



Contest Host Manual

PURPOSE:

The purpose of this TECA Show Host Manual is to help standardize all of our contests to allow units, instructors, and spectators a consistent contest experience throughout the contest season.

ROLE OF THE TECA CONTEST DIRECTOR:

The TECA Contest Director is the link between the show host, judges, staff, TECA Board and the competing units in preparation for and during the contest. The duties of the TECA Contest Director include but are not limited to the following: Maintain communication with the Show Host with any needed updates or information. Maintain a current awareness of rules and interpretations. Ensure each contest is run in the same manner. Ensure all units at the contest are aware of any conditions or problems that may arise at the contest. Record any damage at contests caused by any unit.

CONTEST SITE SPECIFICATIONS:

Performance floor must have a minimum of 70x100 to allow for a regulation floor of 60x90 with a five-foot safety zone. Two warm up areas to include body warm up and equipment warm up and additional outside warm up area for percussion. A floor folding area must be provided. A Judges and TECA Contest Staff room, for meals and snacks. A room for Critique with 3 tables and ample chairs--should be separate from judge's meal area. A Vendor area to accommodate vendors and TECA sponsors. Ample signs for inside and outside the contest site. (See list on page 5)

SECURING YOUR CONTEST SITE:

Check all calendars in the school (principals, athletic department, etc.) to ensure your site is open. When securing your site, also secure warm up spaces, prop storage, a common meeting ground for participants (cafeteria or auditorium), changing rooms or bathrooms for participants, bathrooms for spectators, concession area, judges' room, critique room, custodial services, parking, and a backup plan for electrical, heating and air.

CHOOSING YOUR CONTEST ROUTE:

After securing your site, you must decide on the route the spectators and participants will take during the competition. **The Contest Director will assist with and make all final decisions regarding the flow of the contest.**

THINGS TO CONSIDER WHEN PLANNING THE CONTEST:

Spectators:

Which door will the spectators enter the building?

Where is spectator parking?

Where will your ticket table be?

Where will concessions be? (Two concessions areas one for Spectators and one for Participants)

Where are spectator restrooms located?

Which door into the gym will the spectators enter?

Participants:

Where do the buses enter for unloading and loading?

Where do equipment trucks enter for unloading and loading?

Where do the buses / trucks park?

Where are props stored?

Where do units check in?

Where do the participants store their belongings? Is it big enough for units that stay all day? (Some schools have JV and Varsity units. Please consider putting their holding areas together.)

Where can they change?

Where are warmups? (Have a body and equipment for guard and additional outside for percussion.)

Which door will be the performer's entrance?

Which door will be the performer's exit?

Is there anything about your facility that instructors need to take into consideration?

(Like small doors, ramps, basketball hoops that do not move, narrow hallways or tight turns.)

Where is the floor folding area?

Where is first aid?

Is there appropriate daytime/nighttime lighting? (I.e., dark hallways, stairwells, walking paths, parking areas)

What is the rain plan?

Do we have towels, brooms, etc.?

Judges:

Where do judges park?

Where is the judge's room?

Where is the critique?

Gym:

Where do judges sit?

How is it barricaded? (Contest Director will decide and assist taping off stands upon arrival)

Where do the guards sit after performing? (This should be the back stands if possible)

Where is the sound table? (The Contest Director will dictate.)

Provide 7 strong and sturdy music stands for judges.

Where is the administrative table? (2 or 3 tables and 3-4 chairs per table)

Where is the T&P Table? (Closest to the performers entrance)

Where is the table for awards? (2 tables)

Who will hand out awards?

The paths for spectators and performers should not cross

AWARDS:

TECA has a minimum expectation of the quality and size of awards. The awards are a direct reflection of the contest host and care and consideration of quality should be addressed.

All trophies should meet the minimum height requirements. Trophies may be larger but may not be smaller than minimum requirements.

3rd place - 15 inches in height

2nd place -17 inches in height

1st place - 19 inches in height

JUDGES and TECA STAFF MEALS:

The following are guidelines that should be followed:

All judge and staff meals are to be separate from the Concession Stand.

The Contest Director should approve all meal menus one week before the show.

