

How to Host A Winterguard Contest

Texas Educational Colorguard Association

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Step One: Application – Getting Started

Documents Needed

First, you will need to print the Contest Host Application off the TECA website. www.go-teca.org/FORMS.php

Second, you will need to get at least 2 copies of the district map of the school facilities you plan on using. Usually you can find maps at the office of your school. If it is not available there then you can always check with the district office.

Lastly, you will need a map of the surrounding area of the school. You can use the Thomas Guide, Mapquest, or any map program. With this document you will need to create directions from the outskirts of the nearest major city to the facility. Please make sure these are as accurate as possible. Most participating units will pass these directions onto their parent groups.

Filling Out Forms

Make sure that you are giving most accurate information you have. It is ok to round off the seating capacity numbers, but please try to make them as accurate as possible. How many spectators your facility seats is important to the decisions of how many units your facility can handle.

Next, make sure you check all school and district calendars when considering the dates that you want to host a contest. People to consult with should include, but not be limited to, principals, athletic directors, all basketball coaches, and district facility heads.

When deciding what facilities are needed, please take the following into consideration:

Where will warm up be?

Where will concessions be?

Where will performers change their clothes?

Which restrooms will be used in the facility?

Where will inspection be set up?

Where will check in be?

Where will prop storage be?

Which room will be the Judge's Room?

Where will participating units fold their floors?

Where will participating units store their belongings?

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Where will the participating units unload?

Where will buses park?

Will you offer a separate area for body warm up?

Where will units go through their pre-warm up preparations?

Where will the copies of recaps be made?

Make sure that you secure all the facilities you will need to cover all aspects of the contest. You will need to mark on the facility map, where you are planning on having these areas. Please remember that this is a recommendation as to the flow of your contest. These are the things that the committee will be looking at when considering your facility for hosting a contest. TECA may choose to change your recommendations of the flow, but it will give TECA a start. If there are any additional parts of the facility needed, you will be notified when you receive your confirmation for hosting. As you are looking at the facility, take into consideration that more successful contests do not cross the pathways of the spectators and the participants.

Packet

Make sure that your packet is well thought out, professionally put together, and complete. If, for any reason, you are unable to complete the packet, contact the Contest Director so that your situation can be taken into consideration.

Attend Fall Meeting

At the Fall meeting the hosts will be announced with the final contest dates. If you are chosen to host a contest then you will receive this booklet to help get you started. If you are not chosen then your check will be returned to you at this time. If you are unable to attend the Fall meeting you will need to let the executive board know immediately.

Step Two: Now That You Have A Contest, Then What?

Create Checklist

Included in this booklet are examples of checklists to help you get started. Please feel free to add to or delete items from the list. If you are unsure, do not hesitate to ask for help from your Contest Coordinator. The purposes of the checklists are to give you predetermined deadlines and keep you moving forward with the planning of the contest. Remember that the more work you accomplish **before** the day of the contest, the less there is to worry about and do **on** the day of the contest. This will also help your Contest Committee and volunteers feel more confident with the task before them.

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Create Contest Committee

The purpose of this committee is to help with the planning and the footwork for the contest. **DO NOT TRY TO DO IT ALL.** Your committee should consist of the following:

Concessions Judge's Host Check In

Spectators Needs Programs and Awards Inspection

Donations and Vendors Gym Volunteers Facilities

Security First Aid Committee Head

As school administrator, whether you are the guard instructor or the band director, you should not hold a position on the committee. This committee is to help you! Your job, within the committee, is to answer their questions and concerns and to keep up with them to make sure they are doing their job. Let the active parents within your program help you. You would be surprised to see the community connections that come out when parents are asked to do something specific.

Book Facility

Within your preparation for applying for a contest you probably already placed your intentions on the books. Now is the time to confirm with the school, athletics and district that your contest was granted and that you are definitely having the contest. Make sure they have no concerns, such as harming the gym floor. If they do have any concerns, and you are not sure how to handle them, make sure you communicate these to your Contest Coordinator. The more your Coordinator is aware of possible upcoming difficulties, the more they will be sensitive to them and help with making those with the fears feel more secure. TECA's goal is to promote the activity, not squelch it.

