



# EVENT HOST MANUEL 2019

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# WELCOME

Greetings WBA Event Host,

Congratulations on being selected to hosting a WBA event; it is an honor and privilege to serve our students and we're happy to have your support. This manual includes all the pertinent information you'll need to successfully host the event. Please read through the entire manual to understand the requirements and expectations. If you have any questions please feel free to contact us. Thank you again for partnering with us to create memories of a lifetime for our students.

## EVENT HOSTING GENERAL INFORMATION

Any school who wishes to host a WBA sanctioned event is welcome to fill out the WBA Event Host Interest Form, available after December 1<sup>st</sup>. A preliminary season calendar will be presented at the annual member meeting by WBA Administration.

- You are not guaranteed to host an event by filling out the form.
- Hosting opportunities are prioritizing by WBA Administration.
  - o Host must be a member of WBA.
  - o Previously and continuously held WBA sanctioned events are given first priority then previous events not held the year before will be second priory and then new events will be given third priory.
  - o Decisions are based on but not limited to seniority, venues availability, venue location, facilities, and survey results.
- WBA Administration will contact you to confirm details and to schedule a site visit.
- WBA Administration will confirm details with all event host individually before anything is published publicly.
- Confirmed Event Hosts will complete an Event Host Agreement and follow the guidelines provided by WBA and Event Host Agreement.
- Please refer to the Event Host Information Section for more information.

**Event Host Participation** – Host ensembles are encouraged to participate in their own event, Host have the follow options:

- *Competitive* – If an ensemble decides to compete, it will compete at the same time and class as any other entry to the event, however the host will have the option of performing last in the class. The score will be included on the recap sheet and will be included at the awards ceremony.

- *Adjudicated Exhibition* – The ensemble may perform “out of class” in the event. The ensemble will receive recordings and scores. The score will not appear on the recap, and will NOT be included in the awards ceremony.
- *Non-Adjudicated Exhibition* – The ensemble will not receive scores or commentary.

Hosts must communicate with WBA Administration before **September 1<sup>st</sup>** regarding their participation plan so that schedules can be created accurately.

Hosts do not have to pay for an entry fee for their own event, however, if their performance is anything but non-adjudicated exhibition that will count toward their total band’s entry number for hosting invoicing purposes.

### Important Event Host Dates

- December 1<sup>st</sup> – Event Host Interest Form Released
- April 30<sup>th</sup> – Event Host Receive Host Agreements
- September 10<sup>th</sup> – Additional Entries will be Invoice to Host

## 2019 EVENT HOST INFORMATION

### Event Host Timeline

To help ensure your success, please follow this basic reminder list as a guide to helping you hosting a WBA Event.

December – Fill out the WBA Interest form, this form will be available online about 2-4 weeks after championships.

January/February – Attend the WBA Annual Meeting, the season’s preliminary schedule will be discussed. Survey results from the past years events will be shared with event host.

February/March – Confirm facilities, and communicate any adjustments with WBA ASAP.

April – Registration opens April 15<sup>th</sup> and closes September 1<sup>st</sup>.

May/June/July – Advertise your event, secure vendors needed, coordinate volunteers, draft the director’s packet and maps, and designing your souvenir program.

August/September – Check your deadlines with WBA and vendors, arrange your announcer and concession/hospitality plans. Schedule the performance or recording of the star-spangled banner.

14 days prior to event – Check final schedule with WBA, finalize and released director packet, maps, and any ordering. Verify your announcer arrival time (1 hour before start of event) and confirm the Star-Spangled Banner performance. Verify with school officials that all lights, sprinklers, power at the field, gates, and other facilities are ready for your event.

7 days prior to event – Confirm volunteer assignments, follow up with school on facilities and contact phones numbers, confirm the script for announcer with WBA, and verify your competition suite login.

7-5 days prior to event - Coordinate with WBA Travel and Logistics to confirm adjudicator and event staff travel, parking, transportation, meals, and other details needed.

Day of the event – Check that PA system and field power are working properly, the field is painted or marked correctly, signage is present, and the checklist items have been attended to.

# 2019 EVENT HOST INFORMATION

## Director Packet Required Contents

The following guideline must be represented in your director packet, these are in order of importance. You can add to the list but you cannot subtract.

- Ticket Sale Information
- Box Office Details
- Directors and Parking for Spectators
- Spectator Seating
- Programs
- Concessions
- Airgrams
- Merchandise Sales
- Restrooms and Changing Facilities
- Photography & Video
- WBA Staff and Adjudicators
- Weather
  - Rain and other inclement weather plan for your venue.
- Health and Safety
- Band/Director Check-in
- Directors and Parking for Participating Bands – including bridge warnings with weight and height limits as well as any DOT construction in your surrounding area.
- Participating Bands Meal Information
- Warm-Up Areas
- Band Field Performance Entrance/Exit
- Performer/Staff Re-Entry
- Student and Chaperon Seating
- Volunteers
- PA/Sound & Awards
- National Anthem
- Staff Viewing Area/Sound Mixing Area
- Field and Hash Marks
- Critique
- Maps - including large overview of campus, detailed overview of parking/warm up, and stadium flow.

