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N A T I O N A L



2013 RULE BOOK

INTRODUCTION TO USBands

Welcome to the 2013 USBands marching band season. USBands operates alongside The Cadets Drum & Bugle Corps and the Urban Arts Center under the banner of the Youth Education in the Arts (YEA!) non-profit organization. Since the first event in 1988, USBands has supported the development of marching bands through exceptional service, adjudication and venues in which to showcase their music programs.

The basic principle of USBands has been to provide bands, regardless of style, size and experience, an opportunity to be successful and allow students to benefit from their involvement with scholastic music.

The rules that govern USBands events are limited by design. We pride ourselves on having very few rules, and only in the most egregious of circumstances would there ever be a penalty imposed.

As you read this rule book, you will notice that the rules are separated into two different areas; administrative and competitive. The administrative rules deal with definitions of membership, band size, classification and participation requirements. The competitive rules deal specifically with the adjudication and performance guidelines.

As the director and/or staff of a participating band, please review the material found in this book and let us know of any questions you might have.

Thank you for helping us celebrate our 25th year and being a part of the USBands experience. Best wishes for a great year!

The mission of YEA! is to support the development of young people into magnificent human beings through participation in the performing arts.

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HISTORY

The organization now known as USBands was formed in the fall of 1988 by The Cadets Drum & Bugle Corps when a single competition was held in Giants Stadium. Now in its 25th season, the calendar is expected to include over 150 local, state and regional events across the country, concluding with two National Championship events in November. With over 700 bands participating in events, USBands has become the largest independent scholastic music organization in the nation.

In addition to marching band events, our programs include student leadership workshops, judge training seminars, and presentations to band boosters and school administrations. The commitment to excellence in each of these programs is based on a model that has been the foundation for success of The Cadets through the years.

PHILOSOPHY

USBands focuses is on the educational development of today's music students through hands-on, interactive learning opportunities, raising awareness to the importance of music programs in the schools, and providing opportunities for students to experience high quality events.

The goal of the rules outlined in the following pages is not to restrict, but rather enhance the programs that participate. The USBands adjudication system places strong emphasis on rewarding performance and musical repertoire in lieu of design and visual components to ensure that the performers are rewarded for achievement.

GOALS

- To help support music educators continue to remain engaged with the reason they originally became music educators – the students.
- To create an atmosphere whereby music educators can use marching band to teach life lessons such a discipline, perseverance and a commitment to excellence.
- To provide high-quality, educational, positive performance opportunities for high school students.
- To provide instructional support for band directors and staff.
- To provide constructive and consistent evaluation and adjudication.
- To support music education by generating popular interest in band performances and competition.
- To promote innovation, creativity, and growth for bands around the nation.

STUDENT PARTICIPATION

USBands encourages participation by any student within their music program, as long as the student is in good standing as determined by each school's extracurricular activity policy. Therefore, we maintain a very liberal approach to band student participation. USBands participants must be full time students, enrolled in the school district of the participating school. Exceptions to this policy require a written request per school district Principal or Director of Music to USBands, in advance of the fall marching band season.

BAND MEMBERSHIP

Any bands who participate in a USBands-sanctioned event is an important member to us. Membership fees are assessed to help support and allow USBands to provide every participant with the highest levels of service. These funds provide us with the ability to secure the top adjudicators in the field, access to professional and NCAA stadiums and work around the clock to put together the largest competitive circuit in the nation. Member bands will also be entitled to special programs offered by YEA!, discounts on merchandise and instrument purchases, as well as access to other opportunities.

Any band can participate in its first local show at no cost. A band that participates in two (2) or more local events will be assessed a membership fee. All National, State and Regional Championship events have an additional registration fee and/or ticket requirement. Qualifying bands are automatically enrolled as Member Bands and will be eligible for benefits of membership for the fall season.

Please contact the USBands office for a full list of entry fees and ticket prices for the 2013 season.

USBANDS CLASSIFICATION SYSTEM

USBands uses a classification system that is designed to ensure bands of like size, style, and experiences are grouped together. USBands uses a criteria-based adjudication system in which each competitive class is adjusted on a separate scale that reflects its skill set and its expected level of proficiency.

