

Michigan Color
Guard Circuit

2018

CONTEST HOST
GUIDE

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CONTEST COORDINATOR CONTACT INFORMATION

Laura Goodman (248) 219 - 5867 20038 Maplewood, Livonia MI 48152 contestcoordmcgc@gmail.com
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CONTEST HOST APPLICATION**APPLICATION PROCEDURE**

- It is highly recommended that the application for regular season contests include three possible dates.
 - These dates cannot be changed once the contest is awarded.
- All units that are applying for a regular season contest **MUST** submit a new application each year.
 - The application must be filled out completely.
 - The gym diagram must be included.
 - The color maps should include: Prop entry and storage; unit check-in; area where hallways or homerooms are located; warm up areas; routing from warm-up to performance area; well marked entry and exit of performance area; floor folding area.
 - Color pictures of the venue need to be **labeled** and submitted.
- All parts of the application must be submitted in 1 PDF file and emailed to by August 15, 2017.
- The PDF must be emailed to **ContestCoordMCGC@gmail.com**
- **All doors passed through from warm-up through entrance and exit of performance area must be double door (with the center post removed).**
- **The Contest Host Commitment Waiver must be submitted with the application.**

PRE-CONTEST INFORMATION AND TIME LINE

SCHEDULING TIME LINE

- Your contest will remain open for Unit Entries and Exhibition Requests up to FOUR (4) weeks prior to the Contest Date.
- Between the FOUR weeks and THREE weeks, the schedule will begin to be put together waiting for the last entries with the correct post-mark date to arrive.
- At least two weeks prior to the Contest Date, the schedule will be put up on the MCGC web site. A copy will be sent to the Contest Host. DO NOT copy this schedule.
- The Tuesday or Wednesday of the Contest, the schedule will be finalized with any changes due to promotions. The Contest Host will be contacted with a “GO” schedule which the Contest Host will need to make copies on COLORED paper. There should be at least 1 copy for each unit plus 20-25 more for judges and Contest Personnel.
- The Tuesday or Wednesday of the Contest, the Unit Member Counts will be emailed to the Contest Host. Please use that at unit check-in.
- The Critique Schedule will be sent to the Host by Thursday the week of the Contest. This should be available to all Units as they check-in.

EXHIBITIONS

- Contest Hosts cannot schedule or guarantee exhibition units performance time.
- All exhibition units must go through the Contest Coordinator. If a unit asks, please give them the contact information for the Contest Coordinator.

GREATER THAN 40 UNITS (30 Units on Sunday)

- Contests that have more than 40 units (30 units) will operate like WGI prelim contests.
- No anthems will be played
- Directors Packets will be given out where scores posted.
- Name Bands to be used for posting will be created by the Contest Director and handed to the Contest Personnel for posting.
- The Contest Host will provide a person to post and monitor score posting.
- Posting will happen in an open space that will keep the flow of traffic open.

THE FACILITY

PERFORMANCE GYM

- Performance floor is a minimum of 70' x 100'. (60' x 90' with a 5' safety zone surrounding the entire floor.)
- Height clearance of 25' over the performance floor with all basketball hoops, nets and other obstacles raised or removed.
- A heavy duty extension cords are mandatory for power access to both the centers of the front and back of the performance floor.
- **Need extension cords with multiple plug power bars in both seating areas for judges.**
- **The extension cords must be plugged into an outlet on separate breaker.**
- Sufficient heating/cooling. (Check to make sure automated systems are scheduled to be operating.)
- All possible lighting turned on.
- School bell system turned off or muted during contest time.
- Reasonable sound control of gym equipment during contest (check for noisy fans or lighting ballasts, etc.)
- Safe bleacher seating for spectators (handicapped) and judges..
- Back or side bleacher seating for participating units to watch.
- 8' moveable trophy table for the awards ceremony.
 - Awards (MINIMUM requirements Contest Awards in the MCGC Rulebook)
- 4-6 large utility rugs (rubber bottom) to cover sound cords.
- Signs on doors for entrances and exits.
 - For spectators
 - For units
- Signs promoting 50/50 raffle if having one.
- Signs explaining MCGC video and photo policy. **THIS IS A MUST.** See the Contest portion of Standard Operating Procedure
- Signs indicating no food/drink in gym.
- Signs indicating where restrooms and cafeteria are located.
- Two people at each entry and exit point.
- Prop inspectors at unit entrance to performance gym.
 - Check each prop to verify that all materials that may come in contact with the floor are properly covered to avoid damage.
 - Refer any concerns to the Contest Director.