Make Appointment With Your Contest Coordinator

At this point you may have already met your Contest Coordinator when preparing for the decision of where contests will be held, however, it is crucial that you have a meeting with your Coordinator. This meeting can be one on one, with your Contest Committee, or with your whole parent program. The decision as to your need is up to you. TECA recommends that you have

the meeting with parents present. This way the parents will familiarize themselves with their TECA representative, the Contest Coordinator will be on hand to answer their questions (just in case you're unsure of answers), and everyone feels secure in placing faces to names and voices. You will be working very closely with your Contest Coordinator, so it is helpful to have a rapport as soon as you can.

Step Three: Preparing For Your Contest

Organizing Volunteers

After you have established your Contest Committee it is important to find them some help also. You want to schedule a volunteer meeting at least 3 months before your contest. The sooner you let your volunteer pool know what date they are needed, the sooner it is placed on their calendars, and the better turn out you can expect. In preparing for this meeting you want to make sure you have job descriptions. Which you can find at the end of this chapter, the number of volunteers needed for each job, copies of the donation letter, and, if possible, a schedule for them to sign up for shifts. Remember that students can do some jobs, and it is recommended that these jobs be filled with students. There are also jobs specifically for adults. Make sure that you make it clear which jobs you want for the parents and which for the students. Please, also remember, that all students need to be supervised by an adult.

If you choose to have your Contest Coordinator attend a parent volunteer meeting, this is the time. At this meeting the Contest Coordinator can answer in depth questions, make recommendations for jobs, and address the importance of certain positions to make the most of your contest.

Donations

Here are the meat and potatoes of your profit. Without donations your contest will not make much money and will not be worth the time and energy put into the contest. Donations are essential to the financial success of your contest. Please remember: the more donations you receive the higher your profit margins.

At the end of this chapter is an example of a donation letter. You are welcome to use this letter as a guideline for writing one of your own. In writing your letter remember to list your goals, your unit's successes, and your needs. You can either write specific letters, i.e. food donations, trophy donations, monetary donations, or you can write one letter to cover it all. Make sure that the letter is signed and approved by the band director and it is printed on official letterhead.

These letters need to get out into the public at least one month in advance. Most chain stores have to send the letter to their corporate offices, so make sure you give yourself enough time to allow these types of stores to help you. Make sure you ask your Contest Coordinator any and all questions, no matter how insignificant they seem. Donations are the heart of your profit. Good luck!

Make sure that you keep records of who donated to your contest so that you can hit them up again the next year. Remember that you can use advertisement as an incentive for those not sure about donating. Whether it is a business card sized ad in a photocopied program, or a sign in your concession area, every bit of advertisement helps their business. For ideas as to how to utilize these donations for the most profit, refer to Recommended Money-makers and Savers.

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Check Facilities

Make sure that you are checking your facility availability every month leading up to your contest date. Make sure you check, not only with your district facility calendar, but also with the athletics department and the basketball teams directly. Many times something will come up last minute and it may not always get to the music department. It is your job, as the Contest Host, to double-check your double-checks. Also, make sure that custodial and security is aware of your intentions for the contest. You need to make sure that you have sufficient custodial staff, security staff, and someone ready to go in case something goes wrong with the facilities the day of the contest. Many times things such as air temperature and alarms are not controlled directly within the gyms. Now is the time to figure out who is in charge of these things and how they can be reached on a Friday night or Saturday.

Budget

This is always a tricky subject because the budget is based more on the number of units attending your contest and the number of judges assigned to your contest. When making your budget take into consideration things like:

Judge's schedule – will they need breakfast, how many snacks will they need, how many meals are required

The length of your contest – the more participants the longer the day will be which can impact your custodial costs, security costs, etc.

