



# **SHOW HOST HANDBOOK**

Welcome to the WGASC, the largest Winter Guard Circuit in the United States!

In our continuing effort to advance the pageantry arts activity to new levels and to be at the forefront of the winter guard activity, the WGASC has compiled the following information as a reference for Show Hosts. The information in this document is only a guideline and may not work with all facilities. If you have any questions, please contact the Color Guard Coordinator or your Contest Director for further clarification.

The WGASC is a non-profit, youth organization which cultivates personal growth through competitive performance opportunities in an organized forum that promotes self esteem, education and freedom of creativity.

There are over 300 member units, competing in: 10 Scholastic classifications and 4 Independent classifications. The WGASC circuit sponsors 4 shows most weekends and is staffed by a 5 person Executive board, a 3 person Board of Directors, and a Director of Operations.

The WGASC is planning on awarding over \$15,000 in scholarships this year to its marching members. Funds are provided by 50/50 sales, championship video sales, and donations. If you would like to make a donation to the WGASC Scholarship Fund, please e-mail us today. The Scholarship Fund is a great way for everyone to show their support of the activity and the youth involved in our activity.

On behalf of the WGASC E-Committee, Board of Directors and Staff we look forward to a fantastic season and the ability to work with your organization to provide quality show sites and competitive environments for our performers.

Sincerely,

Carl W. Nelson  
WGASC – Color Guard Coordinator  
PMB 334  
16027 Brookhurst Street Suite G  
Fountain Valley, CA 92708-1551

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# STEP ONE: NOW THAT YOU HAVE A CONTEST, THEN WHAT?

## Create a Checklist

Included in this booklet are examples of checklists to help you get started. Please feel free to add or delete items from the list. If you are unsure, do not hesitate to ask for help from your Contest Director. The purpose of the checklists is 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 tasks before them.

## Create a 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 but not limited to:

Concessions	Judge's Host	Check In
Spectators Needs	Programs and Awards	Inspection
Donations and Vendors	Gym Volunteers	Facilities
Security	First Aid	Committee Head

As Show Host 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. 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 Facilities

In your preparation for applying for a contest you already placed your intentions on the books. Now is the time to confirm with the school, athletics and district that your contest was granted. 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 concerns to your Contest Director. The more your Contest Director is aware of possible upcoming difficulties, the more they can be sensitive to them, and the Contest Director can help make those with the fears feel more secure.

### **Make Appointment With Your Contest Director**

At this point you may have already met your Contest Director. However, if you are new to hosting a contest, or a new site, it is required that the Color Guard Coordinator meet with you at your facility for a Site Inspection. At this time schedule a meeting to answer any questions that may come up. This meeting can be one on one, with the Contest Committee, or with your entire parent program.

### **NOTES:**

## **STEP TWO: PREPARING FOR YOUR CONTEST**

### **Meeting Deadlines**

WGASC requires each contest host to sign a contract detailing the expectations for the contest. It is very important that this document, and all the deadlines, are met and returned to the office. If you have any questions regarding the contract, please contact Scott Bilbruck, WGASC Director of Operations. A Sample Contract is located at the end of the Show Host Handbook for your reference.

### **Organizing Volunteers**

After you have established your Contest Committee it is important to recruit parents, family and/or students to assist the committee. A volunteer meeting is recommended at least 2 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. Make sure that you make it clear which jobs are for the parents and which for the students. Also, all students should be supervised by an adult.

### **WGASC Contest Equipment**

There are four zones for WGASC. Each zone is responsible for their Contest Equipment. This equipment consists of a WGASC Contest Floor Tarp, a sound system with cords, a set of speakers, a microphone, extension cords, and an Announcer's Handbook. It is the responsibility of each Contest Host to make arrangements to pick up the Contest Equipment from the prior show host in their zone. If you are unsure of which zone you are located, please refer to the Equipment Logistics Chart located at the end of the Show Host Handbook for your reference.

