefer to offer support to our sponsors rather than forcing them to fend for themselves. We communicate with you often, hopefully alleviating some of the apprehension and confusion that arises from hosting an event with so many components.

This section will give you, the sponsor, a better idea of what USBands will provide, as well as what we will require from you as a host

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USBands Personnel

USBands will provide the following personnel:

Color guard Adjudicators

- Ensemble Analysis
- General Effect (2)
- Movement
- Equipment

Percussion Adjudicators

- Performance Analysis
- General Effect
- Ensemble Performance

Coordinator

- Handles the performance aspects of the show, and works with your Contest Chairperson. The Coordinator deals with the Judges and other USBands personnel, as well as the Band Directors and Instructors. During the show, this person works with the announcer to keep the show running on time, and will run the awards ceremony.

Assistant Coordinator (Not present at all shows)

The assistant coordinator handles the show flow at the entrance of the gym and in the hallway just outside. This person will work with the coordinator and announcer to keep the show running on time. The AC will also supervise the post show judging critique. If an AC is not present, this position can be handled easily by a parent volunteer. If an AC is not present, the USBands office representative or Show Coordinator will step in during the critique period.

Tabulator

- Individual responsible for totaling each band's score, posting scores to the Scoring Recap Sheet, and assembling score sheet packets for each of the participating bands. He or she will also assist the announcer during the awards ceremony. This person will also make sure that the digital files of the judges' comments are appropriately distributed.

Hosts are responsible for providing the following personnel:

Band Guides

- These people will meet units as they arrive, guide them to the warm-up area, and make sure they are on time for their performance. The best band guides are students – they know the layout of the school!

Judges' Runners

- One /two people to "run" the judges tapes and sheets to the tabulator.

Judge Hospitality

- At least one person to make sure the judges have enough food and beverage throughout the event.

Announcer

- This person will introduce the bands as they enter and exit the floor. USBands will provide a script of items that must be read according to the Sponsor Agreement Contract.

Promotional and Information Table

USBands reserves the right to display products and information at all USBands sanctioned events. We may require up to 10 feet of space for tables/merchandise preferably in the high "traffic" area within the market place. USBands merchandise and information cannot be present at all shows. The office will inform the sponsor at least two weeks prior to the event if space will be needed.

Sponsorship Banners

The USBands staff may bring to the show signs or banners to represent our sponsors. These banners must be placed either on the back stands of the gymnasium or at another location with maximum visibility. The USBands Show Coordinator will advise as to where the banners should be placed.

Program Book Ads

USBands reserves a minimum of six pages of advertising in the program book for your event. These pages will be provided to you electronically on our website or e-mailed to you upon your request. Advertisements should appear as far forward in the program book as possible. If you are in need of additional advertisements to completely fill your program, please contact the USBands office and additional ad pages can be provided.

Staff Passes

USBands provides each band with a set of staff passes for the season. We provide more than enough passes to satisfy the needs of all of the units participating in any USBands show. USBands requires that you honor valid USBands-issued staff passes at your event. These passes can be given to staff members, pit crew, prop movers or roadies.

We recommend that you provide space for participating members who have already performed to view the show. Remember that this activity is designed to benefit the students. Barring re-entry to performing members is considered neither good etiquette nor good business, furthermore permitting re-entry can also result in higher revenue from concession sales.

Computer with printer

USBands will provide our Tabulators with software to calculate scores properly. As a show host, you are required to provide a computer with a compatible printer for the Tabulator to use this program. Additionally, it may be helpful to have Internet access so your scores may be sent in immediately for uploading to the USBands website.

Public Relations and Advertising

One of the best ways to insure that your show will be a success is to put a lot of time and effort into your public relations and advertising campaign. **People cannot come to your show if they don't know about it!**

It takes more than word of mouth to fill the stands. You need to be aggressive when it comes to letting the public know what you are doing. There are many ways to get the word out. Some are obvious and some are more subtle.

Press Releases

Write articles and submit them to your local newspapers. Include photos if possible. Do not just mail the article. Make a personal contact with someone at the paper and give the article to that person directly. Give that person complimentary tickets and encourage her or him to come to the show. Once you have submitted the article, follow up a week or so later to find out if and when the article will appear. Do not forget to contact the community papers of participating bands.

Tie-Ins

A tie-in is an arrangement between you as the show sponsor and another organization. If there is an arts festival or a sporting event scheduled in your town for the same weekend as your show, you could work with that other organization to tie the two events together.

Special Guests

Involving a well-known person will draw the attention of the press and public. Prominent politicians and celebrities presenting awards at your show will almost surely increase attendance and press coverage, both before and after the event.

