



***Atlantic Indoor Association***

## **Event Partner Handbook**

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## PART 1: GENERAL INFORMATION

### Purpose

It is the Atlantic Indoor Association's (AIA) goal to provide all competitive units with the best experience possible at each contest held during the indoor season. No matter which region a unit competes in, the contests should be run the same.

The purpose of this handbook is to provide the event partner with information pertaining to the partnership between AIA and the event partner as well as set forth standardized procedures to help event partners understand AIA's requirements for running a contest; allowing all participating units to have the same competitive experience.

### Ethics, Conduct, and Behavior

All representatives of AIA are expected to behave in an exemplary manner and be an example for the participants we serve. Courtesy, clean language, high standards, appearance, and personal conduct in and around a contest should be above reproach. Care should be taken in social settings so the image of AIA is maintained at the highest level. Inappropriate conversations or remarks, about any unit, performers, the event partner/volunteers or the adjudication process, is unprofessional and should not occur. **One never knows when an innocent comment or act will be taken out of context with damaging results.**

### Role of the Contest Coordinator

The Contest Coordinator (CC) is the service link between AIA, the contest host, the directors and their units, the judges, and the spectators. Communication must be ongoing and equally open to every group within the circuit. The list below indicates some of the areas that could fall within the CC's duties:

- Maintain communication with the AIA Executive Board of Directors (EBOD) to keep up to date on any changes and inform the EBOD of needed information or adverse situations.
- Maintain open and healthy communication between the Judging Panel, Chief Judge, event partner, unit Directors and other AIA Staff.
- Enhance the growth of AIA by promoting and supporting each area of the arts equally; color guard, percussion, and winds.
- Serve as a source of information for Directors, units, event partners, and judges.
- Serve all contests within the circuit equally.
- Maintain current awareness of rules and interpretations.
- Assure all AIA contests are run in a similar manner to benefit the units.
- Serve and assist the event partner during their planning process in the weeks leading up to their contest as well as on the day of their contest.
- Assure competing units are aware of any conditions or problems that may arise at the contest.
- Record damage at contest caused by any unit (scratches on floor, broken lights, etc.). The Timing and Penalties (T&P) Judge should be directed to note it on the penalty sheet as well.
- Is the main point of contact on the day of the contest for any matters that arise concerning the administration of the contest. (Example: If the schedule needs to be adjusted, inclement weather issues that may cause delays, changes to maps/flows, situations that involve performers/directors that may arise, and etc.)

- Will make themselves available to meet with each event partner and their booster organization at any time to ensure they are prepared and comfortable with the task of running an event.
- Will provide each event partner with a reminder list during the week leading up to your event. This list consists of last-minute items event partners may forget.

### **Relationship**

AIA would like to thank you, the event partner, for graciously offering your facility and your many volunteers so that we can provide the young performers with educational, positive, and competitive experiences throughout the indoor season. Only through our relationships with the event hosts can AIA continue to grow as an organization.

### **Part 2: THE CONTEST**

An AIA contest is one of the most significant events of the indoor pageantry season. Many units will experience AIA or the indoor activity in general for the first time in this setting. Parents, boosters, sponsors, school administrators, and fans will form their first impression of this organization at a contest. This first impression can have a lasting impact on their future participation. The professionalism with which a contest is run is paramount. The following philosophy statement is applied at the WGI World Championships and should also be applied at each contest sanctioned by AIA. This statement has been modified to reference AIA as appropriate.

*“AIA’s contest personnel are assigned to serve the needs of participating units before, during, and after their competitive appearance. Units are not here to serve us. Our objective is to have each unit prepared and ready to compete on time, and to make their competitive experience with us an enjoyable one. The contest experience is not designed to be a series of arbitrarily arranged steps. We allow as much flexibility as possible for participating units while remaining fair and consistent to all. We do, however, expect all units to respect each other’s rights. It will never be our intent to appear autocratic or insensitive while continuing to recognize the need to run an efficient and appropriately controlled event. All units will be treated in a fair and consistent manner regardless of class, accomplishment or geographic representation.”*

AIA’s success is directly attributed to the care and concern shown for the participating units on all competitive levels. We expect this to continue and be manifested at all contests. As a general guideline for contest conduct and how to handle any unforeseen problem, use your own good judgment or check with the appropriate AIA Staff member/representative as quickly as possible. The information below will assist you in the consistent administration of your contest(s).

### **Awarding Contests**

Final decision as to where a contest is located rests with the AIA Regional EBOD. There are many factors involved when selecting the event partners for an upcoming season. No decision is ever made on a personal basis and final decisions are never easy as those not selected will surely be disappointed.

### **Criteria to Award Contests**

The following considerations are reviewed when selecting an event partner:

- Completeness of the event partner application.
- Timestamp in the event that a parameter is needed to determine a host location.

- Quality and location of contest site. Site specifications should be able to accommodate guard, percussion, and winds units at their facility.
- Ensure the event partner can provide enough volunteers to adequately run a successful contest.
- Review of the previous indoor season's event feedback questionnaires to take the AIA community input into consideration.
- Input from the Judge Coordinators.
- Needs of the performing community.
- Evenly distributed locality to accommodate various regions of our competing units.
- Must be a member in good standing.

### **Costs to Sponsor a Contest**

Sponsorship fees are based on the number of registered units at a particular event. This fee covers some of the costs associated with the judges (travel, hotel, and fees), and the AIA staff assigned to your contest. The event fee structure will be reviewed at the beginning of each season and those fees will be posted on the AIA webpage.