Once you take possession of the Contest Equipment, it is your responsibility to maintain the equipment. Make sure you plan for proper storage and sufficient personnel to set up the equipment the day of the contest. WGASC asks that each show host inspect the floor upon receiving it for any damage and cleanliness, and to make sure all the sound equipment is present. It will be your responsibility to keep the floor clean throughout the contest and prior to handing it over to the next show host in your zone. Make sure arrangements are made to have this task accomplished. If, upon inspection, you find damage to the floor or any sound equipment is missing, please contact the WGASC office or Carl Nelson – Color Guard Coordinator immediately.

## Donations

Donations are essential to the financial success of your contest. Please remember: **the more donations you receive the higher your profit margins.**

In your donation letter, remember to list your goals, your unit's successes, and your needs. You can either write specific letters, i.e. food donations, monetary donations, or you can write one letter to cover all possible areas. Make sure that the letter is signed and approved by the band director and is printed on official letterhead.

Keep records of who donated to your contest so that you can contact them in the future. 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 Moneymakers and Savers.

These letters should be sent out at least one month in advance of your show date. 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. Donations are the heart of your profit. Good luck!

## Check Facilities

Make sure that you are checking your facility availability every month leading up to your contest date. 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. Also, make sure that custodial and security is aware of your intentions for the contest. You need to 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, Saturday or Sunday.

## 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, will they need snacks, how many meals are required, **The length of your contest** – the more participants the longer the day will be which can impact your custodial, security, judge and staff costs, **Trophies** – make sure you are aware of the number of classifications scheduled in your contest and if there will be rounds. **Concessions**- if you are unable to get most of this donated your profits may be affected. The current WGASC Pay scale is located at the end of the Show Host Handbook for your reference.

## **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 and have a back up plan. 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.

The next 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, hotdogs, or chicken sandwiches. 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 boys 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 will you 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, who is not willing to donate food, to donate a paper good or condiment. 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 concession stands under order for the meal items.

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 provide supply and print charges and everything over and above is profit. This is also one to be careful. **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.

You can create a simple program on a computer and photocopy on to good paper. Make sure you leave room for spectators to write down scores and ranking results. This can be time consuming, but much appreciated by those attending the contest.

## **Preparation Checklist**

- Two labeled facility maps with the flow of the contest
- Work with Contest Director on half court decisions, front side versus back side, and where the circuit floor should be placed
- Make sure Instructor Packet Form is updated
- Find a trophy company that will work with your time frame and give a good discount
- Make a list of companies and stores to ask for donations
- Start to think about how you will pick up the WGASC floor and sound equipment
- Secure facilities on all calendars
- Look for evening lighting outside, if needed
- Make sure that enough space is provided in the warm up area.
- If any items hang from the ceiling that could interrupt a show they should be noted on the Contest Information form (i.e. cables, banners, lights, rafters, etc.)
- Rain Plan – There never seems to be an organized method to deal with rain. It DOES happen but seems to catch everyone off guard. Things to consider: indoor warm up and warm up times for that area, storage for belongings to keep them from getting wet and/or stolen, covered area for folding and holding floor

## **Volunteer Job Descriptions**

### **Parking Attendants**

Make sure the busses, vans and equipment trucks are parking in the correct lots for unloading

Make sure the spectators are parking in the lots closest to the facility

Make sure there are sufficient parking spots reserved for judges and WGASC staff

### **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

## **Volunteer Job Descriptions (Continued)**

### **Spectator Tickets (2)**

Someone good with figures to accept money and make change  
Someone to assist with wristbands

### **Judge's Host (2)**

Someone to organize and see to their meals for the day  
Someone to make sure they are getting enough to drink and a possible snack in the gym

### **Spectator Entrance (2)**

Someone insistent to check for wrist bands and to make sure no one enters or leaves during a performance.

### **Readyline (1)**

Someone to keep guards moving from warm-up to performance gym  
Someone to make sure no one enters or leaves during a performance.