Complimentary Tickets

You will be surprised how much goodwill and support you can generate by giving someone free tickets to your show. You obviously can't give everyone a free ticket, but a few complimentary tickets distributed strategically to people you know have access to many more people is a lot of advertising for very little money.

Flyers

Make up flyers that contain all the pertinent information a potential spectator needs to know about your show.

Posters?

USBands will provide your event with full color complimentary posters with additional posters available for order through the YEA! office. Put posters up wherever possible, and they should be sent to the bands participating in your show.

Traditional Advertising

If you have the money, you may consider placing an ad or two in your local paper. There is no quicker or surer way of reaching a majority of your community than to take an ad in the newspaper. And, if you can work out a deal, you may get the ad at a very low rate. The newspaper may take something in trade for the ad such as tickets, an ad in your program, announcements at the show, or banners advertising the newspaper.

Media Sponsorships

The FCC requires most media, particularly electronic (Radio & TV) provide public service to their community. The licensing process requires the media to document this public service. Co-sponsorship benefits both parties greatly. In this relationship, all advertisements, programs, etc. will list the media as a co-sponsor in return for a specified amount of free public service advertising time. Thus your show might be named, "The WXYZ/Red Raider Marching Band Classic." Don't be afraid to give top billing to anyone whose involvement might mean a large ticket sale! This co-sponsorship is very easy

for the radio or television station to document and helps bolster their public service image in the community.

Ticket Outlets

Once the public is aware of your event, make sure they can obtain tickets easily. Pre-selling is your insurance against unknown forces on show-day (weather, no-shows, etc.). To maximize pre-sales, sell tickets from as many locations as possible, including:

- Music stores
- Local fast food outlets (Pizza shops, Delis' and other similar establishments)
- Banks
- Convenience stores
- Booths/tables at malls on weekends
- Grocery stores

Group Tickets

How will you grow the future of your program after the class of 2013 leaves? By bringing in new members! Directors who are actively involved in both the middle and high school programs are far and few between. Offering group tickets to some of the middle or elementary school programs in your district is a great way to expose your current programs to a wider range of younger students.

For example- If your ticket price is X offer them to the middle school students for presale of a lower discounted price if the director can put together a group of 10 or more students. Contact the USBands office if you would like an example of a group ticket discount form!

Expenses and Fundraising

At first, expenses and fundraising may seem like unrelated topics, or in opposition to each other. The former concerns financial outlay, and the latter monetary income. But the two are actually interrelated and interdependent.

Expenses

There are many expenses inherent in the running of an indoor show. Here is a list of the most common and largest:

- Food supplies
- Ticket Printing
- Program Purchasing and/or Printing
- Trophies
- Advertising
- USBands fees
- Insurance (school may cover)

Maximizing Fund-Raisers

The basic procedure remains the same for each expense, so we'll use food as an example. To sell food, you have to BUY food, right? **Not necessarily!** By bartering with merchants in your area, you may be able to get all or most of the food you need at no cost.

You could, for example, negotiate a trade with your local supermarket: hot dogs and buns for free (and/or reduced cost) advertising in your program or short sponsor announcements between unit performances.

You are trading advertising for food. The cost to you is minimal, the potential savings enormous.

The larger your parent organization the more good cooks you must have! Donating baked goods, cases of water and soda go a long way when it comes to profit in food sales. Be creative as well – we have seen simple and silly things that sell like crazy – ziti and chili are great staples, but cookie dough balls and tacos in a bag spike the kids interest.

Reducing or Eliminating Expenses

This is similar to the above example, except that we are addressing items traditionally considered necessary operating expenses rather than those used for raising funds.

For example, trophies are one of the largest expense items associated with a band show. It's fairly easy to reduce or totally eliminate that expense by "selling" the trophy to a business, civic group, or even an individual.

Example: ABC Manufacturing decides to "buy" the "First Place" trophy for \$100. If the trophy only cost you \$50, you just made \$50! When awarding the "First Place" award, the announcer mentions that ABC Manufacturing donated the trophy. Try to get a representative from the sponsor to present the award (MORE GOOD PUBLIC RELATIONS!). Don't forget to list the trophies and their donors in your program, one more incentive for the local bank, dentist, or Rotary club to pitch in!

Show Sponsorship

With some legwork and a few good contacts, you may be able to get a business or civic group to foot the bill for all or part of the show. While this may seem far-fetched at first, the positive PR the sponsor gets from this kind of event justifies the cost involved. Several USBands show host already enjoy this type of sponsorship in the fall and have found it invaluable.