CLASSIFICATION BY GROUP

USBands classification for participating bands is based on the total number of performers, not the size of the student population at their school. This count includes playing members, auxiliary (color guard, majorettes, etc.), and command personnel (drum majors, guard captains, etc.). This does not include members of an American Flag Section or Honor Guard when these members do not move or otherwise add to the effect of the program. Band sizes are grouped as follows;

Group I:	1-40
Group II:	41-55
Group III:	56-75
Group IV:	76-100
Group V:	101-135
Group VI:	136+

An official count of performing members is conducted at event by a USBands official. If this number conflicts with a bands classification in the USBands system, the director will be contacted at the event. USBands reserves the right to reclassify bands based on the data collected at our events. If it is determined that a band is in need of reclassification, a written notice will be generated by the USBands office.

CLASSIFICATION BY CLASS

“Open Class” is generally populated by seasoned bands with access to greater resources and expanded skill sets. Open bands are adjudicated on a scale supporting intermediate to advanced skills.

“A Class” is generally for bands in the process of building or rebuilding a program, new to the competitive setting, limited resources or other circumstances impacting the program. A Class bands are adjudicated on a scale representing fundamental to intermediate skills.

“Festival Class” allows bands to perform in a non-competitive setting at any USBands-sanctioned show. Bands in this classification may receive judges’ tapes, score sheets, and will be awarded ratings of Superior (90-100), Excellent (80-89), Good (70-79), or Fair (69 & below). Only the rating will be announced and will appear on recaps.

Criteria for classification will include, but not be limited to

- Scoring
- Program history through the years
- Band Director Status
- Direct observation
- Comparison to other bands
- Competitive circumstances that warrant review

New bands will be classified in collaboration with USBands and the band director’s selection in the on-line database. USBands may review and make changes to a new bands classification after their first performance in a USBands event.

Top finishers in each class will be evaluated and may be promoted to a new class.

RULES OF PERFORMANCE

PERFORMANCE AREA

The basic performance area will be a regulation size football field, 300 feet wide by 160 feet deep, marked in 5 yard intervals from goal line to goal line. The band may start or conclude its performance anywhere on or off the competition field. There are no boundary penalties.

HASH MARKS

USBands will only guarantee “High School” hash marks, to be marked every 5 yards. In the state of Texas these markings are set at 60’ from each sideline. In all other states these marking will appear at 53’4” from each sideline. Other hash marks may appear depending on the existing stadium configuration. Information regarding which hash marks will appear on the field will be in the show information packet.

REPORTING TIME

It is the responsibility of the band director to ensure that their band is able to report at their assigned gate time. Any band reporting more than ten (10) minutes late may be permitted to perform in judged exhibition at a later point in the show. A penalty or disqualification will only be assessed in extreme cases after consultation between the USBands Coordinator, a USBands administrator and the unit’s representatives. Any emergency circumstances must be made known to the USBands show staff directly, via telephone or in person as soon as is reasonable.

PERFORMANCE LENGTH

Each band will have an interval of time on the field during which they will set up, warm up, perform, and exit the field. This time begins once the USBands Coordinator prompts the band to enter the performance area. The interval time will be determined on an event by event basis, but will be no less than thirteen (13) minutes.

A penalty will only be assessed in extreme cases after consultation between the USBands Coordinator, a USBands administrator and the unit’s representatives. USBands will help in any way to accommodate issues relating to technical difficulties, electronic use, etc. and will not penalize groups because of such issues.

Warm-ups may flow directly into the program. Any special circumstances related to your performance **MUST** be communicated directly to the USBands Coordinator on site.

EQUIPMENT USE

Motorized vehicles moving equipment on and off the field must be in top condition and equipped with a diaper (a covering to assure there is no leakage of fluids). Any pit or prop equipment pushed or pulled onto the field surface must have large inflatable tires or wheels with a minimum of 6 inch in diameter (pneumatic wheels/casters). Any equipment with smaller wheels must be lifted and placed into position.

The use of mechanized vehicles during the performance is prohibited.

Mechanized vehicles may not drive onto the performance field. The penalty for violation of this rule is disqualification.

The use of fire extinguishers, water that comes in contact with the field surface when used as a prop, live animals, or pyrotechnics (including fire batons) are prohibited at all USBands events. This also includes the release or use of any and all materials that may result in debris on the field. Any damage to the field or damaging material left on the field after a band’s per-

formance will result in a penalty.

