



# 2019 EVENT PARTNER APPLICATION

## INSTRUCTIONS

1. Complete all pages of the application and return in one of the following ways:
  - a. E-Mail to [info@cwea.us](mailto:info@cwea.us)
  - b. Mail to P.O. Box 3614, Rock Hill, SC 29732
2. Applications must be **received** on or before **July 15<sup>th</sup>, 2018**.
3. Contact the CWEA Director of Events ([chazpaxton@me.com](mailto:chazpaxton@me.com)) with all questions.
4. Application must be complete in order for consideration – incomplete applications will be rejected and not considered for a show.

## Application Overview

This application collects all information regarding each individual facility so the CWEA can offer the best possible experience for our competing units. Incomplete or incorrect information can be detrimental to a unit's performance, so all information must be up-to-date and complete. Incomplete applications will not be considered – including applications from previous show hosts.

## Required Information

Please complete this form in its entirety and send to the address above with all required materials no later than **July 15<sup>th</sup>, 2018**. Once your building reservation is confirmed through your school district or other organization, copies of reservation documentation must be submitted to the CWEA Secretary.

## Required Materials

- Completed and signed show host application (this form)
- Contact Information
- Reservation Documentation
- List of three (3) preferred dates
- Hosting experience
- Prop loading/unloading/storage information and measurements
- Warm-up information and measurements
- Performance gym information, measurements, and logistics
- Facility layout map including routing (school diagram with locations to be used highlighted)
- Facility photos (digital on CD, emailed, or originals – photos must be labeled)

**PLEASE NOTE – ALL VENUES ARE ASKED TO PROVIDE NEW PHOTOS FOR THE 2019 SEASON**

## Announcement of Contest Schedule

The Director of Events will notify show hosts that are selected around August 15, 2018 (subject to change). The Contest Schedule will be announced via e-mail and the website around September 1, 2018. If there are open dates at that time, the Director of Events may inquire about further availability of your facility or interest in hosting additional contests. The season will have either two or three premieres depending on availability and geographic location. They will be the first two or three shows of the season.

**Sponsor Information**

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Sponsoring School and/or Unit

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Show Site Coordinator  
Parent/Booster)

Title (Staff Member, Director,

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Host Address

City

State

Zip Code

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Primary Phone

Cell Phone

E-Mail Address

**Day of Show Emergency Contacts**

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Name

Title

Cell Phone

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Name

Title

Cell Phone

Have you ever hosted a CWEA Contest before? *(circle one)*

**YES**

**NO**

List years hosting or other events similar to CWEA contest:

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**Proposed Contest Site Information**

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Facility Name *(School, Arena, Building, etc.)*

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Host Address

City

State

Zip Code

**FACILITY AVAILABILITY**

Please indicate below your available dates to host. Please note, due to the complexity of planning the event schedules, those who provide the most flexibility in scheduling will increase their chances of being selected.

<b>AVAILABLE EVENT DATES</b>	
1/19/2019	
1/26/2019	
2/3/2019	
2/9/2019	
2/16/2019	
2/23/2019	
3/2/2019	
3/9/2019	
3/16/2019	
3/23/2019	

Have you reserved the facility for the entire day? (*circle one*)    **YES**    **NO**

**If not**, what time will the facilities be available?  
\_\_\_\_\_

Will there be any other events scheduled in the building on the same day? (*circle one*)    **YES**  
**NO**

**If yes**, please list below:  
\_\_\_\_\_  
\_\_\_\_\_

What type of area will be available for unit's props and equipment storage?

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Where will units refold their floors after performing? (*circle one*)     **INDOORS**     **OUTDOORS**

Will the color guards and percussion units use the same door? (*circle one*)     **YES**     **NO**

Will the color guards and percussion units use the same warm-up facility? (*circle one*)     **YES**  
**NO**

Warm-Up Area Dimensions (**REQUIRED**):

Area 1: Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Ceiling Height: \_\_\_\_\_

Area 2: Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Ceiling Height: \_\_\_\_\_

Are there any special requests or additional comments about the warm-up facilities?

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Performance Arena Information:

Audience-Side Capacity: \_\_\_\_\_ Performer's Side Capacity: \_\_\_\_\_

# of Rows of Bleachers: \_\_\_\_\_ # of Rows of Bleachers: \_\_\_\_\_

Entry Door Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Removable Bar? (*circle one*)     **YES**     **NO**

Exit Door Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Removable Bar? (*circle one*)     **YES**     **NO**

Performance Area Size (measure from front to back (of bleachers fully extended), and side to side (wall to wall) (**REQUIRED**))

WIDTH (LEFT to RIGHT) \_\_\_\_\_ X DEPTH (FRONT TO BACK)

\_\_\_\_\_

### High-Speed Internet Connection

Beginning in 2014, the circuit began utilizing CompetitionSuite as well as other networked resources to administrate contests. As a site host, you will be required to provide access to the wireless and/or wired network at you facility. The circuit will require unrestricted access to certain sites.

## Photographs Checklist

Please include at least one photo of each of the following:

1. Performance Arena
2. View from top of bleachers looking down
3. Warm-up areas
4. Entry/Exit Doors
5. Prop storage area
6. Concessions area
7. Holding area
8. Prop Storage Area
9. Front/Main Entrance to Facility

**Previous applicants are excluded from submitting pictures.**

## Enclosures Checklist

Please ensure to include each of the following:

1. Facility Layout Map (labeled with warm-ups, flow, etc.)
2. Performance Gym Flow
3. Reservation Documentation

By signing below, I understand ALL expectations regarding what I (the host) am responsible for and what CWEA is responsible for. I have read the portion of the CWEA Handbook that outlines any and all expectations and guidelines set forth by the CWEA Board of Directors and I do hereby agree to act as an agent and adhere to any and all rules governing the CWEA Sanctioned Event. I understand that this application does not guarantee that I will receive a show assignment, however it simply states my desire to become a Show Host for the CWEA. I also understand that by signing below, I will be required to submit a signed contract confirming my date and responsibilities.

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Principal's Signature

Printed Name

Date

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Show Coordinator Signature

Printed Name

Date