Other Fundraising Ideas

The list of potential fund-raisers is endless. A little time and effort-spent brainstorming can produce some new and unique ways to raise a lot of money for your group. You've probably thought of most of these but there may be a few you have not considered:

- Program Ads and boosters
- Raffles
- 50/50
- Air grams
- Trophy sales
- Flower grams
- Advertising at the show (Banners, etc.)
- Program Sales
- Candy grams

Day of the Show

If you have done all the necessary preparations up to this point, the show should run itself. This chapter outlines the "flow" of a typical show day.

Before the Show

Volunteer Meeting

As it is almost impossible to get your show volunteers together before show day, you should schedule a meeting several hours prior to the doors Opening Time. Your volunteers should already know their assignments. Now is the time to simply review the show procedure and disseminate last minute information.

Walk-Through

The Contest Chairperson should be sure that all facilities are open and set up correctly. Check that all volunteers are in place and ready to go.

DO NOT ASSUME ANYTHING - CHECK TO BE SURE!!

Weather

No one can control the weather. The best you can do is plan for every possibility. If it is nice, most drum lines will prefer to practice outdoors, and most units will not be opposed to re folding their floor in a courtyard. However, you must be able to provide a back up plan in case of rain or snow. This should also be communicated with the USBands office personnel by the morning of the event.

Handling Cash

Hopefully you will be handling large amounts of cash. Review the cash flow, making sure that cash is collected frequently from every station, and brought to a central location. Two people should accompany all cash transportation.

Arrival of Participants

Buses and Equipment

The guide assigned to each arriving participant should have all information available at the time of the unit's arrival. This will include warm-up locations and times, rest room locations, performance times and any other applicable information.

Arrival of Show Staff

Coordinator and Tabulator

The USBands Show Coordinator and Tabulator will arrive approximately an hour and a half before the first performance. They will check to make sure there's power on the performance floor, that a photocopier and computer with printer is available and everything else is in order. The coordinator and tabulator will need to be shown to the judges' meeting room where they'll set up the show materials (judges' tapes and sheets) and await the arrival of the judges. The coordinator and tabulator (as well as the judges) must be provided with one program booklet each.

If payment has not been settled, as USBands office representative or Show Coordinator may ask to collect payment in the form of a check or money order from the sponsor.

Adjudicators

The USBands Adjudicators will arrive approximately one hour before the first unit performs. Upon arrival, they will need to be shown directly to the judges' meeting room. Each adjudicator should be provided with one program book.

Judges' Meeting Room

A room inside the school should be set-aside for the judges in which to meet prior to the show. This room should also be large enough to hold staff members from several performing groups for a critique after the show. **A photocopier should be available close to this room.**

Remember that the USBands Staff and the participating bands are guests at your event. Events spoken about most favorably are those sponsored by bands that are willing to put in the extra effort to help their guests feel comfortable. Show sponsors should provide complimentary food and beverage for the USBands staff and adjudicators throughout the day as well as for the band staff participating in the critique after the show. The hospitality area should feed roughly 10-15 people.

Opening the Gates

When to Open the "Doors"

Open the doors about one hour before the scheduled starting time. This will give early comers time to pick their seats and buy food. It will also give you a chance to check your crowd control system before the crowd gets large.

Be Prepared

Be sure that all your volunteers know **exactly** when doors open. It is important for your show workers to appear prepared for the spectators.

USBands Judges

Judges will need to have a sectioned off area on the stands as close to the center as possible. There should be two areas available, one on the 3-5th bleacher and the other at the top of the stands. Please be mindful of any items that may obstruct their view. The judges need two "runners" to collect score sheets and see to the judges' needs. It is customary to provide complimentary food and beverages to the judges. **PLEASE ENSURE THAT STAFF AND SPECTATORS ARE KEPT OUT OF THE AREAS USED BY THE JUDGES UNTIL OTHERWISE NOTIFIED.**

Staff Viewing Area

If possible, set aside a small area on top of the bleachers for band staff to view their own show. This will prevent the staffs from disrupting your spectators, and impress the visiting bands with your show preparations.

Videotaping the Show

By federal law, it is illegal to audio or video tape any musical ensemble to protect the rights of the composers and publishers. The only exception is for creating an "archive," which is a recording that may not be duplicated. It is suggested that you either:

- Allow one representative from each school to video tape his or her own unit's performance, *or*
- Allow a representative of your choice to videotape each performance onto separate tapes, and provide the participating units with the recorded tape of their performance.

