

Dear Band Director:

Thank you for choosing to host an event with the California State Band Championships. We are committed to helping you provide the best platform for marching band competitions available. As part of our commitment to helping you provide a great experience for directors, instructors, students and parents, we have put together this show host manual. Please take a moment to read through it to ensure that you are familiar with our event hosting process.

We have already started taking registration information for your show through the competition suite website. You can check your current registrations at any time. Please keep in mind that because a band shows registered for a show does not mean they have paid their invoice. Bands who have not paid for your show will be removed 14 days before the competition.

Starting about 4 weeks before your competition, we will begin to reach out to you in an effort to help you coordinate your event. Our association manager, Sarah Mondt, will be your main point of contact for any questions or concerns that may pop up. You may contact her via e-mail at info@calstatebandchamps.org or by calling her cell phone at (951) 764-5988.

As always, feel free to reach out to me directly. I can be reached by email at mike.spillman@calstatebandchamps.org or on my cell phone at (714) 335-2167.

Sincerely,

Michael Spillman, President
California State Band Championships.

CSBC will provide:

- schedule
- trophies
- adjudication services (judges, digital audio recording and tabulation)
- participant registration
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Event Hosting Timeline

To help you stay on track, we have provided the following event hosting timeline as a guide to help you know what things need to be done and when. Please direct all participants to the CSBC website (www.calstatebandchamps.org) for registration and payment instructions. DO NOT take any direct payments for registration.

6+ MONTHS PRIOR TO YOUR EVENT

- Submit paperwork to reserve the following Areas:
 - Football Field
 - Warm Up Areas
 - Gym (in case of rain)
 - Cafeteria or Room for hospitality
- Verify with site administration that they are aware of your event and that it has been placed on the master calendar
- Put together a Parent Committee to help you coordinate the event.

3 MONTHS PRIOR TO YOUR EVENT

- Begin advertising your event to other band directors. (This is very important. DO NOT rely on CSBC or word of mouth to fill your event). Remember, the more bands you get the more profitable this show will be for your boosters.
- Send first e-mail invitation to the other band directors in your district and other contacts
- Verify that correct Insurance Policies are in place in accordance with your school / district's policies.
- Start committee for corporate donors

2 MONTHS PRIOR TO YOUR EVENT

- Send Printed Flyer to other band directors inviting them to attend your show.
- Begin designing the program for your show.

30 DAYS PRIOR TO YOUR EVENT

- Send welcome e-mail to band directors who are attending your show.
- Check with CSBC association manager to verify that all band have paid.
- Verify with site administration that the football field, parking lots, warm-up areas and hospitality rooms are reserved.
- Secure food donations for concessions / hospitality.

- Arrange for a professional announcer (CSBC can provide, for a fee of \$250; advance notice required 3 months prior to event)
- Secure outside vendors for your show.
- Send maps clearly listing parking / warm-up areas, list of vendors, welcome letter, and site specific instructions to CSBC for distribution.

14 DAYS PRIOR TO SHOW

- Check with CSBC for final schedule. Post links on your website as well as direct e-mails to band directors. (CSBC will also be communicating this information)
- Confirm access to stadium sound system, electricity for field, yard markers, bathrooms, and access to internet and/or wifi for the pressbox.
- Verify with maintenance department that the lights and sprinklers have been set appropriately for your show.
- Finalize program and send to printer.

1 WEEK PRIOR TO SHOW

- Verify that all trophies have arrived from CSBC
- Verify that the program has been printed and received
- Communicate with band directors who are attending your show
- Communicate with CSBC about your show
- Assign show host parent / student for each school

DAY OF PREPARATION

- Unlock press box and verify that sound system is working **DO THIS FIRST!**
 - If no Press Box, mark off adjudicator area in back middle of stands with 7 tables, 7 chairs and power. This must be centered at the top of the stairs.
- Set-Up Adjudication Area
 - Provide a minimum of 8 stations, 8 chairs and power for each station.
 - Provide a minimum of 1 student runner at all times, during competition.
 - Check field to make sure it is clear of debris / hazards.
 - Provide ream of paper for use of tabulator.
- Set up designated area for audio mixing: right below the press box, approx. 10 feet across, 3 rows.
- Check power on the field.
- Ensure that yard lines are clearly marked and freshly painted.
- Set up field markers on the field.
- Set up hospitality area
- Set up signs for to guide bands / parents
 - Bus Parking
 - Warm-Up Areas
 - Pit Entrance
 - Band Entrance
 - Quiet Zone

Minimum Standards

To ensure a certain level of quality at all CSBC shows, we have developed a set of minimum standards for each show. Please make sure to read this carefully.