### **Runners (3)**

They will need to take judges drinks and run DVR's and sheets to the tabulation table

### **Guard Check-in (4)**

Wrist bands for performing members  
Hand out schedules and maps  
Answer any questions

### **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

### **Programs & Trophies(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)  
When the schedule is produced, place the final order for the trophies  
Arrange pick up of the trophies and make sure they are engraved correctly

### **Guard Entrance to Performance Gym (2)**

Someone to check wrist bands 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

### **Three Week Checklist**

- Order any outdoor lighting equipment or tents that will be needed the day of the contest
- Set the volunteer schedule with exact shift times
- Finalize plans for picking up the WGASC Contest Equipment
- Make sure there is a plan in place for cleaning the floor prior, during, and after the contest
- Double check the website to make sure your contest information is posted correctly
- Determine vendor spaces and make a floor plan to make assigning spaces easier.
- Check with Contest Director for any changes

### **NOTES:**

## **STEP THREE: 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 Scott Bilbruck, Director of Operations, and passed on to you. Please remember that the schedule will not be final until 72 hours prior to your contest.

WGASC will divide a class into rounds if the entrant number exceeds 10 within a class. This will require that an additional set of trophies be purchased. The Contest Director should be able to let you know if this is a factor before the schedule is determined.

For your program, make sure that you arrange ahead of time for 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 Carl Nelson or Scott Bilbruck.

### **Phone Calls**

For the most part, either the Color Guard Coordinator or the Contest Director will be fielding most phone calls regarding your contest. Do not expect calls regarding contest spectator fees, directions or prop problems. Prop problems are mostly your call as the Contest Host. If you are unsure about a question, run it by your Contest Director, just to be safe. You can never ask too many questions or call too often. The more you ask up front, the less you have to deal with on 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 suggest 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 competes. Most units will arrive earlier than this. You may even want Check In to be there 2 ½ hours before the first unit competes. Breaks in the schedule are for the judges and staff to get caught up, so please make sure you always have volunteers working. 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 Director.

### **Vendors and Sponsors**

Vendors and Sponsors will be contacting you to set up rental space. Refer to the Vendor/Sponsor Code of Conduct located at the end of the Show Host Handbook for your reference.

## **Awards**

Plaques or trophies for 1<sup>st</sup> through 3<sup>rd</sup> place are required. Certificates for the other participants are a nice touch. Consult with your Contest Director before ordering your awards or printing your certificates for Unit names and schedule.

Suggested (but not limited to) plaque size: 8" x 10", 6" x 9", 3" x 5"

Suggested (but not limited to) trophy size: 4" up to 12"

## **Week of Contest Checklist**

- Order awards
- Complete program and have it printed
- 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
- Confirm facility request and availability
- Make sure all volunteer slots in the schedule are filled
- Acquire 2 cash boxes and change (spectator tickets and concessions)
- Confirm information for all checks needed
- Put together unit Check In packets (make sure to include map and schedule)
- Make at least 15 extra copies of the WGASC Spiel Sheet for Check In
- Pick up WGASC Contest Equipment
- Inspect the Contest Equipment for damage or missing parts and report to the home office
- Touch base with Contest Director

## **NOTES:**

## **STEP FOUR: 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 the nerves, but keep your cool and make sure that you are communicating with you Contest Director. If problems come up it will be within this time frame. Remember that you are not in this alone and that WGASC is here to help.

Do not forget to pick up trophies, make or print programs, and double check your supplies. At the end of this chapter is an example of a checklist that will help you to organize the days leading up to your event.

### **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 Director. 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. All meals will be eaten in the Judge's room. If you choose to set up a Hospitality Room for directors, it is acceptable for the judges and staff to serve from this room, but they will require a separate room for meeting. **Under no circumstances are the judges and staff to be served from the concession stand!** If you have any questions or concerns, please consult your Contest Director.

### **Contact Is VERY Important**

Make sure you are checking with your Contest Director. 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 Contest Director 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.

## **STEP FIVE: 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 possible, open up the contest floor so that it can settle overnight before being taped down. It is not necessary to set up the sound system. The Announcer will take care of it when they arrive the day of the contest.

### **If There Are Problems**

It is very possible that there will be unexpected problems. Make sure you have a contact number for your Contest Director, just in case. There is nothing that cannot be overcome.