The penalty for violation of these rules ranges from one (1) point to disqualification, at the discretion of the USBands Coordinator and a USBands administrator.

Any and all costs incurred to clean, replace or repair the impacted area will be the responsibility of the offending band.

There are no restrictions on the number or types of electronic music, instruments or amplification systems that may be used. This includes any use of voicing/singing, sampling, or other uses related to the performance of pre-recorded digital media

EQUIPMENT PLACEMENT AND RETRIEVAL

Anyone (adult, student, and non-student) may place, move, or remove equipment at any time during a band’s performance. Individuals, who are used only to move equipment, hold props, etc., and who do not appear in uniform, will not be counted in the total number of performing members of the band.

USE OF THE NATIONAL FLAG

If a band chooses to display the American Flag, all the respect, etiquette and dignity traditionally afforded our national emblem must be shown.

CRITIQUE

Each band’s staff will have the opportunity to meet with judges at the conclusion of all shows (excluding designated regional and championships events). The order of critique will be based on performance order.

Three staff members of three participating bands at a time will be admitted into the critique room. The three groups will rotate through three stations of judges: Music, Visual and Effect at five (5) minute intervals.

When a Color Guard Judge is on the panel, they will sit with the Visual Judge. When a Percussion judge is on the panel, they will sit with the Music Individual and Music Ensemble judge.

If a band’s staff is not present when called into the critique room, their critique time may be forfeited. The critique format may be changed by the USBands Coordinator with notice to participating bands.

CREDENTIALS – STAFF, CHAPERONES, CREW ACCESS

Credentials will be issued for each band for a given season based on group size. The credentials may be used for access to any USBands show prior to National Championships. Once these credentials are distributed, no others will be made available. These credentials must be displayed at all times at events. In addition to the numbers below, each band will receive (1) Director’s credential.

Credential Allocations:

Group I:	10 credentials
Group II:	15 credentials
Group III:	20 credentials
Group IV:	20 credentials
Group V:	25 credentials
Group VI:	25 credentials

WITHDRAWAL FROM USBANDS SHOWS

Any band may withdraw from a USBands-sanctioned show up to 12 days prior to the event without penalty. After that point, a withdrawal will result in a monetary fine and a possible suspension from further USBands events for bands that habitually abuse the system.

WITHDRAWAL DEADLINES

Event Date:	Last Date to Withdraw From Event:
September 14, 2013	September 5, 2013
September 21, 2013	September 10, 2013
September 28, 2013	September 17, 2013
October 5, 2013	September 24, 2013
October 6, 2013	September 25, 2013
October 12, 2013	October 1, 2013
October 13, 2013	October 2, 2013
October 19, 2013	October 8, 2013
October 20, 2013	October 9, 2013
October 26, 2013	October 15, 2013
October 27, 2013	October 16, 2013
November 2, 2013	October 21, 2013
November 9, 2013	October 21, 2013
November 10, 2013	October 21, 2013

If the USBands event has a Registration Fee, the entire amount of the fee will be forfeited, or in the case the band has not yet submitted payment, they will be invoiced for the amount of the fee.

For Local events, the fine is forwarded directly to the Local Event Host to be applied toward expenses and lost income resulting from the withdrawal.

For USBands events, the penalty for a band withdrawing from an event that does not have a registration fee will be the same as the Local Event listed below.

Group I:	\$250
Group II:	\$300
Group III:	\$350
Group IV:	\$400
Group V:	\$450
Group VI:	\$500

ADJUDICATION

The USBands adjudication system places strong emphasis on rewarding performance and musical repertoire in lieu of design and visual components to ensure that the performers are rewarded for achievement.

USBands uses a 5 - Box criteria system on all adjudication sheets. Each box includes a range of numbers that move upward during the season. Sample sheets are available online at www.usbands.org. The 'standard captions' that make up the USBands judging systems are as follows:

Music Performance – Individual	400 points
Music Performance - Ensemble	400 points
Visual Performance	400 points
Overall Effect	400 points

ADJUDICATION AT LOCAL SHOWS

Local Shows are identified as either Gold Star or Silver Star.

Silver Star Show	Gold Star Show
Music Performance – Individual	Music Performance -Individual
Music Performance – Ensemble	Music Performance - Ensemble
Visual Performance	Visual Performance
Overall Effect	Overall Effect
	Color Guard
	Percussion

In order to preserve the consistency of the criteria between the captions, a multiplier is used when calculating the final score.

