



## 2023 EVENT HOST HANDBOOK

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## **Attached**

[Announcer's Protocol/Script](#)  
[WGAZ Floor Damage Form](#)  
[Signage Guidelines](#)  
[Volunteer Guidelines](#)  
[Fundraising Suggestions/Guidelines](#)  
[Frequently Asked Questions](#)  
[LINK TO DIRECTORS PACKET FORM](#)

## ***Part 1: General Information***

### **PURPOSE**

Congratulations on being awarded a WGAZ sanctioned event. WGAZ assembled this packet to assist you in answering questions regarding your upcoming event. We hope you find the information helpful.

The purpose of this handbook is to standardize the competitive experience provided by contest sponsors to the units. It is our desire to be consistent from contest to contest in order for units to experience the exact same procedures throughout the year. As much as possible, this material will be kept in outline form to assist in easy reading and accessibility.

### **WGAZ EVENT HOST COORDINATOR**

Mellanie Risch  
mellanie.risch@wgaz.org  
480-254-8740

Please feel free to reach out with any questions regarding your event

### **ETHICS, CONDUCT, AND BEHAVIOR**

As an Event Host you take on the responsibility of upholding the WGAZ Code of Conduct at your WGAZ sanctioned event. We have provided a copy of the WGAZ Code of Conduct for you to share with the volunteers at your event. Should you have any problems with WGAZ Personnel not abiding by the code of conduct, please contact your contest administrator or a WGAZ board member.

### **COVID-19 INFORMATION**

**\*\*COVID-19 Information will be updated for the final packet\*\***

### **ROLE OF THE WGAZ CONTEST ADMINISTRATOR- (Member of Contest Staff provided by WGAZ)**

The WGAZ Contest Administrator ensures that the contest runs smoothly and efficiently. Communication must be ongoing and equally open to everyone involved with a contest. The Contest Administrator will be at your site for the duration of the event, and is your first point of contact on the day of your event if you have any questions.

## ***Part 2: The Contest***

The contest is one of the most significant events of the indoor pageantry season. Many units will experience WGAZ for the first time in this setting. Parents, boosters, vendors, sponsors, school administrators and spectators will form their first impression of this organization and can have a lasting impact on their future participation. The professionalism with which it is run is paramount.

### **Host Responsibilities:**

- Secure facility requests with school
  - A. Main Gym
  - B. Warm up Gym
  - C. Parking lot
  - D. Concessions
  - E. Custodian
  - F. Hospitality Rooms:
    - Tabulation Room/Judges Room
- Coordinate pick up of the floor/sound system/signs from the previous WGAZ hosted event. This needs to happen the day of the event.
  - Performance site signs will be provided with the sound system and floor pickup and are the responsibility of the Event Host to place around the school site for easy maneuvering throughout the school campus. A list is provided to guide placement if each sign.
- Unfold floor and sweep prior to Time and Penalty judge arrival.
- Provide outlets at the front and back of the court
- Provide a volunteer to record each show for the entire show. WGAZ will provide the GoPro/iPad. An additional area will be needed for 1 video personnel
- Ensure all bleachers are available if needed for a large spectator crowd.
- Judges area required 5-8 rows from the floor. This area must be sectioned off to prevent spectator interruption.
- Judges area required at the top of the bleachers. This area must be sectioned off to prevent spectator interruption.
- Mark off an area up high in the stands for the (performing staff) of each group to sit to view their show.
- Adequate unofficial warm-up facilities for body and equipment where sound does

not carry to the competition area.

- Adequate bathroom facilities with room for performers to change clothing. **\*\*\*Due to COVID-19, some schools may not be able to provide an area for performers to change. This must be stated clearly in your [directors packet form](#)\*\*\***
- Area for vendor wares to accommodate spectator traffic.
- Performers will need separate entrance and exit doors with center bar removed or double doors for easy access to and from the gym for equipment and carts. (Six feet in width)
- 2023 WGAZ VIP passes, Judges, Hall of Fame and Board member badges will be allowed entrance into all events. **\*\*no other passes should be accepted**-ONLY the wristbands provided by WGAZ for your event\*\*
- All Wristbands for your event will be provided by WGAZ
- At end of event sweep and fold floor, prepare sound system and signage for the next show host to pick up

## EVENT PREPARATION

- Ensembles are not permitted to enter the parking lot more than 2.5 hours before the start of your event. The parking lot should be staffed and open beginning at this time.
- Ensemble parking is guaranteed for buses, trucks, semis, and carpool vehicles carrying six (6) or more performers. All other vehicles must park in the Spectator Lot. Drop-offs cannot be accommodated.
- Motor homes are not permitted at WGAZ events.
- Ensembles may begin unloading their equipment 2.5 hours before their scheduled performance time. We ask for your help in notifying WGAZ staff if your parking lot personnel notice any ensembles not abiding by this rule. We will be happy to address the ensemble.
- No outside groups are permitted to rehearse at an WGAZ show site within the 24-hour period leading up to the beginning of the event (officially, your event begins 2.5 hours before the first group performs). No outside ensemble shall arrive at a show site more than 2.5 hours before the beginning of the competition. This includes feeder schools or other affiliated or 'friendly' programs.
- The gym utilized for the WGAZ show should not be used for rehearsal during the 24-hour period leading up to your event (set -up and facility preparations typically take place during this time).
- Percussion ensembles and color guards representing host programs are welcome to conduct rehearsals at their home site during this 24-hour

period, but should refrain from utilizing the main gym.