Additional costs may be assessed for special requests such as additional WGI judges. If more than two WGI judges are requested, the event partner is responsible for paying the WGI judges' transportation, hotel, and extra judging fees. Individual judge's fees vary based on experience and are determined by AIA/WGI. AIA will do its best to have at least one current or one previously qualified WGI judge at each show.

Invoicing for all contests will be issued to the event partner and CC during the week leading up to your scheduled event. The event partner can either pay via check or via PayPal. If paying by check, you can either remit payment to the CC at the end of your event or you can send payment immediately to:

Atlantic Indoor Association  
PO Box 2929  
Sanford, NC 27331

Paying via PayPal will require a \$50 service charge due to fees associated with paying via PayPal.

The event partner is responsible for the cost of awards. This cost will be reflected in the final invoice for your contest. Please see "Awards" section below for costs.

### **Contest Scheduling and Critique Sign Up**

A **draft** schedule for a contest will be posted on the AIA website under the event partner's event page no later than **three Mondays** prior to the contest date. An announcement will be posted on the AIA Facebook page as well as thru Competition Suite (CS) messaging when the draft schedule is posted.

A final schedule will be posted on the event partner's event page on the Wednesday before their event. Notification of the final schedule will be posted on the AIA Facebook page and CS. Any changes after Wednesday will be immediately communicated with the event partner and schedule

adjustments will be handled on the day of the event. The CC will provide the event partner with the most current copy of the schedule for copies and placement in the unit check in packets.

The CC will also announce via Facebook and CS when the critique signup has gone live in CS. It is the responsibility of the unit Directors to register for critique. See "Judges Critique" below for more information.

## **Contest Guidelines**

### **Site Specifications for Color Guard:**

- Competition area at least 70'x100' in size, per WGI Guidelines.
- Capability to raise basketball hoops in the performance area.
- Seating should be adequate for expected attendance based on date on contest, at least nine (9) rows high, front and back bleacher access is necessary.
- Individual Analysis judges are to be located at the bottom third of the bleachers. GE and Ensemble should be at the top of the bleachers. These areas should be defined and delineated in such a way to keep spectators away from judging areas. Judging areas will be reviewed and approved by the Chief Judge with assistance from T&P Judge.
- Adequate warm-up facilities for body and equipment. Equipment warm-up area should have 20 ft.+ ceilings (i.e. aux gym, auditorium)
- Large area for prop storage. It is recommended that this area is indoors or sheltered.
- Area for equipment and prop inspection.
- Area for floor refolding after performance; preferably inside.
- Separate entrance to performance area for performers and spectators.
- Locker rooms or classrooms for units to change clothing. Must be separate for male and female performers.
- Private or non-general use restroom facilities should be available for the judges and contest personnel.
- Private room for judges/AIA staff with food and drink.
- A concession stand or snack bar available during contest time.
- Area for unit booster tables with spectator traffic. All member units (participating in contest on contest day) can sell souvenir merchandise at all AIA sanctioned events at no charge (finals excluded) - food items excluded. Non-AIA members may be charged a vendor fee at the show sponsor's discretion.
- Separate area for unit check in.
- Parking facilities for unit parking. (Buses, vans, trucks, etc.)
- Parking for spectators.
- Separate parking spaces in the front roped off for judges that drive and AIA staff.
- Transportation to/from hotel and/or airport for judges may be requested by CC.
- Tabulation area should be in or near the judges meeting room. It should also be easily accessible from the gym. Tabulation may NOT take place in the gym where units are performing, unless it is placed in a room separate from Directors/staff/performers/spectators.
- **Ensure no other activity will be taking place on the same day in the same area. Especially one that also requires use of WiFi as this causes issues with the tablets functions, Director's capability to get their critique in a timely manner, and essentially slows the event process.**

- Facility maps for guard, percussion, and winds movement, gym timing line, facility pictures, and outside maps must be provided to the CC upon notification your school has been selected to host a contest, if this information was not already provided during the host application process. It is imperative that these items are provided immediately so competing schools can see the lay of the land prior to arrival at the school on the day of the event.

### **Site Specifications for Percussion/Winds:**

Same as color guard specifications with the following exceptions:

- Music Analysis judges should be located within the 5<sup>th</sup> through 8<sup>th</sup> row from the floor.
- General Effect judges, Visual Analysis judges and Sound Engineer seating should be in the top of the arena unless directed differently by the Chief Judge.
- Adequate warm up rooms (band room, choral room WITHOUT RISERS) where sound does not carry to the competition area. You will need to provide two warm-up areas because two groups will warm up at about the same time. Weather permitting, units may warm up outside.
- Two twelve-gauge power cords and power strips are to be placed at the front and back centerline in the competition area. These must have a minimum of 25 feet of cord to be used throughout the entire performance area. \*\*Of note...the North provides these cords along with the required power strips. South event hosts must provide extension cords and power strips. \*\*
- Doors must be of adequate size to allow for the instruments to be able to enter and/or exit the performance areas.