WARM UP ROOM(S)

- Timing is paramount in these areas. By policy, warm up times always run “on time,” even if the contest is running behind on performance times.
- Guards should be given a 5, 3, 2 MOVE indications. Percussion should be given 6, 4, 3, MOVE indications.
- Timing for the schedule will utilize cell phone clocks as the universal contest times to maintain time management.
- Two areas that are similar in style (or one large room divided).
- 30' x 40' floor space with a sufficient boundary space surrounding, and a 15' ceiling height for color guards.
- Percussion warm up areas should be sound separated from each other as much as possible.
- All warm up areas must be sound separated from the performance gym.
- Area must be cleared of any breakable or expensive items and out of general traffic areas.
- Sufficient heating/cooling. (Check to make sure automated systems are scheduled to be operating.)

- All paths to/from warm up area(s) must be clear and any door posts in double doors MUST be removed.
- When determining paths always consider that most large percussion equipment cannot fit through a standard 30" door frame.
- Equipment inspectors at unit entrance to warm up gym.
 - Check each piece of equipment/instrument to verify that all materials that may come in contact with the floor are properly covered to avoid damage.
 - Refer any concerns to the Contest Director.

UNIT CHECK IN ENTRANCE

- Units check in and get stamped for access.
 - MCGC will provide you with member counts that will need to be verified upon a unit's entrance. Any discrepancies in counts should be reported to your Contest Director.
- Do not stamp persons with circuit issued badges.
- Solo / Ensemble and Field Day events will not allow Unit Staff Badges to be used. Only Director Badge may be used.
- You may want to consider having a cash box with change available for anyone without an MCGC badge or not a member of a unit so that they can pay admission.
- This check in point is the primary point of information for units concerning your facility.
- Provide building maps and any other information you feel will help make each unit more comfortable while in your building.
- Final performance and warm up schedule, and other required paperwork. MCGC will provide you with a copy of the schedule a few days before your contest. You will need to make a copy for each performing unit ON COLORED paper.
- The Unit Check-in personnel will have a critique schedule for directors to check.
- Unit guide.
 - Prefer students that have a good knowledge of your facility (National Honor Society, band/orchestra students).
 - Move units to/from check in to their assigned rooms.
 - Move units from room to warm up areas
 - Move units from warm up to performance and then back to their assigned rooms.
 - These guides should be assigned to a unit from when they check in, until after their performance.
- Contest Director may periodically check here to see which units have or have not arrived.
- At least two people should be at this area at all times. These people, in conjunction with Contest Staff, will utilize cell phone clocks as the universal contest times to maintain time management and any units that have not checked in on time should be reported as soon as possible to the Contest Director.

PROP ENTRANCE

- At least two people utilizing cell phone clocks as the universal contest times to maintain time management.
- Avoid using an entrance that could cause the performance gym's or warm up room's temperature to fluctuate.
- Capable of moving large items quickly into and out of the building.
- Circuit Trailer has highest priority for unloading and will be unloaded immediately upon arrival.
 - Circuit Trailer items are designed to go through standard doorways and therefore may be unloaded at a point other than the Prop Entrance to minimize distance to gym.
- Units coming in have priority over those going out
- Units are not allowed to "sit" at loading entrance

- Check prop people at door for staff passes or stamps
 - Collect entrance fees from people without passes
- For percussion units, equipment will need to be allowed inside at least 2 hours before performance time to allow for it to physically warm up.
- Units may arrive out of performance order, this is okay
- Reasonable priority should be given to units who arrive less than 30 minutes from their warm up times.
- All items must be on working wheels or carried while in your facility, “sliding” or “skidding” is not an option.
 - You do have the right to require a group to carry any item that may cause damage to the floors in the facility.
- Located near prop storage areas
- Needs to be manned at all times from 3 hours before first performance until everyone is loaded back up.