Trophy sizes – there are minimum requirements set by TECA, however, some programs want to make their trophies more visible or unique

Minimum sizes are as follows:

Trophies – 9" for 3rd, 11" for 2nd, and 13" for first

Concessions- if you are unable to get most of this donated it will eat into profits

Spectator fees are set by TECA. For all contests except Circuit Unit Championships, the fee is \$5 for everyone, \$2.50 for students with children 8 and under free. For Circuit Unit Championships the fee is \$10 for everyone, children 8 and under free. These fees apply for the whole day.

Recommended Moneymakers and Savers

The number one money saver is to plan ahead as much as possible. Try to think of every contingency that could occur, then make back up plan in case your first plan will not work. You cannot plan for everything, but if you have tried to plan for the most likely situations you will feel more in control, which in turn, will make those around you more comfortable with the situation.

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The next money saver is to **not** over buy for fundraising ideas. If you decide to sell patches or t-shirts make sure that you get a good idea as to how many to order before ordering them. Consult with our Contest Coordinator on all fundraising ideas. Your Contest Coordinator and Contest

Director have been around enough to know which weekends will be more successful in selling these types of items, and will know what has worked in the past and what has bombed. Over doing it on these types of items is a sure-fire way to blow your profit. If you want to offer these types of items, but do not want the financial risks, there are ways around it. You can always allow vendors to rent space within your facility and let the ordering headache be theirs. This is a great way to get extra money and not have to take a financial risk. If you choose to follow this route, make sure you have decided ahead of time the size and number of booths you will have available, will you provide a table and chair within the rental price, will electricity be available, and if you are going to ask for a cut of the profits. TECA does have a policy that no single vendor is allowed to dominate a contest and place within their contract, with a TECA host, that no other vendors are allowed at the contest. You must allow as many vendors as booths you have available. Please note, any TECA member, whether school or independent unit, that is granted booth space, cannot be charged more than \$25 for that space.

The final money saver is to have your band program help with the donations for the concession stand. If every band member brings in a 24 pack of soda, you can stock the majority of your concession stand. For instance, flutes will bring 2 bags of nacho chips, clarinets will bring in hotdogs and buns, etc. It is a small donation from each family, yet it helps tremendously in cutting the number of donations needed for the concession stand and/or the amount spent to fill the concession stand.

As for moneymakers, make sure your concession stand has at least 2 meal-type items. Examples would be pizza, BBQ sandwiches, hamburgers, bratwurst, or Chick-Fil-A. Try to work with the local restaurants within your community to get a deal in order to offer these items. Keep in mind the clientele that you are servicing, high school girls and their parents. Also, keep in mind if the restaurants are not willing to donate food, but give you a discount on what you purchase, how much are you going to have to charge in order to make a profit. If there are fast food restaurants close to your school, and your prices are a little high, most families will choose to leave the facility to eat and then you have lost business. Make sure the price you charge will give you a profit and yet is something the average person would pay for the convenience of not having to leave the facility. Do not rule out stores like Sam's Club or Costco for easy concession foods. These mostly give vouchers that can be used within their stores to purchase items for your contest. Do not hesitate to ask a restaurant that is not willing to donate food, to donate a paper good or condiment. Sonic is great for hotdog condiment packets, Taco Bell is great for napkins and nacho boats, McDonald's and Burger King are great about cups or silverware. Do not be afraid to approach grocery stores for hotdogs, buns, fruit, and nacho cheese (many stores are now carrying bulk items). Close by pizza parlors are usually good about donating a certain number of pizzas. When using this type of service, make sure you set up delivery times ahead of time. Many of our concession stands under order for the meal items. Make sure you talk with your Contest Coordinator about how much to order.

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For those hosting middle March or end of March contest, you might want to consider flower sales. It is not a huge moneymaker, but every dollar counts when you deposit it into the bank. This is a big seller at Championships, especially S&E. Flowers can be bought in bulk and sold as singles. They sell best if wrapped in tissue and tied with a simple bow.