### **Contest Registration**

- AIA will handle all unit entries and will disseminate final information to the units and judges.
- Order of appearance for regular season events will be determined by randomization via CS.
- North Championships performance order for color guard will be seeded and then randomized via CS. Percussion and winds will be randomized via CS.
- South Championships performance order for color guard, percussion and winds will be randomized via CS.
- Unit entry fee must be paid in full no later than four Fridays prior to a contest. Failure to do so will result in forfeiture of performance slot and/or a unit's registration being dropped.
- All AIA Contests will offer the following classes: (except when a WGI regional is hosted in our region)

#### **Color Guard:**

IW	Independent World
IO	Independent Open
IS	Independent Senior
IA	Independent A
SW	Scholastic World
SO	Scholastic Open
SA1	Scholastic A-1 (National A)
SA2	Scholastic A-2 (Intermediate A)
SA3	Scholastic A-3 (Local A)

IRA	Independent Regional A
SRA1	Scholastic Regional A-1 (Intermed. Regional A)
SRA2	Scholastic Regional A-2 (Novice Regional A)
MS	Middle School
ES	Elementary School and younger

- All AIA contests will offer the following Percussion classes: (except when a WGI regional is hosted in our region)

#### **Marching:**

PIW	Percussion Independent World
PIO	Percussion Independent Open
PIA	Percussion Independent A
PSW	Percussion Scholastic World
PSO	Percussion Scholastic Open
PSA	Percussion Scholastic National A
PSRA	Percussion Scholastic Regional A

#### **Concert:**

PSCW	Percussion Scholastic Concert World
PSCO	Percussion Scholastic Concert Open
PSCA	Percussion Scholastic Concert A

- All AIA contests will offer the following Winds classes: (except when a WGI regional is hosted in our regions)

#### **Winds:**

WIW	Winds Independent World
WSW	Winds Scholastic World
WIO	Winds Independent Open
WSO	Winds Scholastic Open
WIA	Winds Independent A
WSA	Winds Scholastic A

- The deadline date for contest entries will be 21 days (or 4 Fridays) prior to the contest date. All deadlines for contest entries will be strictly enforced. **THERE WILL BE NO EXCEPTIONS.**

### **Electrical Requirements**

The contest area must have two dedicated 120V outlets; centered in the front and rear of the competition floor. A power strip or splitter **will not** support the electrical needs and is not a substitute for meeting power requirements. Please alert the CC if you cannot provide the required power.

In addition to the two outlets noted above, another separate circuit is needed for the Sound Tech and Announcer table at the front of the competition area and at the back for the AIA speakers. Neither of these outlets have to be located at the “center” of the competition area.

The CC will require power to the bleachers to allow the judges tablets to be plugged in all day. In the North, the CC requires sufficient power outlets to run 1-2 laptops, a printer, and charging stations for tablets and radios.

**\*\*Of Note\*\*** The North Region staff will provide all power cords and power strips needed to support the electrical needs of the judges during an event. The South Region show host must provide the necessary power cords and power strips for the judge's purposes.

### **Emergency Contacts**

Each event partner needs to provide an assigned individual who can accept phone calls at any time in case of emergencies (flight problems, unit problems, etc.) the day of the contest, preferably a cell phone at the contest site. This phone number will be placed on all final information to competing units. If this number changes, please notify AIA and the CC immediately.

### **Exhibition Performances**

Event partners that wish to include an exhibition performance to their contest, must notify AIA within the deadlines set for units in competition at their contest. Exhibition requests will be reviewed on a case by case basis by the EBOD. Requests should be submitted to your assigned CC.

### **AIA Trailer**

It is the responsibility of the show host to arrange transport of the AIA trailer from the previous contest site prior to their event. Point of contact information will be provided to you by the CC. The AIA trailer holds the floor tarp, carpeting, speakers, tool chests, and announcer/sound tech table. There are currently two floors for the North and one for the South.

For towing purposes, you will need a 2" ball hitch in order to pull the trailer properly. Ensure you collect any keys associated with the trailer door lock as well as the hitch lock from the school you are picking the trailer up from. Also, if there are tire blocks in the trailer (North Region), please make sure you use them and then return them to the trailer when packed up.

Pictures are included at the end of this handbook that reflect how the trailer will need to be packed. Please follow these pictures and ensure the trailer is packed neatly to ensure the longevity of the equipment. The CC and/or the AIA Announcer or Sound Tech will be on hand to ensure these pictures are followed (North Region only).

### **Gym Set Up**

It is always preferred that the gym be set up the Friday night before your event; especially if you have a large event (40+ units). Smaller events (less than 40 units) can be set up the morning of your event as long as the start time is a late morning/early afternoon start time. Either some or all the AIA Staff (CC, Announcer, and/or Sound Tech) will be at your location to assist with the gym set up (North Region).

### **Performance Floor**

If you are comfortable with setting up the performance floor on your own or you have set up the floor before, please ensure you follow these instructions on how to set it properly.

- Obtain the XLR sound cables from the pockets of the speaker covers; they are very long and there are only two of them so it will be obvious when you find them.