### **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
- Open up contest floor
- Set up 1 table and 1 chair for Announcer
- Set up 1 table and 2 chairs for tabulation/DigitalJudge
- Set up 1 table for awards
- Hang signs

## **Night Before the Contest Checklist (Continued)**

### **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 1 table and 2 chairs

### **Judges' Room**

- Set up tables and chairs
- Set up tables for buffet table
- Decorate room
- Double check that you have service items, cooler for drinks and place settings

### **School**

- Pick up awards and programs
- Check all facilities to make sure they are clean and put together

### **NOTES:**

## **STEP SIX: DAY OF CONTEST**

### **Judges**

The judges will be at the facility at least 1 hour prior to the first performance. If your contest starts early in the day, having coffee ready is recommended.

Within the Judges' Room the judges will eat, prepare, and take their breaks. This room is off limits to anyone except judges, WGASC staff, WGASC Executive Board (when not competing a unit), and contest serving personnel. All contests will provide dinner and snacks. Saturday and Sunday contests may be required to provide lunch. Please contact your Contest Director. Ahead of time, the Contest Director will determine times for snacks. We ask that you provide healthy choices for all meals provided. If anyone has special needs you will be notified ahead of time. We ask that dinner is a hot meal.

**Under no circumstances will the judges be fed from the concession stand.** If you need a list of acceptable restaurants to get meals from it can be provided to you by your Contest Director. You can also ask a parent to cook a homemade meal to give that added touch.

Judges' paychecks need to be given to the Contest Director before the last break of the contest. The WGASC office will provide you with an Invoice detailing the judges, staff and amounts due. These checks will be handed to the Contest Director when they arrive at the facility the day of the contest.

### **WGASC Personnel**

Contest Director will arrive at least 2 hours before the first unit competes. Make sure you and your first shift are there at this time.

Tabulator/Digital Judge will arrive 1 hour before the first unit performs.

Announcer will arrive at least 1 hour before the first unit performs. If you are able to set up the sound system prior to their arrival that would be very helpful. If not, please make sure the equipment is in place. If you have any questions, regarding where the equipment goes, consult with your Contest Director. Sound checks will begin once the sound system is set up and fully operational. Please make sure Check-in is passing on this information to the first few units.

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

## **WGASC Supply/Equipment List**

The WGASC will provide the following supplies and equipment for all shows.

### **Sound system**

- 2 speakers,
- 1 sound box
- 2 speaker cables
- 1 extension cord

### **Floor tarp/cover**

- 1 floor cover
- 1 cart

### **Judging and Tote sheets**

- Full set of sheets for each adjudicator
- Full set of Tote sheets for each Caption

### **Tabulation and DigitalJudge Equipment**

- Laptop(s)
- Printer
- Extension cord(s)

### **Digital Voice Recorders**

- 15 DVR's
- Batteries

### **Wristbands**

- Performer
- Spectator

### **WGASC Scholarship Fund 50/50**

- 50/50 ticket
- 1 Can for tickets

## **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 Director updated on what is happening around the facility. You will be expected to make rounds throughout 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 Director. It is the Contest Director’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 Director. Do not be afraid to ask for help.

## **Retreat**

Your retreat ceremony will be scheduled into the day. Friday contests will have only one retreat ceremony. We will need a table to display the trophies for the ceremony. Retreat will be captains only. Captains will report to a predetermined area to line up for retreat. The Announcer will help organize the captains. Host unit officers are encouraged to take part in the retreat ceremonies.

## **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 gently nudging them toward the parking lot.

The WGASC Contest Floor will need to be thoroughly swept before folding. Make sure you have stiff brooms as well as the mop broom commonly used on the basketball floors. All dirt and debris must be removed from the floor before folding.

The sound equipment will be packed by the Announcer. It will still be your responsibility to store the Contest Equipment until the next host can pick it up.

Make sure to return any paperwork to the Contest Director, such as All Access Pass Forms. A sample of the All Access Pass is located at the end of the Show Host Handbook for your reference.