REGISTRATION / PROMOTION OF YOUR SHOW

It is highly recommended that you actively promote your show to fellow schools / band directors. The more schools that attend your show, the more successful (profitable) your show will be. Shows with less than 10 bands in attendance may be canceled by CSBC, up to 14 days prior to the show.

CAMPUS GUIDES / SHOW HOST

You must provide / assign a minimum of 1 campus guide / show host for each band. This may be a student or parent volunteer. Make sure that the host is provided with a campus map as well as the specific arrival, warm-up, staging and performance times for their group. While it is ultimately the director's responsibility to make sure that the group arrives at each station on time, it is helpful if your campus guide is familiar with all of this information.

PARKING

Free parking must be provided for busses and support vehicles for each school (support vehicles are defined as vehicles that are providing transportation for equipment, props, and/or performers). Parking fees for spectators are left up to the show host school. Reserved parking for adjudication team is also required.

FREE ENTRY / COMP ENTRY FEES

You must provide free entry for all performers and band directors. In addition, you must provide a minimum of 1 free entry per 8 students for chaperones and instructors. If you wish to provide additional free entry passes to bands, you may.

ANNOUNCER

You must provide a qualified announcer for the day of your show. The announcer will be provided a script by the head judge that is to be followed for each group. If you cannot obtain an announcer, CSBC may be able to provide you with one for an additional fee of \$250. A minimum of 3 months notice is required for CSBC to acquire an announcer.

PRESS BOX / TABULATION AREA

It is required that you provide a covered area for the adjudication / tabulation staff. The adjudicator area must have a minimum of 8 stations/chairs for adjudication team, including power sources. If your stadium has internet access and/or wifi, it is recommended that you provide this to the adjudication team. Although, we supply our own wifi signals, there are some locations where wifi access is limited. Lastly, please provide a minimum of 1 judge runner that will be available to the adjudication staff throughout the entire day.

FIELD / PERFORMANCE AREAS

The field must be clear of debris and other hazards. Yard lines must be clear and freshly painted. Yard markers must be set up on the sidelines and clearly visible for performers and directors. Power must be provided at the 50 yard line (front sideline) and must be easily accessible.

CHECK-IN / DIRECTORS PACKET

A check-in packet should be given to each school upon arrival. The packet should include a program (if provided), hospitality information, seating information, schedule for arrival, warm-up and performance times, venue map, and awards information.

TOURNAMENT SCHEDULE

CSBC will publish the tournament schedule no later than 14 days prior to event.

The tournament schedule will be in order of registration by division. (First to register last to perform in each division). Only CSBC may change the performing division of a band / ensemble. Once a group has performed in a division, they may not change divisions under any circumstance. If a group must perform out of division, they should be reminded that their performance will not be counted toward semi finals placement.

The rules, philosophy manual and adjudication sheets are available on the CSBC website (www.calstatebandchamps.org)

Announcer's Script

INSERT HIGH SCHOOL NAME you may enter the field. You have 4 minutes until final call.

INSERT HIGH SCHOOL NAME. You have 3 minutes until final call.

INSERT HIGH SCHOOL NAME. You have 1 minute until final call.

Now taking the field is ***INSERT HIGH SCHOOL NAME*** from, ***insert location***

The ***INSERT HIGH SCHOOL NAME*** is pleased to present their 2016 program: **INSERT NAME OF SHOW**

Song Selections include:

INSERT SONG LIST HERE

INSERT HIGH SCHOOL NAME is under the student leadership of:

Drum Major(s)

Other student leaders include:

INSERT LEADERS

Under the direction of ***INSERT DIRECTOR NAME***, please welcome ***INSERT HIGH SCHOOL NAME***

(pause until set-up time expires)

Drum Major Is your band ready?

(pause for salute or band call to attention)

The California State band championships is please to welcome ***INSERT HIGH SCHOOL NAME*** to the field in competition. The judges are ready!

Post Show:

The ***INSERT HIGH SCHOOL NAME*** is under the direction of ***INSERT BAND DIRECTOR NAME***. Other staff includes: ***LIST STAFF IF AVAILIBLE.***

Competition Suite Information

SWJN / CSBC uses Competition Suite for all events. In order to register for an event, receive adjudicator commentary and view scores, directors must sign up for a competition suite account. Signing up with competition suite is easy. Visit www.competitionsuite.com to create a new account and view your group.

If a director is having trouble with their competition suite account, there is a full Help Database listed on the Competition Suite website. If they continue to have trouble, they may e-mail CSBC for assistance at info@calstatebandchamps.org.