## COMPETITIONSUITE

Western Band Association uses CompetitionSuite for all commentary and scoring <https://competitionsuite.com/login/>.

If you need to change or add access to your bands CompetitionSuite WBA Page access please contact WBA no later than 7 days from your first scheduled event.

WBA will release scores and recaps via CompetitionSuite and will NOT be providing printed recaps during the awards ceremony, printing will be at the discretion of WBA Administration.

## TICKET SALES

Ticket sales for sponsored events are at the discretion of the event host, per the event host agreement. Super Shows and Championships will be under the direction of WBA.

Pricing and other details will be released by event host in advance of the event and will be posted on site at the box office.

## MERCHANDISE

WBA partners with PepWear for merchandise sales at all WBA events. Event Hosts and WBA Administration will communicate merchandise sales and advertise appropriately if PepWear will be at an event. If PepWear will not be at a WBA event, host will follow Host Agreement for selling merchandise at the event.

## CRITIQUE

WBA will host critiques at certain events, these can be at any type of WBA sanctioned event, depending on factors not limited to adjudicator availability, event hosts, and facilities. Details and registration information will be published in advance of the event and will include information such as any cost, dates, times, and other important specifics.

## EVENT PROCEDURES

- Event Schedule Standard
  - Events with 10 participation bands or less
    - Event starts at 6:00pm and works backward from there
  - Events with 11 participation bands or more
    - Events will end the event with the last band performing at 9:00pm and awards to start at 9:30pm.
  - Publication of preliminary schedules
    - Draft Schedules will be posted by Labor Day
- Event Packets
  - Packets and Schedules are finalized 2 weeks before an event
    - Preliminary schedules will be available after registration closes, by Labor Day.
    - Updates that occur after an event packet is released, will be released the Wednesday before the event.

- Updates that occur within 48 hours of the event will be directly updated to directors in a timely manner and will be utilized, but not limited to emails, phone calls, and text message.

## CONTEST AWARDS

All WBA field competitions will include the following awards that may be in the form of trophies, plaques, acrylics, printed certificates, or band-oriented merchandise. These awards will be given in all classes.

Verbiage listed below must be used on any printed or scripted award material:

Sponsored and Super Show Events:

**1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place in Each Class.**

**Best Music** in Each Class: Individual Music + Ensemble Music

**Best Visual** in Each Class: Individual Visual + Ensemble Visual

**Best Effect** in Each Class: Music Effect + Visual Effect

**Best Percussion** in Each Class: Percussion

**Best Auxiliary** in Each Class: Auxiliary

Class Championships:

**Participation** - all participating bands minus the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place finishers  
Members receive commemorative entry wristbands and patches

**1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place in Each Class + Banners and Medals (1<sup>st</sup> place only)**

**Best Music** in Each Class: Individual Music + Ensemble Music

**Best Visual** in Each Class: Individual Visual + Ensemble Visual

**Best Effect** in Each Class: Music Effect + Visual Effect

**Best Percussion** in Each Class: Percussion

**Best Auxiliary** in Each Class: Auxiliary

Grand Championships:

**Participation** - all participating bands minus the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place finishers  
**1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place in Each Class + Banners and Medals**

**Best Music** in Each Class: Individual Music + Ensemble Music

**Best Visual** in Each Class: Individual Visual + Ensemble Visual

**Best Effect** in Each Class: Music Effect + Visual Effect

**Best Percussion** in Each Class: Percussion

**Best Auxiliary** in Each Class: Auxiliary

- The show host will present awards as listed above, host may welcome any school official/representative onsite as well.
- During Championships, event hosts, school official/representative onsite, and/or WBA Board of Director Members onsite will present awards.



- The scores and caption awards for all competing bands will be announced during the awards ceremony. Scores for caption awards will not be announced.
- In the case of a bottom-line tie between two or more bands, the tie will be broken by ranking the bands based on the winner of the combined music and visual effect scores. Should a tie still exist, the combined music performance scores will be used to break the tie. The tabulator will be responsible for bringing the tie to the attention of the chief judge.
- In the case of a tie in caption awards, a duplicate award will be procured and mailed to the secondary winner.

## Documents

All documents will be accessed on the WBA website, unless otherwise designated.

[2019 Announcer Sheet](#)

[2019 Announcer Program](#)

SSB recording available on request

## SCRIPTS & ANNOUNCERS

WBA will provide hosts and event staff with templates for the overall script for the event as well as the script for each band's entry onto the field. The host and WBA administration are responsible for making sure all information is correct. The tabulator will provide the final score script for the announcer and will be available for any questions or coaching needed.

Are we required to use the script?

- **YES**
  - Additional information may be added such as special announcements that pertain to your event, those locations are highlighted in the script.
  - Host are responsible for securing an announcer, unless otherwise communicated with WBA administration.

Announcers will work closely with the T&P Judge, Tabulator, and Chief Judge on the day of the event.