- The cables should be run down the center of the gym, directly under the center-line of the flooring. They are small enough that with the padding our performers do not notice them. Please place them about 2-3 inches apart and ensure they are not twisted before installing the floor above them.
- The cables are marked "SPEAKER" in red (North Region). That is the end of the cable that goes into the speakers. Please do not hook up the speakers. The sound tech will do this upon his arrival.
- There should be enough extra cable at the front of the gym so we can connect to the sound board, and likewise enough to the rear to connect to the speakers.
- The North Region will provide the sound table and it must be placed in the center of the bleachers on the spectator side of the gym.
- The South Region event partners will need to provide a table for the sound technician/announcer.
- The speakers will be placed towards the rear of the gym close to the center, but 10-20 feet apart. We have at times laid them down in the stands one row up, or placed them standing on the floor of the gym but this all depends upon the size of the gym.
- **Please do not tape the cables down**, this will allow us to adjust on show day. We will tape them down once the equipment is installed.
- When placing the carpet down, please leave a ¼ inch gap between each roll as you place the Velcro strips over that small gap to connect the carpets. By leaving the small gap, the carpet will not bunch up at the seams which causes bubbles in the floor.
- The carpet in the North Region has been marked with blue tape at the center of each carpet. Please make sure the blue tape is lined up with the 50 or center court of your gym.
- Use gaffers tape to tape down the two short ends of the carpet prior to placing the vinyl tarp on top of the carpet.
- Once the two ends of the carpet are taped, place the vinyl tarp down with the solid white line running across the front of the performance area. This is the out of bounds line and must be 5ft away from the bleachers in the front and back of the gym.
- When placing the vinyl tarp on top of the carpet, you must ensure there is a 5ft safety zone in the front and back of the gym. If you cannot offer the 5 ft safety zone; the bleachers in the back will need to be closed until the safety zone can be reached. Consultation with the CC and T&P Judge will be required.
- Tape the entire vinyl floor with either good quality gaffers tape or 3 inch wide black painters tape; pulling it tight as you move along the edges with the tape.

### **Judges Seating in Gym**

The judge's location in the bleachers is of utmost importance to the review of each performing unit. For the color guard portion of a contest, two judges are to be placed in the middle of the bleachers as close to the center line as possible and three or four judges are to be placed at the top of the bleachers as near to the center line as possible but with enough distance between them that there is no interference with giving commentary. For percussion and winds, one judge is in the middle of the bleachers as close to the center line as possible and three judges are placed at the top of the bleachers as noted above.

A music stand is required to be placed in the bleachers as indicated above for use by the judges.

## Judge Assignments

The Color Guard, Percussion and Winds Judges Coordinators will make all judges assignments. Tentative assignments are posted at the beginning of each competitive season, final panels are posted no later than 30 days (four Fridays) prior to a contest; barring any unforeseen issues that may arise. Championships judges will be posted the week leading up to the Championships date.

## Tabulation

Tabulation is a crucial component of the contest and extremely important to the units and judges. Event partners are responsible for providing **at least one adult** tabulator for each contest. This person should be familiar and comfortable working with computer programs. The CC will train the tabulator on the tabulation software prior to the contest. AIA will provide a laptop with pre-installed tabulation software and laser printer for the tabulation area.

The host will provide:

- WiFi access to include login and password(s)
- A ream of white paper
- Access to a copier machine if needed
- Stapler and staples

## Unit Check-In

Each contest is required to have a designated area for unit check-in. This will be “home base” for units and participating members to pick up contest information, go to with questions, first-aid or other assistance is needed with other situations that may arise. This location is **REQUIRED** to have the following:

- Unit packets that contain:
  - Current schedule
  - Facility maps (gym timing line, outside map, inside flow map)
  - A maximum of 10 wristbands for staff/volunteers (you may ask how many a unit needs to reduce the number of wristbands given)
  - Any other school related information the Directors/performers need to know
- Phone list of key contest personnel and volunteers or two-way radio for communication.
- A first-aid kit stocked with basic items unless a specified First Aid area is provided.
- Blank copyright forms and a list of schools that have not turned them in (provided the morning of the event by the CC). These forms are turned in to the CC at the end of the event.
- Credentials for the Directors and a credential signature page (provided the morning of the event by the CC).
- If your event has percussion/winds, please confirm with the Directors whether or not they will be utilizing their assigned practice room time, if they will only be practicing outside, or if they intend to do both. Relay this information to the CC AND the timekeepers in the respective warm up room.

## Digital Recorders, Tablets, and Runners

All Judges; Color Guard, Percussion, and Winds, will use tablets and headsets to make comments for each unit. All commentaries are automatically sent to CS for review by the CC and for the Directors to listen to prior to entering critique. All required equipment for this process is provided by AIA.

If for some reason there are issues with the tablets and headsets, the CC will need to distribute digital recorders to the judges for unit commentary. The commentary will be uploaded to CS by the AIA Sound Tech for Director listening. If AIA must use the digital recorders, it is the event partner's responsibility to provide at least two or three student runners to gather and swap the digital recorders. The CC will train the runners the morning of the event to ensure they are fully aware of what is expected of them.

### **Student Hosts**

Student hosts should be offered to the unit Director for the following classes only: CGES, CGMS, CGSRA2, CGSRA1, IRA, WSRA and PSRA. Keep a minimal number of students to serve as Student Hosts near unit check-in in the event a Director accepts the offer of a student host to assist them through their warm up transition. Please ensure your student hosts are well versed on the event, have a final schedule, maps, and flows. It is imperative that they are knowledgeable about all aspects of the event as the units noted above may be novice units with novice Directors and may be unfamiliar with an event process. Ensure the student hosts are courteous, outgoing, and friendly and ensure they report any issues to the CC. All other performing classes will not be offered a student host nor should one be assigned to them for any reason.

### **Warm up Areas**

#### **Timekeepers**

The event partner will provide only adult volunteers to act as timekeeper for each warm up room. AIA does not want to put a student volunteer into a situation where a Director or staff member of a unit challenges or questions the student on timing issues during warm up. Prior to each event beginning, the CC will meet with the timekeepers to ensure they understand how the time is to be kept and will be sure the individual is comfortable with this job.