## **Day of the Contest Checklist**

### **Performance Gym**

- Tape off judges' area in stands
- Put up signs (in/out, etc.) See Samples located at the end of the Show Host Handbook
- Set up retreat table with trophies
- Tape off sound area
- Set up sound table with schedule, program, extension cords, chair, etc.
- Tape down contest floor with Contest Director approval

### **Spectator Tickets**

- Set up table with cash box, change, programs, chairs, and wrist bands

### **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

### **Guard Check-in**

- Set up tables with pens, markers, wrist bands and Check in packets
- Have a copy of volunteer work schedule, performance schedule, school map, blank spiel sheets

### **Inspection**

- Provide duct tape, electrical tape, tool box
- Have a copy of the performance schedule

### **Tabulation/Digital Judge**

- Program/Schedule
- 1 table and 2 chairs
- Envelopes for score sheets and recaps
- Ream of 8 ½ x 11 white paper

### **Warm up Area**

- Put up signs
- Make sure area is clear and evening lighting is ready to go

## **Day of the Contest Checklist (Continued)**

### **Judges' Room**

- Confirm arrival of food and snacks
- Start coffee and/or set out snacks
- Turn over paychecks to Contest Director

### **Dressing Areas**

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

### **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

## **NOTES:**



## *Winter Guard Association of Southern California*

### **SHOW CONTRACT February 11, 2012**

The show host and Booster organization will provide the following:

- Remit a \$100 show sponsor fee to the WGASC office by June 15<sup>th</sup>.
- Return signed contract to the WGASC office by June 15th.
- Turn in gym schematic, school campus map, and contest information sheet to the WGASC office by June 15th.
- Provide digital pictures on a disk of the gym floor, stands (Pulled out), entrance door, and staging area by June 15th.
- Delivery to the WGASC office a signed facility request form and contact person for verification by June 15th.
- Attendee at the Sept. 25th show sponsor meeting.
- Face to face meeting and site tour with assigned contest director before Nov. 15<sup>th</sup> (Host's which have held a contest in the last two years are exempt)
- WGASC floor tarp, sound system, and supply box must be picked up from the previous show in your area. If you are the first show of the year, the equipment pick-up is in Fountain Valley, CA. A logistics map will be provided at the Sept. meeting.
- WGASC floor tarp in place 1 and ½ hours before the show. It must be swept off, and spot cleaned to remove excess debris. It must be taped down using non-marking painter tape 1 hour before the contest.
- Suitable parking areas including traffic control for competing units' vehicles, busses and spectator parking.
- Prepare the contest floor at least one hour before the event. The floor must be equipped with two tables for the sound system, one table for tabulation, two tables for awards, gym lights turned on, basketball hoops pulled up, and the bleachers pulled out.
- Check-In area set up and staffed two hours before the event.
- Judges area marked off (Halfway up the stands and at the top of the stands on each side of the centerline.) The Timing and Penalty Judge will assist you with this.
- Aisles should be clearly marked providing easy access to the stands.

- Provide a room for the judges as well as the WGASC staff. Provide the meals for the judges and staff. The menu must be approved by the contest director one week before the contest.
- If a host publishes a program for the event, the WGASC will provide a one page ad supporting the Scholarship program and the ad will be run at no cost to the WGASC.
- Assign experienced and/or responsible people to the competitors and spectators entrances to take money and disperse wristbands.
- Provide runners to carry score tablets and DVR's from the judges to the tabulation area. The WGASC will provide all judging equipment.
- Provide all food and flower concessions and your school will retain all the profits from the sale of the food and flower concessions.
- Provide a table and 2 chairs for each sponsor scheduled through the WGASC office. Sponsors are able to have an information booth at each show. Host will be notified at least 72 hours before the show date if a sponsor is to attend.
- Sponsors selling merchandize must pay vendors fee to school. Fee schedule given at September meeting.
- Assemble a clean-up crew to clean your facility during and after the event. This includes cleaning off and folding the WGASC floor tarp.
- Clearly identify with posters/signs where changing facilities, bathrooms, concessions, gymnasium, warm-up areas, judges and tabulation areas are located at the site.
- Return *All Access* pass reimbursement form to the contest director at the conclusion of the event.
- Pay adjudicators, tabulator, and announcer by the last break of the show. A pay scale will be given at the Sept. meeting.
- Provide people to sell 50/50 tickets for the WGASC scholarship fund generating \$100 in profit or donate \$100 to the WGASC scholarship fund
- The Winter Guard Association reserves the right to cancel any contest up until 90 days before the show.

If all terms of this contract are met, your school will be reimbursed for *All Access pass* ticket sales at 100%.

