



Event Host 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.

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.
- Send Maps Clearly listing Parking / Warm-up Areas, list of vendors, Welcome letter, and site specific instructions to CSBC for Distribution.
- 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 Director of Operations 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 one for a fee of \$250)
- Secure outside vendors for your show.
- Confirm that the information on your event page (CSBC website) is correct. Maps Clearly listing Parking / Warm-up Areas, list of vendors, Welcome letter, and site specific instructions.



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 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 Event 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.
- Set-Up Tabulation Area
 - Provide a minimum of 2 tables, 2 chairs, and power.
 - Provide a minimum of 2 student runner at all times during competition.
- Check field to make sure it is clear of debris / hazards.
- 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.

Entry Gate

Show host must provide personnel at the spectator entry gate, band entry gate, and pit entry gate to ensure that only properly credentialed individuals are allowed access to the performance area.

Ticketing

Show host should provide staff at the ticketing booth at least 1 hour prior to the beginning of the event. CSBC does not set ticket prices, but it is recommended that each host charge \$10-12 per ticket.

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.

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 10 students for chaperones and instructors. CSBC has provided each school with 1 Directors badge and 4 staff badges.

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 can not obtain an announcer, CSBC may be able to provide you with one for a fee of \$250.

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 7 tables / chairs for adjudicators as well as 2 tables and chairs for the tabulator / head judge. The area must also include power for each adjudicator as well as a separate power station for the tabulator / head judge. 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 2 judge runners 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 and clearly visible for performers and directors. Power must be provided at the 50 yard line and must be easy for performers/instructors to access during set-up.

Check-in / Directors packet

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

Tournament Schedule

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 finals placement.

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.

Rules, Judging Criteria, Announcer Script

The most current tournament rules, judging information, and announcer script can be found by visiting www.calstatebandchamps.org under the about section.