PROP STORAGE

- Monitored areas for floors, flats and other large prop pieces.
- Unused hallways, large classrooms, unused common areas, etc.
- Plan for more space than you think you will need.
- Label each groups area for their props.
- Most units will expect to bring their equipment back to the same spot after they perform.
- Unit Directors will have to be informed if areas need to be cleared before awards ceremonies.

UNIT HOMEROOM/AREA

Contest hosts need to determine whether to open classrooms for units, or assign them space in the hallways. Opening classrooms provides a more private area for unit members to change, get last minute coaching, and review their performance with the staff. Most units are very careful with classrooms; however there is always the risk of damage or loss, which can damage relationships with the teachers and the school. If classrooms are used, please plan appropriate security to protect both the room and the unit’s belongings in the room.

If the units are assigned hallway space, halls will become congested as they are occupied. If possible, do not assign units to long hallways which will have traffic. If using hallways, please disperse the units in the same class to several hallways. Again, please plan that hallways will be monitored to reduce issues of missing items. Report all security issues immediately to the Contest Director. The Contest Director will likewise report all security issues to the Contest Host Coordinator as they arise.

- Near changing areas.
 - When choosing bathrooms for changing, you will generally need more female than male bathrooms available.
- Do not expect these areas to be cleared immediately after performance
- Unit Directors will have to be informed if areas need to be cleared before awards ceremonies.
- Signs for each room/area used
 - Unit Name, Welcome, Thanks for attending
 - Location of changing areas & mirrors.

JUDGES ROOM

- Monitored as needed.
- Can be combined with Critique room if large enough, but **not** with the Staff room.
- Used to meet before the contest and to prepare their materials.
- This room also serves as the Judge & MCGC hospitality room.

- Food for Judges and MCGC Personnel
 - Combination of “sit down” and “grab and go” foods
 - Hot dogs and pizza are not acceptable as a sit down meal
 - Healthy choices are recommended.
 - Judges do their jobs best when not hungry
 - Long contests should have a “meal” break planned
- Keep this room fairly close to the performance area if possible.
- Maps of your school available
- Signs indicating Judges / MCGC Personnel only
- **Contest Host workers and Unit Staff should not be in the same room as the Judges.**

CRITIQUE ROOM

- Critique occurs immediately following the last percussion and last guard performances.
- Judge’s meet with unit staff members to discuss in greater detail opportunities for contest improvement.
- 5 tables with 4-6 chairs at each table.
- Libraries, lounges, home economics rooms, etc., work well for judge’s rooms and critique.
- Signs indicating Judges / Staff only.
- **A second room** will be needed for the Contests in January and February. An additional judge will be recording comment without numbers. The second room will be needed during critique.

TABULATOR AREA

- 2 tables for tabulator personnel with 2 chairs
- Power outlets available.
- In or very close to performance area.
- Restricted access room.
- Can be on upper level in dual level gyms.
- When gym upper levels are used, care must be taken to prevent unauthorized access to this.

CONTEST DIRECTORS TABLE

- Home base for the Contest Director
- Accessible location near Tabulator/Tablet area as well as Announcer
- Moderate to low traffic area
- Contact point for Unit Directors and MCGC Board Members
- Can be on a gym’s second level if accessible

ANNOUNCERS TABLE

- In view of performance and Timing and Penalties Judge
- Announcer/Emcee
 - Report to Contest Director at least 30 minutes before start
 - Need to be familiar with a band/guard/percussion contest
 - Drama teachers/students or radio personalities are possibilities
 - Upbeat personality
 - Able to take fast-paced direction