Finally, program sales can be successful if you have zealous parents to sell the ads. Remember that your contest is one of many, so the price needs to be set at a reasonable amount. Most of the time the ads cover the cost and everything over and above is profit. This is also one to be careful of. **DO NOT PAY FOR PRINTING OR OVER ORDER PROGRAMS IF YOU ARE PAYING FOR THEM TO BE MADE!** This is one that can back fire easily. Be careful.

Volunteer Job Descriptions

Concessions

People good with figures to accept money and make change

People to prepare the orders and organize the booth

People to help set up and break down

People to help stock the concessions

Spectator Tickets (2)

Someone good with figures to accept money and make change

Someone to stamp hands

Judge's Host (2)

Someone to organize and see to their meals for the day

Someone to drive them from the airport to the hotel to the school and back again (if needed)

Someone to make sure they are getting enough to drink and a possible snack in the gym

Spectator Entrance (2)

Someone insistent to check hands for stamps and to make sure no one enters or leaves during a performance

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Ready line (1)

Someone to keep guards moving from warm-up to performance gyms

Someone to make sure no one enters or leaves during a performance

Warm-up (2)

Someone to notify guards 5 minutes before time is up and to keep on strict schedule

No one enters during another guard's warm-up

Soundman Assistant (1)

Someone to help the soundman with anything he needs

Someone to run for him when necessary (includes getting things for him or taking things somewhere)

Runners (3)

They will need to take judges drinks and run tapes and sheets to the tabulation table

They need to run director's copy of the video/critique cd to the tabulation table

Guard Check-in (4)

Stamp hands of performing members + 8 crew + 4 directors

Hand out schedules, maps and spiel sheets

Answer any questions (these people need to really understand what is going on)

Inspection (3)

Make sure all poles are capped, rifles and sabers are padded and any rough surfaces are taped

They are to enforce these standards strongly and not allow any guard to bring anything substandard into the school

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Programs (1)

Collect business cards/ads and organize them for print

Get final schedule from Contest Director for print

Copy, fold and staple programs (we can have the students help with the grunt work)

Guard Entrance to Performance Gym (1)

Someone to check hand stamps to make sure they are performing members or have paid

Will also be responsible for making sure no one enters or exits the gym during performances

Guides (optional) (5)

Someone to show the units around the facility

Needs to be familiar with the facility and the contest flow

Step Four: Three Weeks Before Contest

Contest Schedule

At this time, if not before, your contest deadline will close your contest. Your schedule will be made by the Contest Director and passed on to you and your Contest Coordinator. Please remember that this schedule will not be final until the Wednesday before your contest. TECA does everything it can to finalize a schedule, but there are always things that come up to change the schedule. For your program, make sure that you arrange ahead of time the schedule to be the last thing in and that you can have the program done last minute. The Contest Director will not be held responsible for last minute changes. These changes will be made in the best interest of the student performers. If you have any questions regarding how your schedule is decided you are welcome to consult with your Contest Coordinator.

Contest Packets

Contest packets will be created by your Contest Coordinator and sent out by the Contest Director. Your packets will be based on the information you provided in your Host Application. If anything changes, make sure you notify your Contest Coordinator ASAP, Contest packets are posted online as soon as they are available. These need to be concise and include all pertinent information to prepare a unit to attend your contest.

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Phone Calls

For the most part, either the Contest Coordinator or the Contest Director will be fielding most phone calls and emails regarding your contest. Do not expect calls regarding contest entry fees, directions or prop problems. These are mostly your call as the Contest Host. If you are unsure about a question, run it by your Contest Coordinator, just to be safe. You can never ask too many questions or call too often. The more you ask up front, the fewer troubles there are the day of the contest.