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Director, Tesoro HS




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Scott Bilbruck, Director of Operations



		<u>25 W/ \$30</u>	<u>40 W/ \$30</u>	<u>65 W/ \$30</u>	<u>70 w/\$30</u>
<b>Judges Pay Scale</b>					
1 - 25 Guards	\$225.00	255	375	575	615
\$8 a guard after 25					

<b>T &amp; P Judges Pay Scale</b>					
1 - 25 Guards	\$140.00	170	240	340	360
26 - 40 Guards	\$210.00				
\$4.00 per guard after 40 guards					

<b>Tabulators/Digital Burners</b>					
1 - 25 Guards	\$120.00	150	210	260	270
26 - 40 Guards	\$180.00				
\$2.00 per guard after 40 guards					

<b>Announcers Contest Pay Scale</b>					
1 - 25 Guards	\$120.00	150	210	260	270
26 - 40 Guards	\$180.00				
\$2.00 per guard after 40 guards					



# WGASC

*Winter Guard Association of Southern California*

16027 Brookhurst Street Suite G  
Fountain Valley, Ca 92708  
Phone 714-839-3025 Fax 714-242-7386

# INVOICE

**DATE:** October 9, 2009  
**INVOICE #** 9113  
**FOR:** *Judge fees*

**Bill To:**  
Sample Friday Show

DESCRIPTION	AMOUNT
Equipment judge-	\$ 255.00
Movement-	\$ 255.00
EA-	\$ 255.00
GE1-	\$ 255.00
GE2-	\$ 255.00
T&P-	170.00
Announcer-	150.00
Tabulation-	150.00
<b>TOTAL</b>	<b>\$ 1,745.00</b>

Make all checks payable to **Individual person**  
If you have any questions concerning this invoice, contact N Scott Bilbruck, [Sbilbruck@wgasc.org](mailto:Sbilbruck@wgasc.org)

**THANK YOU FOR YOUR BUSINESS!**



# WGASC

*Winter Guard Association of Southern California*

16027 Brookhurst Street Suite G  
Fountain Valley, Ca 92708  
Phone 714-839-3025 Fax 714-242-7386

# INVOICE

**DATE:** October 9, 2009  
**INVOICE #** 9113  
**FOR:** *Judge fees*

**Bill To:**  
Sample Saturday Show

DESCRIPTION	AMOUNT
Equipment judge-	\$ 555.00
Movement-	\$ 555.00
EA-	\$ 555.00
GE1-	\$ 555.00
GE2-	\$ 555.00
T&P-	340.00
Announcer-	360.00
Tabulation-	360.00
<b>TOTAL</b>	<b>\$ 3,835.00</b>

Make all checks payable to **Individual person**  
If you have any questions concerning this invoice, contact N Scott Bilbruck, [Sbilbruck@wgasc.org](mailto:Sbilbruck@wgasc.org)

**THANK YOU FOR YOUR BUSINESS!**



# WGASC

*Winter Guard Association of Southern California*

16027 Brookhurst Street Suite G  
Fountain Valley, Ca 92708  
Phone 714-839-3025 Fax 714-242-7386

# INVOICE

**DATE:** October 9, 2009  
**INVOICE #** 9113  
**FOR:** *Judge fees*

**Bill To:**  
Sample Sunday Show

DESCRIPTION	AMOUNT
Equipment judge-	\$ 355.00
Movement-	\$ 355.00
EA-	\$ 355.00
GE1-	\$ 355.00
GE2-	\$ 355.00
T&P-	240.00
Announcer-	210.00
Tabulation-	210.00
<b>TOTAL</b>	<b>\$ 2,435.00</b>

Make all checks payable to **Individual person**  
If you have any questions concerning this invoice, contact Scott Bilbruck, [Sbilbruck@wgasc.org](mailto:Sbilbruck@wgasc.org)