The Contest Director will determine what times the meals will be ready in accordance with the show schedule i.e. initial judge's meeting time, break time, lunch or dinner and retreat times.

Meals will be needed for judges and staff. The Contest Director will inform the host if there are any additional judges and staff.

The Contest Director will advise of any special dietary needs.

Judges are guests and the atmosphere should be plentiful and welcoming. Bottled water, soft drinks, and snacks should be always available.

Remember, judges and contest staff are on site all day. Please be considerate of food choices as they can not leave the site.

Suggestions: Breakfast - Tacos, fruits, pastries, coffee, drinks
 Lunch - Soup and Sandwiches, or BBQ, fruits and veggie tray, a dessert
 Dinner - Hot meal with choice of a meat, two sides, a salad and a dessert

TECA FINANCIAL RESPONSIBILITIES:

TECA will fulfill the following financial responsibilities for each TECA contest:

Sound Person Fee
Tabulator Fee
Judges Fee
TECA Staff Fees

All other fees are the responsibility of show host.

MISCELLANEOUS CONTEST INFORMATION

BANNERS: Only TECA banners, TECA sponsor banners, or other TECA approved banners may be hung in the contest area. Signs of good luck to units are allowed if in good taste.

PROGRAM:

For each non-championship contest, the host should provide at least a copy of the contest schedule for spectators at the spectator entrance. If the host should decide to provide a more complete program, one must be provided for TECA Contest Director at the contest.

SIGNAGE:

Ample signs for outside and inside the contest site are a must, and should include but are not limited to:

Host provides signs for:

ADMISSION PRICES

CONCESSION PRICES

UNIT TABLES

DIRECTIONS AROUND THE SITE:

TO BODY WARM UP
TO EQUIPMENT WARM UP
TO PERFORMANCE GYM
TO SPECTATORS ENTRANCE

TECA provides signs for:

CHECK IN TABLE
SPECTATOR PARKING
SPECTATOR ENTRANCE
BUS / TRUCK PARKING
BODY WARMUP ROOM
EQUIPMENT WARMUP ROOM
PERCUSSION WARM UP
PERFORMANCE GYM
JUDGES ROOM
CRITIQUE ROOM
FLOOR FOLDING AREA
GENERAL WARM UP
PROP LOADING & UNLOADING
PROP STORAGE

VOLUNTEER STATIONS:

Set Up Crew (10 students) Report 2 hours before first unit performs

Unit Check In (2 adults)

Student Guides (1 Student Per Unit)

Spectator Admission Table (2 adults)

First Aid (person who is first aid certified)

Sound Table (1 student)

Spectator Entrance/Exit Doors (minimum 2 each door)

Performer Entrance/Exit Doors (minimum 2 each door)

Timed Warm up room per room (1 adult)

Prop and Equipment Monitor (1)

Judge Runners (1)

Parking Lot with reflective vest and flashlights for safety (3-4)

Judge Host (1-2 Parents)

Concessions as needed

Trophy Presenter (Band/Colorguard Director, Booster Officer, Administrator)

Remember shows may run long hours and use volunteers in shifts.

Volunteer Job Descriptions:

Ticket Sales:

Take money & give out wristbands to verify payment to enter the gym. Admission for shows is to be NO MORE than \$8.00 for adults and \$5.00 for students.

(Contest Host will provide the wristbands or stamps for spectators and units)

Spectator Door Monitors:

2 people for each door to make sure everyone entering has a wristband/stamp.

Performance Door Monitors:

2 people to help assist in holding doors open for entering and exiting units. May also check wristbands or stamps for performing units seating.

Guard Check in:

This desk must be ready two hours ahead of the first performance time. Two adults will be needed at this post. Check-in volunteers will check in units as they arrive and write down the performer and floor crew counts. Also, they will stamp performer and floor crew hands. Any additional floor crew over 10 will be charged \$3 per person. Two transportation drivers may also be stamped. Students will be needed as guides to walk each group through the contest procedure.

Student Guides:

Should be available to guide units through the warmup and performance areas and be able to answer any questions from the directors. The student should locate their units 20 minutes before the warmup time. The student guide should be well acquainted with the contest flow.

Sound Table Monitor:

Assist sound table with music and air grams.