Scheduling Volunteers

Now that your schedule has been set, for the most part, you can finalize the volunteers' schedule. We ask that volunteers work at least 4-6 hour shifts. It is helpful for the staff to keep things running smoothly if they are not having to adjust a new volunteer every couple of hours. Also, make sure that the first shift starts at least 2 hours before the first unit checks in. Most units will arrive earlier than their check in time. You may even want Check In to be there 2 ½ hours before the first check in time. Try to make sure that shift changes are not happening during critical times of the day, like lunch rush or runner changes in the middle of a class. Think the schedule through and if you have any doubts run it by your Contest Coordinator.

Three Week Contest Checklist

Establish Contest Committee

Hand out Donation Letter to volunteers

Confirm information in contest packets is still correct.

Create volunteer schedule and assign duties

Receive contest schedule from Contest Director

Confirm TECA staff for contest

Touch base with Contest Coordinator to make sure there is nothing you are forgetting

Step Five: Week of Contest

What To Expect

This will be the week that all the planning comes together. Make sure you have sufficient people to help organize donations as they come in and to help gather from around town. This will be a time that can try

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the nerves, but keep your cool and make sure that you are communicating with you Contest Coordinator on a daily basis. If problems come up it will be within this time frame. Remember that you are not in this alone and that TECA is here to help.

Do not forget to pick up trophies, make or print programs, label videotapes, and double check your supplies. At the end of this chapter is an example of a checklist that will help you to organize. Make sure you use some type of checklist to keep your sanity.

Double Check

Make sure you go down the list of donations to verify what is being donated and when it will be picked up. It is always nice to send thank you cards to those businesses that donated something, no matter how small. Make sure you double check the judges' arrangements with your Contest Coordinator. You should have flight information and hotel information. The Contest Director will set the time the judges will arrive at the facility the day of the contest and how many meals will be served. Make sure that you have checked the meals for the staff and judges.

Contact Is SO Important

Make sure you are checking with your Contest Coordinator on a daily basis. Just as things are coming up with your volunteers and donations, things are coming up with the judges and the participants. The more contact that you have with your Coordinator the better prepared they can be the day of the contest to help you.

Make sure you are in touch with your Contest Committee. These people have been working hard to put this show together. Now is the time to pat them on the back for all their hard work.

Week of Contest Checklist

Order awards

Confirm donations and delivery dates and times

Reserve tables and chairs needed for the contest

Confirm security, first aid and custodial personnel and schedule

Confirm judges' meals and snacks

Make sure all volunteer slots in the schedule are filled

Acquire 3 cash boxes and change (spectator tickets, concessions, and check in)

Touch base with Contest Coordinator

Step Six: Night Before

What To Do?

DON'T PANIC! Make sure you go through your checklist. Remember that the more you can get done the night before the less there is to do the next morning. Make sure that all the donations are strategically placed for easy access the next day. Make sure you test all equipment and that the volunteers are aware what time to be at the facility the next morning.

If There Are Problems

It is very likely that there will be unexpected problems. Make sure you have a contact number for your Contest Coordinator, just in case. There is nothing that cannot be overcome. If you feel that you need a TECA representative at the facility the night before let your Contest Coordinator know ahead of time so arrangements can be made. With a TECA Rep present the night before you know that you will have the correct answers.

Judges

When setting up the Judges' Room the night before, we want the room to be relaxing and comfortable. Make sure the Judges' Host/Hostess is good with decorating as well as cater planning. Some nice touches to consider are:

Table clothes Centerpieces Candles

Nice serving dishes Theme planned decorating Eye pleasing

Bowls of candies Mints Desserts

Please remind the parent servers, for the day, that this room is for the judges to be able to prepare for the contest. They may be asked to leave the room so that the Chief Judge can talk openly about any concerns for the day.