**THANK YOU FOR YOUR BUSINESS!**





## Equipment Logistics

SET 1 LA/Ventura County	SET 2 Orange County	SET 3 Riverside/San Bernardino County	SET 4 San Diego County
<p><b>South Hills</b> Arcadia Royal Oak Arcadia Glendora Mayfair West Ranch Hart Royal Oak South Hills</p> <p><b>Edison</b></p>	<p><b>Valencia</b> Huntington Beach Marina Ocean View Costa Mesa Woodbridge Aliso Niguel Valencia</p> <p><b>Fountain Valley Marina</b></p>	<p><b>Vista Murrieta</b> Great Oak Chino Etiwanda Riverside King Riverside King Murrieta Mesa Chino Hills Chino Hills Vista Murrieta</p> <p><b>Huntington Beach</b></p>	<p><b>Mission Hills</b> Mira Mesa La Costa Canyon TBD Eastlake Del Norte Mission Vista</p> <p><b>Ocean View</b></p>

**Red Units: Schedule Pick up from Fountain Valley Storage Facility**

**Blue Units: Championship sites are responsible for scheduling equipment pick up from designated show sites and returning to Fountain Valley Storage Facility.**

ALL EQUIPMENT MAY BE PICKED UP THE EVENING OF THE PREVIOUS SHOW OR UP TO 3 (THREE) DAYS BEFORE YOUR EVENT. PLEASE REVIEW YOUR CONTACT LIST TO MAKE THE APPROPRIATE ARRANGEMENTS.



## **Equipment Liability Release**

I understand the Winter Guard Association of Southern California (“WGASC”) is not liable for any damage done to personal or school property in the course of transporting or working with WGASC equipment. Furthermore, the WGASC is not liable for any personal injuries incurred while transporting or working with WGASC equipment. I understand that equipment includes, but is not limited to, floor tarps, floor carts, sound systems, speakers and containers.

Conversely, I understand that the host school/unit is liable for any damage done to WGASC equipment while the equipment is in the possession of the host school/unit. This period of time extends from the moment the equipment is received to the time it is turned over to the next responsible show host.

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Signature

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Title

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Date

Please email to [CNelson@wgasc.org](mailto:CNelson@wgasc.org)



## VENDOR / SPONSOR CODE OF CONDUCT

1. A Vendor shall be defined as any entity desiring to sell goods and services to participants and spectators attending WGASC Hosted and Sanctioned events.
2. A Sponsor is defined under another document. In general, Sponsors do not sell goods and services on site, but may choose to display and provide information as to how their goods and services may be obtained.
3. Vendors shall be classified into three different categories:
  - I. Performing Unit Member affiliated Vendors (Performing Unit Members and their associated Booster Organizations)
  - II. Non Performing Unit Member Vendors
  - III. Non Performing Unit Member Vendors that are also Sponsors
4. Contests shall be classified into two different categories:
  - I. WGASC Hosted Contests
  - II. WGASC Regular Season Contests (not including above events)
5. Fee schedule (non-refundable):
  - I. **Performing Unit Members** who wish to sell items must pay a fee of \$25. This fee shall be paid directly to the contest host no later than two weeks prior to the date of the contest.
  - II. **Non Performing Unit Member Vendors** wishing to sell items at **WGASC Hosted** events will be required to pay a fee of \$150. This fee shall be paid directly to the WGASC. The fee for Circuit Championships is \$500. and covers all three days.
  - III. **Non Performing Unit Member Vendors** wishing to sell items at any **WGASC Regular Season Contests** shall pay the following fees directly to the contest host no later than two weeks prior to the date of the contest:
    - i. \$75 per Friday contest
    - ii. \$100 per Sunday contest
    - iii. \$125 per Saturday contest.
  - IV. **WGASC Sponsors** who also choose to sell items at **WGASC Regular Season Contests** shall pay the same fees as **Non Performing Unit Member Vendors**. These fees must be paid directly to the contest host no later than two weeks prior to the date of the contest.
  - V. As per contract stipulations, **WGASC Sponsors will not** pay fees for **WGASC Hosted Contests**: (these currently include)
    - i. WGASC Evaluation Show(s)
    - ii. WGASC Debut Contest(s)
    - iii. WGASC Invitational Contest(s)
    - iv. WGASC Championship Contest(s)
    - v. Any WGASC Hosted (Sponsored) events [i.e. regionals]