SPECTATOR ENTRANCE

- Monitored by two or more people
- At buildings primary entrance or immediately outside gym
- Entrance fees from spectators are collected here
- Paid spectators are stamped here (different style and color from members)
- Cash box needed for entrance fees
- Place to sell programs
- Spectator information point
- Display MCGC Photography & Video policy
- Some questions that will need answers available
 - “Who’s on next?”
 - “Where’s the nearest bathroom?”
 - “Can someone give my car a jump start?”
 - “Where is the Contest Table?”
 - “Where is the First Aid Station?”
 - “Is this where members enter?”
 - “Where is my child’s unit located?”
- Additional Spectator Entrance information to have available
 - Hospitals
 - Medical Centers
 - Police
 - Ambulance
 - Gas stations/Towing/Mechanic
 - Bus repairs
 - Restaurants/Fast food (maps would be great)
 - Hotels/Motels
 - Florists
 - General Merchandise (Kmart, Walmart, Meijer)
- Questions that should be referred to the Contest Director
 - “Who do I tell I can’t make my critique time?”
 - “I lost my Circuit Badge.”

FIRST AID STATION

- Monitored by one or more person at all times
- Near Unit exit from the Performance Gym
- In communication with the Contest Host Coordinator and Contest Director
- Hospital and ambulance numbers available

OTHER ITEMS TO THINK ABOUT

- Parking lots and sidewalks – *3 to 4 hours before contest*
 - Cleared of snow and salted as needed
- Signs posted to assist units and spectators – *3 to 4 hours before contest*
 - Parking for spectators
 - Parking for units and prop trucks
- Entrance signs posted – *3 to 4 hours before contest*
 - Spectator entrance
 - Unit entrance
 - Prop entrance (Percussion and Guard)
- Directional signs posted to school – *3 to 4 hours before contest*
 - Main highways
 - Nearest major intersection
 - Driveway entrances
- Contest information on school marquee sign (if possible)
- Concession Area
 - Menu and prices
 - Wide variety of foods – cold weather food is always great (soup, hot chocolate, etc.)
 - Clean tables regularly
 - Rentable tables for group fund raisers
 - Programs
- Trash cans
 - More than you think you will need
 - Some marked for pop cans only
- Instructors' Room (optional)
 - Can be a single classroom for listening to Judge's comments prior to critique
- Cash boxes
 - Admissions (all entrances)
 - Food concessions – cafeteria
 - Raffle – tickets, nail aprons, and fish bowl or decorated box
 - Coat check – donations only
- Misc.
 - Hand stamps/pads (Two different styles/colors)
 - Radios/walkie-talkies (some building don't have good cell reception)
- Host identification options:
 - T-shirts
 - Vests
 - School/Unit sweatshirts, t-shirts, etc.
 - Hats
- Parking/Bus Traffic Control – *4 to 6 people*
 - Direct traffic as needed
- School Custodians
 - Open school
 - Trash containers
 - Coat racks
 - Tables and chairs
 - Access to copy machine
- Award presenters for all award ceremonies
 - School official, school district official, band director, host unit seniors/age-outs, etc.

- Mayor? Great publicity for your event.
 - Maximum of two people to hand out any one award
 - Avoid the temptation to use 3-5 unit members simultaneously due to the fact that it will drag out the event
- Media person for promotion of contest
 - Contact local papers
 - Get into local school newsletters
 - Signs out in the community
- Post-Contest Expectations
 - MCGC floor needs to be folded and loaded
 - Units packing up and loading
 - Facility clean up
 - Critique will be in session
 - Units will be folding floors
 - Plan on your facility not being completely empty for at least two hours after the contest has finished

THE DAY OF YOUR CONTEST

MCGC CONTEST STAFF WILL PROVIDE

- American and Canadian Flags
- Judge's Sheets and Tablets
- Tabulation Laptop
- Tabulation Printer
- Circuit Floor
- Tape supplies to mark boundaries of the competition floor and judge areas