The CC will prepare a detailed schedule which the timekeepers must follow to ensure the event remains on time throughout the day. Warm up timing intervals are determined by the unit's classification and specifics on how to properly keep time are noted on pages 23-25 of this handbook. The event partner is not permitted under any circumstances to add additional warm up time to a unit's warm up interval.

#### **Color Guard**

Each color guard unit will receive one (1) interval time of body warm up and one (1) interval time of equipment warm up. Color guard units are permitted to play their show music during warm; however, in the event the warm up space is shared, the units must be considerate of each other. Color guard units are not permitted to spin equipment during their body warm up interval. Equipment is only permitted during the equipment warm up interval.

#### **Percussion/Winds**

Two indoor warm up areas are also required for percussion/winds (Warm Up A and Warm Up B). Each unit will only use one area; however, due to the length of their warm up time, two rooms are run simultaneously. It is helpful to assign the units to a warm up room and either post the schedule with the units assigned to that room highlight OR created a sign that notes the name of the unit to warm up in that room (this is prepared for the event partner in the North as unit size is a key factor in this assignment).

Percussion units may choose to warm-up outside. The Director will make this decision based on the weather conditions. It is imperative that the event partner be prepared to provide information regarding county noise ordinances. It is also not unusual for a percussion unit that has warmed up outside to come inside at their scheduled time to continue with warm up.

The event partner must ensure there are current schedules provided to the timekeepers and that the timekeepers are informed when a unit is a “no show” or when a unit decides to just warm up outside.

## **Website**

It is the responsibility of the event partner to have documents detailing performance flow and venue provided to the CC immediately upon notification that your facility has been selected to host an event; if you did not include this information with your host application. These documents should include:

- site map detailing spectator parking, equipment un/loading, bus parking
- site map detailing warm up areas and pathways from one to the next
- site map detailing performance area
  - spectator seating
  - spectator entry /exit
  - performer entry/exit
  - competition timing line

Information provided during your contest host application process will be provided to member units via AIA’s website. Any additions or corrections to the information about your contest should be emailed to **your region’s CC**.

The website is also where you can find information on AIA points of contacts, scholarships, color guard, percussion, and winds specific information, AIA Governing documents, etc.

## **Copyright, Photography, and Videography**

There is no flash photography allowed at any AIA sanctioned events. Any video taken at AIA sanctioned events is for personal use only and may not be posted or made public in any way. As part of the agreement between the AIA and its member organizations, AIA requires all participating groups to comply with the copyright laws regarding performance and/or use of arrangements of copyrighted music, visual images and other materials, as well as the use of copyrighted audio, spoken text and display of copyrighted words and images. **If copyright violation is found to exist, disqualification may occur.** Event partners MUST clearly post these policies at all entrances to performance areas.

## **Unit Staff/Volunteer Wristbands**

In the unit’s check-in packet please include a **maximum** of **ten (10)** staff passes for each unit in competition. These passes are intended for the staff and/or parent volunteers.

## **AIA Credentials**

The CC will provide the event partner with the Director’s Credentials at each event until all credentials have been distributed. This distribution is done at “Unit Check In”. The volunteers at unit check in will also be provided with a list of Directors who will be expecting a badge and the quantity they should expect to collect. The Directors will need to sign for their credentials on a

signature page that will be provided to the “Unit Check In” volunteers the morning of your event. Once all units have been checked in, the volunteer will return any credentials that have not been picked up along with the signed credential list to the CC. The CC will do their best to separate guard, percussion, and winds Director credentials to minimize confusion as to why a particular Director badge may not be present at a future event. Ultimately it is the responsibility of the Directors to ensure the AIA credentials are provided to the other Director; should a program have color guard, percussion, and/or winds units at their school.

AIA will issue one Director credential to each registered member organization that will be honored at all AIA Sanctioned Contests. The credential must be physically present to be honored. It is the responsibility of the Director to retain their credentials. Lost credentials will not be replaced. Additional staff credentials may be purchased at an additional fee during the AIA member registration period and those additional purchased credentials will also be provided to the event partner for distribution. Director’s credentials remain the property of AIA and may be revoked at any time.

Non-AIA member Directors will not receive credentials.

### **Director Hospitality**

The event partner may provide a Director’s Hospitality area separate from the Judges area but is not required to do so. Access to this area is granted with the presence of the AIA credential and/or a staff wristband (staff should be with the Director). It is the event partner’s decision on what to provide to the Directors and their staff. It is the event partners decision on whether or not they wish to provide a Director Hospitality room; however, keep in mind some Directors manage more than one unit and could be at the event the entire day. It is for this reason that you are asked to consider providing Director’s Hospitality and keep this area accessible until the end of the contest.

### **Awards**

To create consistency at AIA Sanctioned Contests, a standardized award has been selected for use at ALL contests. These awards are provided by Crown Trophy located in Cary, NC. Crown Trophy will prepare the awards based on the event registration and will either send them to the event host (North Region) or to the CC the week leading up to your event.

It is the responsibility of the event partner to pay for the awards and this fee will be noted on their invoice. The cost for the awards will be evaluated each season and pricing posted on the AIA webpage.

### **First Aid**

Event partners are strongly encouraged to provide basic first aid services for visiting participants and spectators, as well as information regarding the nearest urgent care and emergency facilities. In addition to the **required first aid kit at unit check-in**, hosts are encouraged to have an available medical professional and stocked first aid kit in or near the contest performance area.