		Example:
Music Performance – Individual	400 x .050 = 20.000	375.0 x .050 = 18.750
Music Performance – Ensemble	400 x .050 = 20.000	80.0 x .050 = 19.000
Visual Performance	400 x .075 = 30.000	360.0 x .075 = 27.000
Overall Effect Judge	400 x .0375 = 30.000	364.0 x .0375 = 27.300
Total Score	100.00	92.050

ADJUDICATION AT REGIONALS AND CHAMPIONSHIPS

For all USBands Regional, State and Championship level competitions, the adjudication system will consist of a five member panel and two additional judges in the Percussion and Color Guard caption

In order to preserve the consistency of the criteria between the captions, a multiplier is used when calculating the final score.

		Example:
Music Performance – Individual	400 x .050 = 20.000	375.0 x .050 = 18.750
Music Performance – Ensemble	400 x .050 = 20.000	380.0 x .050 = 19.000
Visual Performance	400 x .075 = 30.000	360.0 x .075 = 27.000
Overall Effect Judge 1	400 x .0375 = 15.000	364.0 x .0375 = 13.650
Overall Effect Judge 2	400 x .0375 = 15.000	368.0 x .0375 = 13.800
Total Score	100.00	92.050

MISSING ADJUDICATOR POLICY

In the event a judge does not arrive at the event, the remaining three judges are to be re-signed by the chief judge.

The scoring guidelines for the event will remain the same. The tabulator will add the three raw scores and divide by three (3). This average will be used as the "placeholder" for the missing 4th score, then add all four scores to arrive at a final score/percentage.

An example of scoring for a missing judge in a 4 person panel:

Judge 1 =	20 points (Music Performance - Individual)
Judge 2 =	20 points (Music Performance - Ensemble)
Judge 3 =	30 points (Visual Performance)

The missing Judge 4 = (Overall Effect) would ordinarily have 30 points available

Judge 1 =	gives 15 out of 20 (75%)
Judge 2 =	gives 18 out of 20 (90%)
Judge 3 =	gives 26 out of 30 (87%)

Totals for the 3 judges present 59/70 = 84%

If a Judge appears late to the show, they will begin judging immediately, but their score will not be counted in the total until the beginning of a new group or class. The total percentage of each judge present is divided by 3 and that percentage of the missing judges' available points is added to the scores of the other 3 judges, becoming the total score for the evening.

CAPTION AWARDS

ONLY THESE AWARDS ARE TO BE PRESENTED. PLEASE DO NOT ADD ANY OTHER PLACEMENTS OR CAPTION AWARDS.

In addition to awards for placement, awards for Percussion and Color Guard will be presented at Local Gold Star events as well as at USBands sponsored events.

The following awards will be presented within each group and each class:

- | | |
|---------------------|-----------------|
| Best Music | Best Visual |
| Best Overall Effect | Best Percussion |
| Best Color Guard | |

Best Visual, Music and Overall Effect: Awarded to the band with the highest average score in those respective captions. The Visual Performance score relates to Best Visual.

Best Color Guard: Awarded to the band with the highest combined score awarded by the Color Guard judge. In the event the Color Guard judge is absent, the average of the Overall Effect Judge and the Visual Performance Judge will serve as the score of record.

Best Percussion: Awarded to the band with the highest combined score awarded by the Percussion judge. In the event the Percussion judge is absent, the average of the Music Individual and the Music Ensemble Judge will serve as the score of record.

INCLEMENT WEATHER POLICY

In the event of inclement weather, Band Directors should call the USBands contact listed at the top of the Show Information Sheet from a cell phone that they can be reached at throughout the event. This will serve as the most efficient means to keep all the interested parties informed as the event progresses.

A determination will be made between the USBands event staff, local event host and the chief judge as to whether the event will be a normal competition, a judged standstill, a postponement or a cancellation.

In the case of a judged standstill event, the Music and Effect captions will be the only one used to determine ranking and placement.

Each adjudicator will assign scores as they would normally do. The scoring criteria for the week will remain the same.

If the Visual, Percussion and/or a Color Guard captions are represented, they may judge all units as they normally would, however in this setting, a score is not assigned.

