



INDOOR COMPETITION SHOW HOST CHECKLIST (rev. 6/15/16)

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:

- Before you can do anything, you must submit your show contract and payment to the National Judges Association. Please also send a copy to the Region 8 Coordinator.
- Review rules and guidelines that are available on the Tournament website at njatob.org
- Feel free to invite as many units as you wish to participate in your show.
- All units must sign up for shows at njatob.org through the WINDI system.
- You can decide the order of performance by category (example, colorguard, dance team, percussion etc.) All units must compete in their class and units may not be intermixed between categories. Any exhibition units must go on first in their class.
- You will receive a finalized schedule from the Region 8 Coordinator. Please distribute that schedule along with any other information, such as maps or show site information, to the units participating in your show. The schedule will also be posted on the Chapter 8 website (www.tobtia.org) as well as www.njatob.org
- Provide directions to your show site to performing units as well as to the Region 8 Coordinator. Make sure to include times including what time performers can enter prior to the start of the show. The Region 8 Coordinator will distribute the directions to those judging the show.
- Provide each unit with a map of your gym floor and inform them of the entrance type and other information that would be of value to them, especially if they have a tarp.
- Any schedule changes must be made through the Region 8 Coordinator. The show host cannot make schedule changes. No changes can be made in the week prior to the show.

On show day:

- Your show site must ready for judges and competing units to enter at least two hours prior to the start time of the show.
- Show hosts are required to have separate dressing rooms for female and male performers. It is absolutely not permitted to change clothing in open areas of the building such as hallways, auditoriums, warm up areas, etc. If you must use restrooms as changing rooms, it is advisable to have separate performer and spectator restrooms. It is a violation of the Code of Conduct for performers to be changed in open areas and this rule will be strictly enforced.
- Provide a room for the judges to use. The room should be available at least one and a half hours prior to the start of the show. A light snack and beverages for the judges upon arrival is greatly appreciated as some travel a long way to get to the show. A

luncheon should be provided for the judges at intermission. You may set up a luncheon in the judges room or have the judges choose from the menu of items that you have in your cafeteria.

- Provide adequate warm up areas for the units to use. A second gym is the most ideal. The host must appoint a warm-up monitor or monitors, depending on how many warm up areas are provided. If the show host does not appoint a warm up monitor, the Region 8 Board of Directors will appoint a monitor or monitors at a cost of \$180.00 per monitor charged to the show host. If the warm up monitor(s) leaves their post, the show host will be charged \$180.00 and the Board appointed warm up monitor will run the warm up area for the remainder of the contest. The fee MUST be paid by the end of the contest. When planning a warm up monitor, remember to plan on giving them a break. That means you must have someone else cover the post. The warm up area must be monitored the entire show until the last unit has left the warm up area. Monitors are responsible for monitoring a units time in the warm up area so that each unit has their full allotted time.
- Security and medical personal are required to be on site during the show. Medical personal should be stationed in or close to the performance gym.
- An area must be reserved in the center of the bleachers for the judges to use to adjudicate the units. Keep the center area open until the chief judge arrives and sets up the area.
- An area must be made available for video recording. Each unit is provided with one video pass and a place must be made available for that person to record only their units show.
- The chief judge will meet with the show host prior to the start of the show. The chief judge will provide the show host with envelopes for all of the associated fees of hosting the show. The envelopes are to be returned to the chief judge at intermission. Remember that judges must be paid in cash as per NJA/TOB rules.
- Provide a check in area for unit when they arrive. Plan to have this area staffed by a couple of people. Only those with Region 8 issued passes can enter for free. Have schedules, maps and other important information for units available at this check in table.
- Provide guides for each unit to escort them to their area of the school where they will store equipment and meet while at the show. Guides should also make sure that units are in the warm up areas on time as well as arrive to the performance gym on time.
- Provide staffing for a table at the entrance to your event where paying spectators will enter. You will need to stamp the hands of those entering the show once they have paid. The standard Region 8 admission cost, voted on by Region 8 membership, is: Adults \$10.00 – Senior Citizens/Students (including college students with college ID) \$5.00 – Children 5 and under – Free. Those bringing children in must supervise them at all times and be made aware that children must be keep off of the gym floor during performances.
- All equipment and props must be padded or taped with no sharp edges. This includes poles, batons, percussion equipment, backdrops, carts, etc. Show hosts need to have an inspection area and time at every performance. Inspection of all equipment is mandatory. If there is an issue with a units equipment or props, the problem must be

taken care of prior to entering the competitive area including the warm up areas. Show hosts must provide two personnel, one male and one female, for the inspection area. If the host does not provide these staff they must notify the chief judge prior to the show. The host will then be required to sign a waiver releasing Tournament Indoor Association of any responsibility.

- Provide staffing for entrance doors into the performance gym. These people will meet with the chief judge prior to the start of the show for specific instructions. Responsibilities will include: only allowing members with a paid hand stamp to enter and not permitting in or out of the gym during a unit's performance unless there is an emergency.
- A table needs to be set up in the performance gym for the tabulator to work from. Electricity needs to be provided to this table.
- Region 8 provides an announcer as well as a sound system. The Region 8 announcer is the only person will make announcements at Region 8 shows. As a show host, you cannot provide your own announcer. A table needs to be set up in the gym for the sound system and electricity needs to be provided for the sound system.
- The show host is responsible for lining up captains of performing units outside of the performance gym prior to the awards ceremony retreat. Once the tabulator has all of the scores tallied and recorded, the chief judge will signal the start of the retreat.
- The show host is responsible for providing people to present awards to units. Awards are to be trophies or plaques only. You may not provide paper certificates as an award.

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)

TOURNAMENT

Region 8 • The Western Expansion Region
Serving Western Pennsylvania Indoor and Outdoor Marching
Performance Arts Units