Please advise units of the location of first aid when checking in and ensure all contest volunteers know where to direct participants in the event of an emergency. A system must be in place to contact your first aid and medical staff by phone or two-way radio in the event of an emergency.

## **Emergency Preparedness**

Emergencies and disasters can happen at any time and often without warning. Prior planning, response, and recovery efforts must be established with the unique needs of our young performers, spectators, volunteers, staff, and judges in mind. Therefore; AIA will require your school's Emergency Action Plan for posting on your event page. In the event of an emergency, the school's main point of contact will keep AIA staff informed of any plan of action; to include communicating with local First Responders.

## **AIA Show Host Report Form**

AIA will require the event partner to complete the AIA Show Host Report Form. This form can be found on page 29 of this handbook and must be turned in to your CC at the end of your event. The purpose of this form is so AIA can monitor spectator attendance, maintain unit headcounts, and allow us to make educated adjustments to business practices as needed.

## **Part 3: JUDGING**

The CC supervises and implements the contest; maintaining the standards and procedures set forth by AIA in conjunction with the event partner. The Chief Judge serves as the supervisor for the adjudication process and is the liaison between the Directors, their units, and the judges relative to any issue of an adjudication nature.

### **Responsibilities of the Chief Judge(s)**

- Select the judging panel for each event.
- Arrive one hour prior to the contest start time and depart at the end of critique. The Chief Judge should not leave prior to the conclusion of the contest.
- Be present in the stands to view as many of the units (color guard, percussion, and winds) as possible.
- The Chief Judge or his/her designee must be present at critique the entire time.
- Adjust the judging panels as necessary due to travel problems or illness.
- Work with the CC, T&P Judge, and event partner to ensure judges placement in the bleachers is correct and workable.

### **Communication with the Chief Judge Prior to a Contest**

The CC communicates with the Judge's Coordinators no later than one week prior to the contest. The purpose of this communication is to review the schedule of the weekend, review all logistics, transportation, accommodation, contest and critique issues, and to assure the smooth execution of the contest. The CC will be responsible for communicating these agreements (as appropriate) with the event partner to assure these responsibilities are handled.

### **Judges Critique**

Critique is an extremely important part of the contest experience and must occur whenever possible. The critique procedure will be agreed upon prior to the contest. Critique sign up will be through CS and notification will be issued via the AIA Facebook Page and CS Messaging. Critique sign up will go live either the same day the draft schedule is posted or shortly thereafter. Sign up will be allowed until noon the Friday before a contest. It is the responsibility of the Unit Director to register for critique. If a unit has not registered for critique and there are still critique slots available, the volunteer(s) at "Unit Check In" may send the Director to the CC for addition to the Judge's Critique.

The critique location should be a room separate from dressing areas, contest sites, lunchrooms, etc. The T&P Judge or CC will time and expedite the critique.

Colorguard Critique will have four units at once in the process; one table for General Effect (GE), one table for Equipment, one table for Movement, and one table for Design. Units rotate from one table to the next, giving a full 12 minutes with the judging panel, or three (3) minutes per table. Requests for full panel critiques will be handled on a case-by-case basis through the Chief Judge, and if approved, would be scheduled at the end of the critique for all other units.

Percussion Critique will have four units at once in the process; one table for Visual, one for Visual GE, one for Music and one for Music GE. Units rotate from one table to the next, giving a full 12 minutes with the judging panel, or three (3) min per table. Requests for full panel critiques will be handled on a case-by-case basis through the Chief Judge, and, if approved, would be scheduled at the end of the critique for all other units.

Winds Critique will have three units at once in the process; one table for Overall Effect, one table for Music Analysis, and one table for Visual Analysis. Units rotate from one table to the next, giving a full nine (9) minutes with the judging panel, or three (3) minutes per table. Requests for full panel critiques will be handled on a case by case basis through the Chief Judge, and, if approved, will be scheduled at the end of the critique for all other units.

### **Judges and AIA Staff Meals**

While most sponsors do a superb and generous job in this area, this segment will serve as an aid for new sponsors or for those few sponsors who may not understand the Judges' needs during an event of this nature. Meals and refreshments should be provided for all judges, Sound Engineer, Announcer, CC, and tabulator(s). A total headcount will depend on the schedule and will be provided to you by the CC.

- The CC will provide details based on the schedule for what meals should be planned.
- Judges should **never** be directed to the event concessions for their meal based on time considerations to keep the event on schedule.
- Coffee and tea in the morning is extremely important. In the case of a Judges early departures from home or the hotel, breakfast or lunch when they arrive may be appropriate. If you are providing breakfast items, things such as oatmeal, yogurt, fruit, muffins, any sort of egg casserole and granola bars are appropriate and easy.
- Bottled water and a variety of regular and diet sodas are appreciated.
- Lunch and/or dinner might include hot soup, salads or casseroles, but is left to the discretion of the event partner.
- If there are any allergies that may be important for meal planning, the CC will provide this information and will work with the event partner as needed to provide appropriate sustenance for the judging panel.

### **Judges and AIA Staff Transportation**

There may be times when judges and AIA staff will be traveling to different airports where two or more airports service a contest site. There are very sound reasons for this choice. In some cases, departure times are better and in many cases airline ticket costs are lower.