The Individual and Ensemble Music captions will be judged utilizing the same 400 point scale and the scores will not be averaged. The Effect caption will also use the 400 point scale, but

the score will be divided in half to give the caption less weight based on the lack of visual performance.

Example:

Music Performance – Individual	400 x .050 = 20.000	375.0 x .050 = 18.750
Music Performance – Ensemble	400 x .050 = 20.000	80.0 x .050 = 19.000
Visual Performance	400 x .075 = 30.000	360.0 x .075 = 27.000
Overall Effect Judge	400 x .0375 = 30.000	364.0 x .0375 = 27.300
Total Score	100.00	92.050

HOST BAND PARTICIPATION POLICY

USBands encourages host bands to participate in their own event. Bands hosting a show have the following options of performance:

Competition - If a host band decides to compete, it will compete at the same time as other bands in its class. The host band will have the option of performing last in its class. The score will be included on the recap sheet and will be included as a possible "high score".

Perform in judged exhibition - The band will receive judge's tapes and scores but scores of bands performing in judged exhibition will not appear on the recap, and will not count towards high scores for championship seeding.

Perform in a non-judged exhibition – no scores, sheets or tapes. If a host band decides to perform in either type of exhibition, time of performance will be determined by the host band.

USBands will assume that each host band will prefer perform in judged exhibition. Any desires by the host band in conflict with this assumption must be communicated to the USBands office no later than 17 days before the show. The only way scores can be counted for future seeding purposes is if the host band competes within their designated class.



USBANDS STATE CHAMPIONSHIPS

REGISTRATION FEES

Each State Championship event combines a registration fee that is often less than many standard USBands regional events with a required ticket allotment based on group size to reduce the cost incurred by the participating bands.

STATE CHAMPIONSHIP TICKET REQUIREMENTS

The registration fee and the required tickets are tiered by Group Size. The Ticket Price will vary for each show. All tickets have a monetary value that must be paid for by the band. Part of the registration fee includes the sale of tickets at a reduced price.

Band Size	Registration Fee
Group I	\$100/35 tickets
Group II	\$150/45 tickets
Group III	\$200/55 tickets
Group IV	\$250/70 tickets
Group V	\$300/85 tickets
Group VI	\$400/100 tickets

Quantity of Required Tickets

If you do not contact USBands by September 14, 2013 to request the Optional Ticket Option, your organization will be invoiced for the tickets.

Group I	35
Group II	45
Group III	55
Group IV	70
Group V	85
Group VI	100

Optional Tickets

Bands that choose optional tickets for their USBands State Championship will receive 50 Optional tickets and a higher registration fee. The band is only responsible for paying for tickets sold or unreturned. You must return any unsold tickets. If you do not contact USBands by September 14, 2013 to request the Optional Ticket Option, your organization will be invoiced for the tickets.



USBANDS REGIONAL EVENTS

The USBands regional series of events were established to serve bands by providing events at larger high school, municipal, college and professional stadiums. All bands, regardless of membership are eligible to participate in USBands regional events. Sponsored events such as the Yamaha Cup and Remo Invitational events, for the purposes of this Rule Book, are considered "USBands Regional Events"

REGISTRATION FEES

Select Regional Events have a fee requirement associated with the event. Registration Fees vary by event and can be found in the on-line database

TICKET INFORMATION

Each band will receive (50) optional tickets for each regional event. The price charged to the band for these optional tickets will be below face value (differs by event) and can be sold to boosters, parents, etc. by the band at face value. Any unsold tickets, paperwork, and required monies are due Registration at each event.

For example, if the USBands Hawaii Regional has a printed ticket price of \$15, the band will be charged a discounted ticket cost of \$12 per ticket. As a result, the band can keep the commission of \$3 per ticket as a fund-raiser.

Tickets will be sent to the attention of the band director at the school address. In addition, an e-mail will announce their mailing. It is the responsibility of the band director to claim these tickets. A signature acknowledging the receipt of tickets will act as confirmation of delivery. You will receive tickets for each USBands Regional Event that your band participates in.

PERFORMANCE ORDER

USBands will determine the Performance Order for events. Regional events will be determined by the date of registration in the on-line database. Bands will perform in the reverse order of their registration within their group size.

RELEASE OF SCHEDULE/REGISTRATION DEADLINE

The USBands will make every effort to release both a 'preliminary/early-release' schedule and a 'final' schedule based on the following time line.