If external microphones are not used with the camera, take into consideration the location of the judges when deciding where the video taping area will be. Chances are a band will not want to hear a judge's commentary while viewing their performance.

Please allow USBands Media Makers access to your show! They are volunteers who provide the office with hundreds of videos, photos and write up of your event. The best place to find pictures from our Media Makers? Facebook!

Starting the Show

Announcements

The announcer should begin making announcements long before the actual start of the show. This will establish flow into the show, and get her or him used to addressing the crowd.

The beginning of the show should be clear and obvious. The spectators should automatically give their full attention to what is happening on the floor.

The USBands Coordinator will provide the announcer with scripts for introducing each unit and getting them on and off the floor. Groups are accustomed to starting their performance a certain way. This is definitely NOT the time for ad-lib.

Show Flow

Involvement with the Participants

As mentioned in earlier, your involvement with the participants is actually quite limited during the show. Your guides give them the necessary information when they arrive and guide them to the gym and other necessary facilities. The Coordinator watches the step off times and keeps the bands flowing onto the floor smoothly. Your announcer presents them when they enter the floor and starts their performances with the "Are the judges ready" customary series of announcements. All other responsibilities regarding the units' activities once they arrive at your show (penalties, etc.) fall to the USBands Coordinator.

Keeping the Show Moving

Once the show is underway be sure that the crowd is entertained at all times by a performing band, the announcer, or some other special event you have planned. The USBands Coordinator will see to it that the bands move on and off the floor in the time allotted to them - you should concern yourself with the five minutes between the end of one performance and the beginning of the next.

Communications

It is very important that you maintain constant communication throughout the show. Key people should be in radio contact at all times. Dependent upon the cell service in the school text messages usually work better than phone calls. VOICEMAILS are virtually useless! When it is crunch time, or an emergency arises, text messages are the easiest form of communication if you do not have radio access. USBands personnel will have USBands radios.

Running Fund-Raisers

When the crowd is involved with what is happening on the floor, they will forget all about your fund-raisers (raffles, 50/50, air grams, etc.). Remind them of these often and in different ways so that they don't forget them.

Ending the Show

Awards Ceremony

The USBands Tabulator will have the scores ready by the time the last school finishes its exhibition performance. If there is no exhibition unit, the awards ceremony should be able to begin 15-20 minutes after the conclusion of the last group. All award ceremonies are for unit captains only unless otherwise specified. Please notify your announcer to follow the guidelines and scripts provided by USBands. This is also the time to recognize and thank your donors and sponsors.

A score sheet will be given to a runner who must make a certain number of copies (usually 25) to be handed out to the unit staff who will be participating in the critique. You might have to send someone to the copy

machine at least 5-10 min early to make sure it is warmed up. It's important that these copies are made in time for the critique to start.

Signing Off

Once the awards ceremony is over, the announcer should make a closing statement, thanking the bands and the spectators, and wishing all a gracious "good-bye". This announcement should bring the show to a definite conclusion.

After the Show

Clean-Up

Once the crowd has departed, it is time to get one last push out of your volunteers. Leave your gym and facilities in good shape, especially if you want to use them again next year.

Cash count and Deposit

Time to find out what the bottom line is.

Post-Show Party

A post-show party can go a long way toward thanking your volunteers for their hard work and reinforce the fact you want them to come back again next year!

Conclusion

This manual is by no means exhaustive in its coverage of the work that goes into running a successful show. Such a manual would be several times the thickness of this and take several days to read. However, we hope this will give you a good idea of what is necessary and make you a more confident show sponsor. Please remember that we are available to help you in any way we can, so please do not hesitate to call or office with any questions or concerns.

Here are a few of the most important points to check to assure good communications, no surprises and the smooth operation of your show. Of course you should have you own list as well to assure a pleasant and profitable show day.

At least three weeks prior to your show:

Information Packets to ALL participating Units AND the USBands Office, including, directions and special Instructions (parking, band guides, etc.).

Show Day

- Check for balance of payment to USBands if you have not already paid. (You will receive an invoice and receipt.)
- Photocopier available to copy scores and recaps.
- Computer and printer available for tabulator
- 110V power at the front and back of performance area
- Sounds system that will have cd/ipod capabilities
- Have runners available to take tapes from judges to field (at least one).
- Appropriate Room for judges' pre-show preparation and post show critique.
- Arrange for food and drink for judges.
- Ten copies of the event program for USBands administrative team & judges.
- Have ample indoor available for warm-ups
- Trophies

After the Show

- Be sure to thank the participating bands for attending - begin to build good will for next year.
- Complete and return the USBands post- show survey.