The CC will work with the event partner to arrange for transportation to and from the airport or hotel. **Under no circumstances can a judge be kept waiting at an airport more than two (2) hours even if it means additional trips to the airport.**

- **Airport pickup South Region:** It is the judge's responsibility to advise the CC, AIA and event partner if other arrangements have been made. In the Southern Region, the Hyatt Place provides a shuttle service from the airport to the hotel. All arrangements will be from the hotel to site, if needed. If the event partner makes other arrangements, such as a shuttle, please notify AIA. AIA will keep all parties informed of air arrangements.
- **Airport pickup North Region:** It is the traveling judge's responsibility to advise the Judge's Coordinator, the event's Chief Judge, and the CC if they have made other transportation arrangements for the event they will be judging. The CC will communicate all transportation requirements to the event partner. It is the event partner's responsibility to provide the CC with the following information for ease in identifying the transporter:
  - Name of driver and their cell phone number
  - Make, model, color and license plate of pick up vehicle
  - Approximate time of arrival at hotel/airport

The above information will be relayed to the judges requiring transportation to the contest by the CC by the Thursday before the event.

- **Standard meeting point and means of identification for airport pickup:** If appropriate, all judges should be met at the baggage claim area of the airline on which they are traveling. An adult contest representative should hold a sign with large AIA lettering visible for the judge to recognize and thus establish contact.
- **Standard meeting point and means of identification for hotel pickup:** All judges should be waiting in the hotel lobby for transportation to their venue. Vehicle and driver identification will be as noted above.
- **Emergency contact:** The event partner must assign someone who can be reached by phone in the event of flight changes and cancellations. This is an area that is often neglected. In addition, your AIA CC will be available to assist you with emergency situations, should they occur.

### **Privacy in the Judge's Room**

Individuals permitted in the Judge's Room are Judges judging that day's event, AIA staff, Executive Board of Director Officers (as long as their units are not competing at that show), and Judge's Hospitality Volunteers. There are often issues of a sensitive nature that may need to be addressed, and which would be inappropriate for other individuals to witness or hear. Non-working judges, judges' families and/or friends are not to be in this area. There should be a consistent approach to security in the Judges' Room from contest to contest.

### **Role of the Contest Coordinator in Judging**

In the event a Director or Staff member approaches the CC with any questions relative to a judge or any phase of the judging process, that individual will be directed to the Chief Judge of the event. It is important not to comment on or express an opinion of any judge or the scoring procedure. Advise the Chief Judge if concerns are brought to your attention, to be sure that they can be addressed. Be

aware that all information involving the adjudication and scoring of the event is to be treated as confidential.

### **Timing and Penalty Judges (T&P Judge)**

The T&P Judge Coordinator will assign T&P Judges to AIA contests and they will be noted on the event pages at the beginning of the season. For rule interpretations, please direct all questions to either the T&P Judge, Color Guard or Percussion Coordinators, and the CC.

- **T&P:** T&P is an important part of the competition. Directors and their staff must familiarize themselves with the WGI Rule Book for their unit (Color Guard, Percussion or Winds) to ensure knowledge of the timing and penalties that could be assessed to their unit by the T&P Judge. The WGI Rule book will be used to assess any penalties to ensure consistency of judging across all AIA and regional contests.
- **Assessing Penalties:** The WGI Adjudication Manual and Rulebook is the last word for the T&P Judge. On rare occasions, the physical layout of the facility will make it necessary to allow for special considerations for timing based on the site. The T&P Judge and Chief Judge will use their best judgment in cases like this.
- It is at the T&P Judge's direction that a unit takes the floor to set up for their performance. It is recommended that the event partner provide an adult volunteer to assist with the release of a unit to take the floor. This adult volunteer will work with the T&P Judge to ensure timely movement of the contest.

### **Part 4: Event Checklist**

The checklist below is designed to assist the event partner in tending to the countless details which will make a contest run smoothly and efficiently. If the event partner sets up committees to evenly distribute the responsibilities amongst the volunteers, the checklist will aid that individual and the event partner in assuring proper attention to details is made. All items below might not apply to your specific contest, but it will cover every possible situation.

#### **Contest Site**

- two warm up areas; body and equipment/warm up A & B
- unit entrance and exit separate from spectator entrance and exit
- vendor area
- 5 foot safety zone at front/back sidelines
- judges area in stands (marked off with "CAUTION" tape)
- coffee/cold drinks/water/snacks in judges hospitality and in gym at judges seating
- tables and chairs
- Director's Hospitality (if providing)
- electrical power
- 12 gauge power cord and power strips (South) in front/back of performance area
- power cords and power strips for charging judges tablets throughout the day (South)
- School's WiFi password
- comfortable chairs for announcer and sound
- tabulation area

- music stands for judges in the bleachers (color guard 5/6, percussion 4, and winds 3)

### **Host Volunteers Needed**

- on site first aid
- tabulators (1-2 adults – only require 1 adult at a time but volunteers can swap out throughout the day; which would require the second adult)
- security
- judges area (adults)
- money areas (adults)
- crowd control
- unit control
- doors (adults)
- unit check in (adults)
- warm up areas (adults)
- spectator entrance/exit
- unit entrance/ exit
- judges runners (student)
- miscellaneous floaters
- parking lot as needed
- food service
- servers/sellers/clean up
- preparation of food for judges and AIA staff

### **Supplies**

- credentials (provided by AIA, to be handed out at beginning competitions)
- awards (may be sent directly to venue or brought an AIA staff member)
- radios (AIA North CC will distribute their own radios to key locations/volunteers. It is recommended the school have their own for communication purposes)
- extension cords and power strips (AIA North provides 12 gauge cords and power strips for percussion requirement)
- cones (have 2-6 available)
- tape (caution, duct, masking, gaffers)
- performer, volunteer, and staff wristbands (should be different from spectator wristbands)
- spectator wristbands