6. Vendor / Sponsor spaces for **Regular Season Contests** shall be determined by the contest host. If not specified, it shall be on a first-come, first-served basis. All vendors must make arrival arrangements with the contest host. Arrivals will be allowed up to one half-hour prior to the beginning of the contest. No space preference shall be given to any vendors. Final determination as to space location is at the discretion of the contest host. Contest hosts are encouraged to provide a space allocation floor plan to assist vendors and reduce confusion.
7. If not specified by the Contest Host, space allocation shall be defined as follows:
  - I. A 10' x 10' space
  - II. All tables, clothing racks, and boxes must be within the defined space
  - III. Additional space to the front, back or side may require payment of another space fee, at the discretion of the contest host
8. It shall be left to the discretion of the contest host to allow additional Vendors / Sponsors after the deadline of **Regular Season Contests**.
9. Vendors / Sponsors shall be responsible for all items they will utilize at **Regular Season Contests**. These items may include, but are not limited to the following:
  - I. Tables
  - II. Generators
  - III. Electrical or battery operated lights
  - IV. Tents or awnings
  - V. Chairs
10. Vendors / Sponsors will be respectful of the contest. No loud noises, such as generators, audible within the gym will be allowed. Audio volume will be monitored by the Contest Director who has final authority as to appropriateness.
11. Vendors / Sponsors are not entitled to hospitality privileges at **Regular Season Contests unless** specified by the contest host.
12. Vendors / Sponsors shall be responsible for cleaning of their designated space prior to leaving the contest site.
13. Vendors may not sell food items that may be deemed in conflict with the contest hosts concession stands. The Contest Director shall have final decision as to this content. In general, perishable food items may not be sold. Items such as rock candy on a stick, 'traditional fundraiser' items like popcorn tins and booster candy bars, may be sold, unless the contest host requests otherwise.
14. If a problem occurs with a vendor / sponsor, the Contest Director shall be notified. The severity of the situation shall be determined by the Contest Director and a **Vendor Violation Form** will be submitted to the WGASC office. It will be left to the discretion of the WGASC Executive Committee to determine a possible course of action.



**ACKNOWLEDGMENT OF RECEIPT OF THE WINTER GUARD  
ASSOCIATION OF SOUTHERN CALIFORNIA CODE OF CONDUCT**

This is to acknowledge that I have received a copy of the Winter Guard Association of Southern California Vendor Code of Conduct.

I understand that it contains important information on the Circuit's general vendor policies and on my privileges and obligations as a vendor. I will familiarize myself with the material in this document and I understand that I will be held to this code of conduct.

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Name (please print)**

\_\_\_\_\_ **Company**

\_\_\_\_\_ **Address**

\_\_\_\_\_ **City State Zip Code**

\_\_\_\_\_ **Business License Number and County/City**



**CHECK IN**



**NO FLASH  
PHOTOGRAPHY**



**CRITIQUE**



**HOSPITALITY**



**JUDGE'S AREA**



# JUDGE'S ROOM



**MEN'S**

**LOCKER ROOM**



**No**

**VIDEO TAPING**



# **UNIT VIDEO TAPING AREA**



**WOMEN'S  
LOCKER ROOM**



# **PERFORMER ENTRANCE**



# **PERFORMER EXIT**



# **PERFORMER RE-ENTRY**



**SPECTATOR  
ENTRANCE**



**SPECTATOR  
EXIT**



**TICKETS**



# TICKET PRICES

Adults, Senior Citizens, and Children 6 and over

**\$8**

Presale tickets for the WGASC Invationals and Championships are available online at a discounted rate.

[www.wgasc.org](http://www.wgasc.org)

Children 5 and under free



# **INVITATIONAL TICKET PRICES**

Adults, Senior Citizens, and Children 6 and over

# **\$10**

Presale tickets for the WGASC Invationals and Championships are available online at a discounted rate.

[www.wgasc.org](http://www.wgasc.org)

Children 5 and under free



# DEBUT TICKET PRICES

Adults, Senior Citizens, and Children 6 and over

**\$8**

Presale tickets for the WGASC Invationals and Championships are available online at a discounted rate.

[www.wgasc.org](http://www.wgasc.org)

Children 5 and under free