FLOOR COVERING

- The MCGC provides our units with a uniform performance surface for all MCGC sanctioned contests. We use a vinyl floor tarp, which is 60' x 90,' to protect our host's gym floors from damage and dirt from the many props and feet that pass across the gym during the contest. Due to weather concerns, the floor needs to be brought inside and opened as soon as possible (at least two hours prior to start of the contest). At each contest, the host will provide a minimum of 16 volunteers to assist in the loading and unloading of the circuit floor. The host volunteers will assist in unloading the floor, bringing it into the school, removing it from the cart (minimal lifting), and stretching it out on the contest floor. The T&P Judge or Contest Director will then make any adjustments to the position of the floor and proceed with taping down corners etc.
- Please have a minimum of two, longer the better, "rag" brooms manned and available to sweep the floor at this time. These are the same brooms that the janitors commonly use to sweep the hallways of a school.
- The performance area will not be available to any units for use for at least the last two hours prior to the performance.
- At the conclusion of the contest, the floor will need to be refolded. We will need a minimum of 16 volunteers to assist in this task. The more volunteers, the faster the folding, and the easier it will be to load the floor onto the cart. The Contest Director will direct this task and will typically ask for the workers to meet in the gym 10 minutes after the awards ceremony has been dismissed.
- A minimum of four of these same workers will be utilized to help load the floor and the other equipment utilized by the Contest Director. For this reason, they need to be wearing shoes and have coats available for going outside.

CONTEST DIRECTOR

The MCGC Contest Director typically arrives at your facility at least two hours prior to the beginning of your contest. During this time, they will set up the contest/announcer table area, coordinate unloading and unfolding of contest floor, and touch base with the contest hosts to answer any questions.

Approximately 30 minutes before the start of the contest the Director will meet with your announcer for the day to talk through the contest script and answer any questions, check with all key areas and distribute radios as needed.

The complete "final" schedule with warm-up times, breaks and other information will be sent to the Contest Host contact by the Contest Coordinator. Copies of this schedule are to be printed on COLORED paper. The minimum requirement is one copy of the schedule for each participating unit and 25 copies for contest officials and Judge's. Additional copies need to be posted at warm-up areas, unit check-in, prop unloading areas, etc. These schedules will have revision identification on them. In the event of day-of-contest revisions, the Contest Coordinator will

provide the official updated schedule to the host to make copies. Please use only “official” schedules to avoid confusion. A unit will never be required to take the floor to compete at a time earlier than the official start time currently posted on the website.

SOUND

For contests where guard units are competing, the MCGC Sound Technician typically arrives at your facility approximately one hour before the start of the contest. He will provide the following:

- Sound System
- Microphone for announcer
- National anthems
 - You may provide your own musicians (singer(s), instrumentalist(s)). Inform the Contest Coordinator at least 1 week prior to your contest.
 - If there are participating Canadian unit, the Canadian National Anthem will be used as well.
- Please have at least 2 volunteers available to assist the Sound Personnel as they arrive to set up the sound and run cables if need be.
- Please have at least 2 volunteers available at the end of the contest to assist in packing up the sound equipment.

FINANCIAL INFORMATION

There are several financial obligations that go along with hosting a contest. Here is a brief list of those expenses. Every contest will vary, and every contest host will choose different vendors, so some costs will not be the same contest to contest.

INCOME

- Spectator Admission
- Souvenirs/Flowers
- 50/50 Raffle
- Outside group booths/concessions
- Other ideas?
- Concessions
 - Some units use the concessions sold as another fundraiser for their organization. Other groups prefer to let another organization, such as the athletic department, cheerleaders, etc., run the concessions stand. Either decision is fine, just be prepared!
 - If you are using a public school as your site, be sure to check in advance what the school policy is about bringing in home-baked foods. Some schools only allow foods prepared on the premises to be sold on school property.
 - Find out about having vendors bring in food. The local pizza establishment may be able to provide hot pizza in a timelier manner than trying to heat frozen ones in the school kitchen. Some vendors may also donate goods for your contest in exchange for advertisement.
 - Have adequate storage for hot and cold food items, both for safety's sake and for the enjoyment of the food item. If your site has a concession area that you are using, it probably already has tables, chairs, and garbage/recycling cans in the area. If you are making a concession area to use, make sure to get these items for your area.
- Advertising/Program
 - Most units will put together a program for their contest. You must decide ahead of time the price for the size of the ads. Some businesses are more comfortable just making a donation to the unit than having an ad in the book. Some will give a business card to be copied and placed in the program.
 - Most programs have "senior ads", or "personal ads", from the marching members. It takes a lot of legwork and time to put together a program. Set deadlines early. Ask for a parent volunteer (or perhaps your school newspaper or yearbook staff) for help in assembling the book. Decide on the design of the program - full page, folded, multi-color, etc. Confirm the units attending prior to printing. Check to see if the booklet can be put together in-house or if you need to take it to a printer (Kinko's, Staples, etc.). The more publicity your contest has, the better the attendance, and the revenue.
 - Make sure you contact local papers, cable stations, and radio stations. It is best to have something written out, instead of a verbal message. Also check into using outdoor signs at banks, supermarkets and gas stations. Have posters printed or make posters for display at schools, churches, and local businesses. Use your school marquee, or utilize your schools' morning or afternoon announcements, school radio station, and in house cable access. If you have an upcoming pep rally, consider performing part of your show as an advertisement for your upcoming contest. Word of mouth also helps to fill the stands on contest day. When considering how many program booklets to produce, a possible formula to use is as follows: (# of units) x 5. If you have 20 units attending your contest, make 100 programs. This is an estimate; this is not a rule or policy. This is simply a formula that has worked for previous contest hosts.