### **Tabulation**

- ream of paper
- stapler/staples
- tables and chairs
- trash receptacle

### **Judges**

- transportation for judges
- judges food
- airport and hotel information

**Signs (Hard copies of signs are either sent to the event partner or hand carried by the CC. Use of these signs is imperative for consistency at each venue.)**

- unit check in
- unit entrance/exit
- dressing rooms (boys/girls)
- warm up areas
- prop/equipment area
- inspection area
- body warm up area
- equipment warm up area
- competing unit entrance
- spectator entrance
- ticket sales
- judges room
- tabulation area (keep out!)
- announcer sound area
- first aid
- judges critique
- floor folding
- judges seating (for bleachers)
- sound engineer seating
- warm up area count down
- on deck
- prop, floor, equipment stow
- directional arrows
- countdown (5, 4, 3, 2, 1, 30 seconds)

#### **General Information for units**

- hospitals, medical centers
- police
- ambulance
- contact phone numbers
- emergency phone numbers
- show coordinator number

#### **Financial**

- event partner host fee
- ticket pricing
- cash and supplies
- cash boxes with cash for:
  - ticket sales
  - food sales
  - souvenirs

## Body/Equipment Warmup for Colorguard

### Warm-up Intervals for Class

Class	Interval Time
ES, MS, SRA1, SRA2	<b>7 minutes</b>
A3, A2, A1, Senior	<b>8 minutes</b>
Open	<b>9 minutes</b>
World	<b>10 minutes</b>

You must provide:

2-minute warning

1-minute warning (unit should begin packing up)

30 second warning (unit should be on their way out of the warm up area)

- Timing starts according to the schedule provided by the CC and/or as the first member enters the warm up area. If a unit is late arriving to their warm up, then their warm up time will consist of the time remaining in their warm up time slot. Strict adherence to the warm up times is imperative to keeping a heavily registered event on schedule and to ensure all units have an opportunity to participate in judges' critique.
- Next unit should enter as previous unit is exiting.
- Stick as closely to posted schedule as possible!
- First Line of defense against timing issues.
- Alert CC if unit is late or does not show.

## Percussion Warm Ups

### Warm-up Intervals for Class

Class	Interval Time
Concert A	<b>18 minutes</b>
Concert Open	<b>20 minutes</b>
PSRA, PSA	<b>18 minutes</b>
PSO	<b>20 minutes</b>
PSW	<b>22 minutes</b>

You must provide:

2-minute warning

1-minute warning (unit should begin packing up)

30 second warning (unit should be on their way out of the warm up area)

- Timing starts according to the schedule provided by the CC and/or as the first member enters the warm up area. If a unit is late arriving to their warm up, then their warm up time will consist of the time remaining in their warm up time slot. Strict adherence to the warm up times is imperative to keeping a heavily registered event on schedule and to ensure all units have an opportunity to participate in judges' critique.
- Next unit should enter as previous unit is exiting.
- Stick as closely to posted schedule as possible!
- First Line of defense against timing issues.
- Alert CC if unit is late or does not show.

## Winds Warm Ups

### Warm-up Intervals for Class

Class	Interval Time
WSRA, WSA	<b>18 minutes</b>
WSO	<b>20 minutes</b>
WSW	<b>22 minutes</b>

You must provide:

2-minute warning

1-minute warning (unit should begin packing up)

30 second warning (unit should be on their way out of the warm up area)

- Timing starts according to the schedule provided by the CC and/or as the first member enters the warm up area. If a unit is late arriving to their warm up, then their warm up time will consist of the time remaining in their warm up time slot. Strict adherence to the warm up times is imperative to keeping a heavily registered event on schedule and to ensure all units have an opportunity to participate in judges' critique.
- Next unit should enter as previous unit is exiting.
- Stick as closely to posted schedule as possible!
- First Line of defense against timing issues.
- Alert CC if unit is late or does not show.

## TRAILER LOADING IMAGES



## AIA Show Host Report

**This statement is due at the conclusion of your event:**

*The information obtained in this report is required for reporting associated with blanket copyright licenses that AIA holds through music licensing organizations such as ASCAP and BMI. The specific information will not be shared with the general membership.*

Name/Date of contest: \_\_\_\_\_

Location of Contest (please provide full site name and address):

\_\_\_\_\_  
\_\_\_\_\_

Unit(s) sponsoring the contest: \_\_\_\_\_

Show Coordinator Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please report the number of tickets sold:**

Type of Ticket	Price Per Ticket	Number of Tickets Sold	Total Amount Brought In:
Adult			
Student/Senior			
Child			
Other			
Total Number of Tickets Sold:			
Total Earned from Ticket Sales:			

**Gym Seating Capacity** (necessary for reporting to ASCAP):

Total Seating Capacity of Gym or Performance Area	
Number of seats unavailable for use by spectators (such as those sectioned off for the judges area)	
Total Seating Capacity utilized for contest:	

**Non-Ticket Attendance** (necessary for reporting to BMI in addition to spectator attendance):

Number of performing units in attendance	
Total Number of Performers	
Total Number of Staff Passes Given Out	

***Please attach a copy of your event program including the schedule for the competition to this form and give to your Contest Coordinator at the end of your event.***