Night Before the Contest Checklist

Performance Gym

Raise basketball goals

Pull out stands

Set up 1 table and 1 chair for Soundman

Set up 2 tables and 4 chairs for tabulation

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Set up 1 table for awards

Cooler for judges' drinks

Hang signs

Concessions

Move all products into concession stand

Double check that you have enough service items

Double check that you have enough heating and cooling appliances

Make a sign listing all prices

Hang signs

Guard Check In

Set up at least 2 tables and 2 chairs

Judges' Room

Set up tables and chairs

Set up tables for buffet tables

Decorate room

Double check that you have service items, cooler for drinks and place settings

School

Check **all** facilities to make sure they are clean and put together

Pick up awards and programs (if needed)

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Performers' Meeting Areas

Make sure areas are clean, clear and set up

Paper work

Make copies of TECA Spiel Sheets (one per unit competing)

Step Seven: Day of Contest

Judges

The judges will need to be at the facility 1hour prior to the first performance. The Judges' Room should be awaiting their arrival. If your contest starts early in the day, having coffee ready is recommended. Your Contest Coordinator will be responsible for all the judges' paperwork and recorders.

Within the Judges' Room the judges will eat, prepare, take their breaks and conduct critique. This room is off limits to anyone except judges, TECA staff, TECA Executive Board (when not competing a unit), and contest serving personnel. If your contest starts around 2:00 p.m. you will provide lunch. If your contest starts around 11:00 am you will provide breakfast. All contests will provide dinner and snacks. The Contest Coordinator will determine times for snacks ahead of time. We ask that you provide a healthy meal for all meals provided. If anyone has special needs you will be notified beforehand. We ask that dinner is a hot meal. **Under no circumstances should the judges be fed from the concession stand.**

TECA Personnel

Your Contest Coordinator will arrive at least 2 hours before the first unit checks in. Make sure you and your first shift are there before this.

Your tabulator will arrive 45 minutes before the first unit performs.

Your Soundman will arrive 1 hour before the first unit performs. He will need a couple of hands to help unload the sound system. He will also need a heavy-duty cart to help move the system easily into position.

You should also expect a photographer.

Executive Board members will be present at all contests. The number will vary depending on where in the schedule your contest falls. The earlier the contest the more board members will be needed.

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All of the above members will be included in the numbers for meals for the day, as well as any TECA Executive Board members that will be present. All staff and judges will be fed in the Judges' Room.

Let It Work For You

Once the day has started just sit back and let the day happen. The more that you try to "control" what happens the more frustrated you will become. Things will go wrong and problems will come up. Just role with the punches and keep your Contest Coordinator updated on what is happening around the facility. You will be expected to make rounds through the facility checking up on the different areas of the contest. Make sure that you make time for yourself to

eat and take breaks when you can.

If you or any of your volunteers come up against an abrasive or rude instructor ask them to wait where they are and call for your Contest Coordinator. It is the Contest Coordinator's job to make the tough decisions and handle the fall out. Do not try to handle a situation that escalates. If you or your volunteers are feeling uncomfortable with a situation make sure you call in the Contest Coordinator. It will be a good idea to keep your Coordinator on a radio so that you have easy and fast access to them. Some of our coordinators are affiliated with a competitive unit. If they are dealing with their unit then you will have either the Contest Director or another TECA Executive Board member take their place. Do not be afraid to ask for help.

Retreat

Your retreat ceremony will be scheduled into the day. There will need to be someone at tabulation table by the time the last unit, before retreat, is performing. This person will need to make copies of the official recap. The number of copies will be determined at the time. If your contest has 30 or more units scheduled then you will have 2 retreat ceremonies. We will need a table to display the trophies for the ceremony. Units will report to a predetermined area to line up for retreat. The starter will be on hand to help organize the captains. If you wish to have someone special to hand out trophies, please let your Contest Coordinator know ahead of time. Otherwise and at championships, the TECA Executive Board will present awards.

Critique

Critique will happen during and after each retreat except at championships. All instructors will be instructed to head to the Judges' Room. The T&P judge will take charge of critique with the Contest Director. All judges will report to the Judges' Room following the conclusion of the last performance. The judges will need something to drink and possibly a snack. The tables in the room will need to be set up into 3 stations. Instructors will rotate through in groups of 3 every 10 minutes. The last retreat of the day will take as long as the numbers of instructors present. Ideally, by the time contest clean up finishes, so will critique.