EXPENSES

- **MCGC Contest Host Fee is \$1,500 and payment is required at the beginning of or before the day of your contest.**
- **Trophies (MINIMUM requirements Contest Awards in the MCGC Rulebook):** The contest host will furnish all competing units with recognition of participation in their contest, regardless of placement. This may be a trophy, plaque, certificate or other award of the contest host's choice AND In the case of a tie, all affected units will be announced in the same place. The contest host will supply equal awards to all tying units provided the units contact the contest host in writing within 30 days of the contest date.
- Housing for Judge's, Contest Director and Sound Personnel as needed in a respectable hotel.

JUDGES / CONTEST PERSONNEL

Contest hosts are responsible for the housing (if traveling 100 miles or more to attend your contest) and the related transportation of all judges used at your contest. Please stay in contact with our Judge Coordinator at all times regarding the transportation and housing of your appointed judges. He will arrange the travel (flights, etc.), but the accommodations and logistics will ultimately be your responsibility.

Here is a checklist for judges:

TRAVEL/ACCOMMODATIONS

- Contact the Judge Coordinator for flight and hotel information the Monday before your contest.
- Pick up Judges at the airport on Saturday, or possibly Friday night, and back to airport the following day.
- Meet Judges at baggage claim area. (sign that says "MCGC" or their name is appropriate)
- Contact the MCGC Judge Coordinator with emergency names and phone number(s) in case flights get delayed the day of contest.
- Purchase room(s) at respectable hotels that are near restaurants or fast food. These do not need to be 5-star hotels - just clean and comfortable.
- Local Judges the majority of the time need no housing, unless it is a two contest weekend.
- Hotel rooms need to be **prepaid**, not just reserved.
- Circuit Policy is that Judges do not operate by reimbursement.
- If hosting a percussion and guard contest, hosts will need to take Judge's "finished for the day" back to the hotel. Please do not make them wait several hours before they can return to the hotel.
- The better we treat the Judge's, the more likely they will want to keep coming back to Michigan. In past years, Judge's have commented on how nice it is to come to Michigan and contest hosts play a major role in that.

In the case of back to back contest weekends, the circuit will likely request that rooms be purchased for the Contest Director and sound personnel.

Juno Orefice - MCGC Judge Coordinator

judgesmcgc@gmail.com

616-534-1808 Home | 616-581-7165 Cell | 616-457-9300 Work

MISCELLANEOUS INFORMATION

HOST SITE PROTECTION WAIVER ISSUES

A few Contest Hosts have provided all attending units with a Contest Host Site Protection Waivers. This is to ensure that if there is any damage to the host facility, the offending unit will be held responsible for the damage. Although this is a smart way to protect your unit in case of damage to the facility, you **MUST** contact the Contest Coordinator of such waiver a week in advance. The Contest Coordinator will then notify all attending units that a waiver must be signed by the Director upon check in.

HOW UNITS SIGN UP FOR YOUR CONTEST

Unit sign up for contest is available on line through Competition Suite. There is also a form available on line to print and send in. Upon receipt of a unit's Contest Entry Fee by the MCGC Treasurer, the unit will appear in the List of Attending units online.