



MARCHING BAND SHOW HOST CHECKLIST (rev. 3/2/16)

Thank you for agreeing to host a show in Region 8. Please review these guidelines to ensure a smooth show for the participants and spectators.

Prior to the show:

- Feel free to invite as many bands as you wish to participate in your show. Remember to review the "Tournament of Bands Field Rules" available at njatob.org and review important sections such as Expense Reimbursement.
- Schedule bands according to group size. **ALL Bands must compete in their group and cannot be intermixed with other group sizes.** Groups can be set up in any format but ALL BANDS must compete in their group.
- Plan to have medical aide available during the show in case of an emergency.

On show day:

- Ticket prices for Region 8 regular season shows are \$10.00 for adults and \$5.00 for students and senior citizens. Region 8 hosts must use these prices.
- You will need people to guide bands upon arrival with instructions and act as a guide for them. It would be advisable to provide a packet of information for each band when they arrive that includes a map of the show site, a schedule and any other items that you feel will be helpful for the day.
- You will need a BAND ENTRANCE GATE PERSON to bring the bands onto the field. This person will meet with the Chief Judge prior to the show for instructions.
- Provide a judges room for the judges to meet before, during and after the show at which time a critique will be held. A luncheon should be set up for the judges in this room also. Room needs to be available 1 ½ hours prior to the start of the show.
- Judges critique will begin 15 minutes after the last band has performed and will run for 45 minutes total. **If a band wants to participate in the critique they must report promptly. Time per band will be according to the number of bands in the show.** Please advise bands of the critique location in the packet they receive upon arrival.
- Mark the field accordingly. (Information available in the "Tournament of Bands Field Rules" at www.njatob.org)
- Have area marked off in the stands for staff members and a video person to use during **THEIR BANDS PERFORMANCE TIME ONLY.**
- Have power available in the press box. **Depending on the size of the press box an additional area may have to be set up for the tabulator on the field with power and weather restrictions.**
- Payment for judges must be in cash and should be given to the Chief Judge upon completion of the show during the critique in the judges room. Envelopes will be provided by the Chief Judge for this prior to the start of the show.
- **If it is necessary to cancel the show, cancellations must be done 24 hour in advance to give the Chief Judge time to cancel the judges and bands. Once Judges are in route they must be paid for the show so it is important that you remember this for cancellations.**

If you have any questions you may have on anything please call (724-834-6048) or email mwapaa2@comcast.net (Martin Altman Region 8 Coordinator)