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Clean Up

Make sure that you have sufficient numbers of volunteers to clean up at the end of the day. We recommend that the concession stand stay open even after retreat. Many students will hit the stand before leaving. It will not be necessary to keep everything available, but the easy stuff will sell.

It is common for units to stay on the gym floor to take pictures and visit. We ask that they be given some time to celebrate, but do not hesitate to start nudging them toward the parking lot. It is also common for performers to leave items behind. You will need to keep a lost and found for at least 2 weeks. After that it is up to you to choose how you dispose of the items. TECA will not take items left behind from contest to contest.

Day of Contest Checklist

Performance Gym

Tape off judges' area in stands

Put up signs (in/out, etc.)

Tape off video area

Set up retreat table with trophies and medals

Tape off sound area

Set up sound table with schedule, program, extension cords, chair, etc.

Spectator Tickets

Set up table with cash box with change, programs, chairs, and hand stamp

Concessions

Prep area (cash box with change, supplies)

Have copy of volunteers work schedule and program

Set up tables for patrons

Start up the foods that need to be heated

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Guard Check-in

Set up tables with pens, markers, hand stamp and ink pad, cash box for late payments

Have a copy of volunteer work schedule, performance schedule, school map, spiel sheets (available to print on the TECA website)

Inspection

Provide duct tape, electrical tape, and a tool box

Have a copy of the performance schedule

Tabulation

Program

Ream of paper

Rubber bands

Manila envelopes

Warm up Gym

Put up signs

Have program, CD player, watch, and electrical tape

Judges' Room

Confirm arrival of food and snacks

Dressing Areas

Make sure all restrooms and/ locker rooms are open and clean

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School

Hang directional signs inside and out (bus parking, spectator parking, prop entrance, dressing rooms, etc.)

Make sure there are directional signs at all school entrances

Make sure restrooms are open, fully stocked and clean

Step Eight: Championships

This contest will be different from other TECA contests. The schedule will not be produced until the contest prior to championships.

Awards

Awards will be provided by the circuit.

Staff

TECA staff will be the same for Championships as for a regular contest; however, the entire Executive Board will be present.

TECA will be hiring a photographer and a videographer for championships. Both of these companies will need booth space in the vendor area to sell their services. They will not be charged for booth space and TECA will pay for their services. TECA requires that a discount of 10% for food be available to the working employees of these companies. However, a cooler of drinks will be made available for the working employees, free of charge. Each company sends at least 3-4 people to work the contest all day. These individuals dedicate the entire day to service our membership.

Judges

TECA will be hiring enough judges to double panel the day, a minimum of 10 guard judges, 3 percussion judges and 3 T&P. Depending on the length of the day, there may be a need to add judges to a caption to service our membership appropriately. The Executive Board will determine the exact number of judges 1 month prior to championships.

Solo and Ensemble

A separate host will be chosen to host Solo and Ensemble Championships. The Contest Host is chosen every year.

There will be 4 to 6 judges hired for this contest.

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There will be 2 competition gyms running at the same time. The schedule will reflect a 2 minute difference between the two gyms, however, solo and ensemble tends to get ahead and behind very easily. It is important that the volunteers follow contest time very closely. We will not force any performer to compete before their scheduled time. There will be no charges in the schedule, regardless of reasons.

Within warm up, there may be up to 6 performers (ensembles counted as one) at one time. The warm up monitor's job will be to call out the time every 4 minutes. It is not the host's responsibility to make sure that competitors are at the ready line on time. This is communicated to the performers at every contest at check in. It will be the warm up monitor's job to make sure that competitors do not monopolize warm up.

At check in, it is important to let the competitors and their chaperones know what the official contest time is and that they are responsible to keep track of time. They can ask either warm up or ready line for the official time if they lose track.

Medals will be given to the top 3 places in each category, flag, weapon, mixed and ensemble. Medals will be given to each member of an ensemble, up to 4 members. TECA will determine the size, design and color of the medals. The medals will be provided by TECA.