Warm up monitors:

There are two official TIMED warm up rooms for guard--body and equipment. Clocks are provided by TECA. When the unit's interval time is over the unit will exit the warmup area. The time will start when the last person in the unit enters the room. Monitors should make sure they have several copies of the warmup schedule in the room.

Prop & Equipment Monitor:

This person must be very adamant about padding of props and equipment. They need to be near the performance entrance and/or prop entrance. Damage to gym floors can easily occur if props and equipment are not taped properly. Anything that could damage a floor, like a wooden box corner, etc., regardless if it will be sitting on a mat during a performance it must be taped. Most floor damage occurs as a unit is entering or exiting the performance gym.

Concessions:

Plan the menu and set prices, make sure equipment needed is obtained and returned, oversee operation and volunteers, and handle money.

Judge Host:

Someone to plan and make or pick up judges' meals and snacks as well as to keep the judges' room stocked and clean. All meals must be approved by the Contest Director one week in advance of the show. Our judges are special guests, and we want them to be able to relax with a well thought out food plan and environment. The judges' room is restricted to Judging Personnel, TECA Contest Staff, and Executive Board members. There are often discussions that need to take place in the judges' room of a sensitive nature that need to be addressed, but should not be heard by additional individuals. Parents should always be discreet about giving the judges their privacy. **No students should be allowed to assist in this room.**

Set-up Crew:

Several volunteers will be needed to help set up the night before or the morning of the contest. All contest volunteers will need to be at the contest 2 hours before the first performance. A floor crew of at least 10 people will be needed during the set-up time to put out the circuit floor and to help with the unloading of the circuit equipment. A floor crew also needs to be available at the end of the last performance, before retreat, to fold and reload the circuit floor covering.

First Aid:

A First Aid certified person must be available throughout the entire contest, stocked with a first aid kit. The cell phone number of this person will be given to TECA Administrator prior to the start of the show.

Trophy Presenter:

This may be the booster president, band director, administrator, etc. This person will need to be available for each retreat or awards ceremony.

GENERAL INFORMATION

Contest Schedule: The President will set the contest schedule which will usually become final the Monday of the contest week. It is best to wait until notification from the President before printing any schedules. The Check-In time is the time when the unit comes to Unit Check In to partner with a guide. Units are to be checked in no later than 30 minutes prior to their first official timed warm up. If a unit has not checked in by the scheduled check in time, the contest Director should be alerted ASAP. Units may be checked in as soon as they arrive.

The Ready Line Time - is when a unit is ready to move to the official warmup areas.

The Warmup Time - is when the unit is scheduled to begin their official timed warm up, first body, then equipment. Time starts when the last person enters the official warmup area.

*Percussion will warm up on their own outdoors prior to their READY TIME.

The Transit Time - after timed warm up you will then move to the next location.

Sound Checks - may be done during a full break not in between units.

Percussion:

Percussion schedules are the same as the guard but may have additional transit time built in to move equipment depending on the venue. Percussion warmup areas will be outdoors. A contingent plan for inclement weather will be in place for warm-up.

Possible Items Needed:

Ask parents for ideas on companies volunteering or donating supplies (i.e., trophies, pencils, food for judges and concessions, wristbands, stamps & ink pads, poster board, markers/paint, duct & electrical tape, caution tape, extension cords, batteries, nametags, etc.)

When Contest Director arrives:

The Contest Director will arrive at least 2 hours prior to the start of the first performance (or the night before). Have a designated parking/unloading spot for the circuit. Have 10 student/adult helpers available to assist unloading contest equipment and to put out the circuit floor. The floor will be swept if needed and taped down. The Contest Director or TECA Board Member will walk the facility and make any changes or additions as necessary with the host representative. The clocks and sound system will be distributed at this time to the warmup areas. Warm up monitors will need to be available to learn how to work the clocks. The Contest Director will meet with Check In desk volunteers for any last-minute information. Check

In must be ready to run 1.5 hours ahead of the first performance time. The stands will then need to be taped for the judges' area upon Contest Director Recommendation. Caution tape will be provided for the stands. **Keep your steering committee small and your volunteer list large, someone will always cancel.** The contest host's #1 priority, while keeping the contest running on time and smoothly, is helping to make the contest a positive experience for the performers, directors and other involved participants. The TECA Contest Director will make all adjustments if needed at the contest and during the contest day. No changes to the contest flow or schedule can be made without the Contest Director's approval.