Early-Release of the Schedule will be 12 days prior to event date Final Schedule will be released 7 days prior to event date.

These schedules can be found by clicking the Scores/Schedules tab at usbands.org. Please contact USBands as soon as possible for special scheduling considerations. Also, when the Early-Release schedule is posted, please confirm your time to ensure all information is correct.

A band may not register for these Regional events after the 'early-release' of the schedule has been posted. Please see the following pages regarding State Championships events as the Registration Deadline for those events are different.

MULTIPLE STATE CHAMPIONSHIPS

In some cases, bands from different states, but similar geographic region will compete at the same event for multiple State Championships (such as the USBands New England State Championships). Top finishers in each state will have a separate announcement.

OUT OF STATE COMPETITORS

If space allows, bands from other states will be allowed to compete in a USBands State Championship different from the state of their origin. These bands will receive a score that will be announced prior to the State Championship results. Out-of-State competitors will not have the opportunity to place in the state event.

RELEASE OF SCHEDULE/REGISTRATION DEADLINE

The USBands will make every effort to release both a 'preliminary/early-release' schedule and a 'final' schedule based on the following time line.

Early-Release of Schedule 12 days prior to event date
Final Schedule 7 days prior to event date

A band may register for a State Championship event after the 'early-release' of the schedule has been posted, but may have to perform at the beginning of their Group. This policy supercedes any information below.

STATE CHAMPIONSHIP PERFORMANCE ORDER

50% of order of performance will be based on each bands' highest score in group and class as of 13 days prior to the event and 50% of order of performance will be based on the number of USBands shows in which each band has participated for the 2013 Season. Bands must compete, "in-class" and the score must appear on the USBands recap in order for the score to be considered. Participation will include shows that bands have hosted as well as any remaining events for which a band is officially registered for the remainder of the season, assuming that the band's account is satisfactory as of October 13, 2012. Withdrawal from an event used in this calculation after the schedule has been prepared may result in penalty.

A blind draw will be conducted 17 days prior to the event to determine the order of appearance for the Tennessee and Southern State Championships. The Director of USBands has the right to alter the order of appearance to address logistical challenges that cannot be otherwise be resolved. Such changes will made only as necessary.

- The Director of USBands has the right to alter the order of appearance to address logistical challenges. Such changes will made only as necessary

USBANDS NATIONAL CHAMPIONSHIPS

The USBands National Championship was established in 2006 in order to provide a season-ending showcase for the more advanced competitive units, bringing together top bands from across the United States that normally end their season in their regional circuit or state competitions.

USBands provides separate National Championship events for bands of both "A" and "Open" classification. A Class bands may still compete at the Open Class National Championships but will compete as an Open Class band in their respective group.

- The 2013 USBands A Class National Championships will be held on November 9th and 10th at J. Birney Crum Stadium in Allentown, PA.
- The 2013 USBands Open Class National Championship event will be held on November 2nd and 9th MetLife Stadium in East Rutherford, NJ.

PARTICIPATION

All bands, whether members or non-members of the USBands are eligible to participate in the USBands National Championships.

Registered bands can withdraw from the event with no penalty before October 21, 2013. Bands withdrawing from the event after October 21, 2013 will forfeit their Registration Fee in full.

TICKET INFORMATION

Ticket Prices for USBands A Class National Championships are \$24 each. Ticket prices for USBands National Championships are \$32 each.

Optional tickets will be shipped to each school at least six weeks prior to the event. Each participating band will receive optional tickets to the event which can be sold for the face value, or for the discounted band price. If sold at the discounted price, the band is able to keep the \$5 commission as a fund-raiser. Any unsold tickets, along with all required monies are due at check-in for the National Championship events.

NATIONAL CHAMPIONSHIP PERFORMANCE ORDER

Performance order for National Championships will be based on the bands' highest score in group and class as of the weekend of October, 19-20, 2013. Bands must compete "in-class" and the score must appear on the USBands recap in order for the score to be considered. Should a band not perform on the weekend of October 19-20, 2013, the band's highest score before October 19th will be used to determine the step-off time.

For bands whose only performance with USBands in 2013 is at the National Championships, their performance time will be determined by the at-large Random Draw on October 21st, 2013.

- The Director of USBands has the right to alter the order of appearance to address logistical challenges. Such changes will be made only as necessary.

NOTES