Preparing for Your Contest:

6-8 Weeks Prior

Double-check your availability of site. Have a parent meeting and decide on volunteer positions. Confirm contest routes within your organization. Begin discussing concession items. Start getting donations for supplies. Check on trophy availability.

4-5 Weeks Prior

Confirm donations or keep collecting supplies. Have another volunteer meeting. Discuss signage needed. Finalize menu and prices for concessions. Order trophies (1st, 2nd, 3rd for all classes/divisions represented at the contest.)

2-3 Weeks Prior:

Obtain a tentative schedule from the website — schedule is not final until the Monday of the contest week.

The Week of contest:

Wait for go ahead on schedule from the President via email. Acquire cash boxes with start-up cash for spectator entrance, unit check in and concessions supplies. Make all signs.

Day before Contest:

Setup as much of the contest site as possible if allowed to help elevate morning setup.

Day of Contest:

As Judges arrive, greet them and show them to the judge's room.

Check all stations and make sure all staff and supplies are ready for the day

Have the loading crew ready to assist the Contest Director.

During Contest:

Have the host available for any questions. Check on each station periodically.

After the final unit of the day:

Have a group of kids available to help fold the circuit floor.

Following the Contest:

Have a crew ready to help tear down the site, help collect circuit signage, and load the truck after the contest.

TECA CONTEST CHECKLIST DAY OF CONTEST

(Evening before when possible)

VOLUNTEERS:

Arrive at the contest 2 hours prior to the first performance.

Put up signage in school, parking lots, streets, and intersections.

PERFORMANCE GYM: Raise basketball goals and pull out stands. Center bars taken out of all doors possible, and duct tape the metal plate where the bars were removed. Set up 1 table and 2 chairs for sound people, 2 tables 6 chairs for TECA Executive Board, 1 table 1 chairs for T&P, and 1 or 2 tables for awards. 1 table for the contest host.

When the Contest Director arrives, tape off judges and sound areas. Sweep and tape down circuit floor covering.

CONCESSIONS:

Posters with lists of all prices, prep area with cash box and supplies Volunteer work schedule and program set up tables for patrons start up food that needs heating

GUARD CHECK IN:

Table/chairs for volunteers wrist bands for units.

Allow up to 30 performing members + 10 floor crew, 2 Bus Drivers free. Any additional crew \$3

Directors will be given 3 badges they MUST bring with them to every contest.

Supplies needed:

Money Cash box

Receipt book

Pens/Pencils/Markers

Schedule

Hand stamp

Runners (at least 4 at a time)

JUDGES' ROOM:

Set up tables, chairs, and set up tables for food. Make the room comfortable and inviting. Confirm food preparations (Check with Contest Director/President PRIOR TO CONTEST START for times food needs to be ready.) Check restrooms to ensure they are clean and supplied.

CRITIQUE ROOM:

Set up 3 tables and 4 chairs per table.

PERFORMERS' MEETING AREA:

Check that it is clean, clear, and set up

SPECTATOR TICKET TABLE OR BOOTH:

Set up a table with a cash box with change, chairs, and wristbands. Have copies of the performance schedule posted and/or ready to pass out

INSPECTION:

Directors must provide duct tape, electrical tape, etc.

(Failure to fix the issue will result in a penalty or not being allowed to use equipment or prop.)

TABULATION:

1 copy of the schedule

Electric power

SOUND TABLE:

1 copy of the schedule

Electric power

VIDEO AREA:

Electric Power

WARMUP GYMS OR AREA:

Put up signs and have copies of the detailed warm up and performance schedule posted.

Clocks (provided day of contest by TECA)

Sound system (provided day of contest by TECA)

VENDOR AREA:

Vendor area should be marked off for every expected vendor and a table provided.

Vendor Area for unit booth space for commercial sponsors (10x10 space suggest \$100);

TECA Sponsors (no charge).

- TMF (TECA Merchandise)
- Duran Photography