- Auxiliary gyms or multi-purpose rooms designated as 'rain day contingency' buildings must be vacated by the start of your event (2.5 hours prior to the first performance) for use by WGAZ. Even if the weather appears nice, these facilities should be immediately available to WGAZ if the need were to arise. Once the event begins, host percussion ensembles should prepare for their performance in the same manner as all other competitors registered for the show.

## GYMNASIUM

- The gym will need to open to the public 30 minutes prior to the start of the show. Forty five minutes prior to the start of the show all door volunteers will meet in the gym with the T&P judge.
- There must be a separate entrance for spectators and performing groups. There should be enough unobstructed space for the ensemble about to enter.
- The entrance and exit doors for performers must be double-doors, without the middle "insert" bar. The exit door should lead to an open area with as much space as possible for floor folding. The exit doors must be staffed by volunteers to direct traffic immediately outside the building.
- WGAZ Circuit Floor must be taped down using the floor tape provided by WGAZ. You will be provided with 8 rolls of tape, and may purchase additional rolls for \$10 each if necessary.

**Awards** - Event Hosts are responsible for providing awards. Guard, Percussion and Winds awards should be supplied for 1st, 2nd and 3rd place in each classification.

EXAMPLE, if there are more than 3 units competing in Scholastic A then a 1st, 2nd and 3rd place award should be supplied for Scholastic A.

If there are two units in the Independent Open class, then 1st and 2nd place awards should be supplied. (Separate retreats may vary from show to show depending on the number of registered units).

**NEW IN 2023** - WGAZ will be standarding awards in 2023. Included below is a template of what your awards need to look like.

- Awards must be 5x7 plaques
- **\*\*Template will be included in final packet\*\***
- Event Hosts are **NOT required to use the WGAZ Award Vendor**, however we have provided this information for convenience.
  - [A2Z Trophy website](#)

**Retreat-** Retreats should be organized in performance order with all unit captains attending. The ranking will be announced by the announcer. **Please be aware that if there are more than 15 units in any one class a split may occur**

**within the class and additional awards may need to be provided for each split.**

## **CONTEST GUIDELINES/UNIT ENTRY AND SCHEDULING**

Time schedules for the contest will be posted on the WGAZ website 2 weeks prior to the contest. Critique times may also be included on the schedule. It is the goal to have critiques at all contests except for Friday show dates.

- Maximum of up to 40 units for Saturday shows and 30 units for Friday shows.
- **Contest closes 3 weeks prior to the date of the contest.**
- Friday contests need to be held between 5:30pm-11pm.
- Saturday contest times may fluctuate, WGAZ suggests they be held between 11am to 11pm. This permits travel time of units and judges.
- All WGAZ classes as laid out in Section 4 of the WGAZ Policy and Procedure will be eligible to register for all WGAZ Events in which their performance category is competing. (ex. at Colorguard Only shows, only colorguard units will be eligible to register)
- Units performing in exhibition must be approved in advance by the WGAZ Event Host Coordinator no later than 3 weeks prior to the date of the contest to be included on the schedule.

## **ADMISSION PRICES**

WGAZ has a standard and required ticket price of \$10 for each event. (Ticket sales profits will be split 80/20 with the Event Host/WGAZ. ***Please note there will be VIP passes issued to units from WGAZ.*** These passes will allow those people to enter the show ***free*** of charge.

## **VENDOR BOOTHS/MARKETING**

For consistency at WGAZ Events, please charge \$150 to vendors selling merchandise at your event. Food Vendors should be charged a minimum of \$150.

- Please provide complimentary booth space (10x10) to any WGAZ independent unit who contacts you.
- Food Trucks who are giving back to your program as a part of your concessions profit for the day will not need to pay the \$150 fee.
- If there is a food truck that is just coming to sell their food and you are not getting a piece of their profits, they will pay the \$150 fee.

### **These fees are kept by the Event Host**

- MVP Apparel will have a booth at each show free of charge. A portion of the proceeds from this booth goes directly to WGAZ.

- For the purposes of this event, WGAZ has the right to market with no expense incurred to WGAZ. This may also include an ad placed in the show host program free of charge.

## **ANNOUNCER**

The Event Host is responsible for finding an announcer (ADULT). Be sure the person is familiar with the WGAZ contest procedure, and is not just the local DJ. (***This should not be their first time attending a WGAZ show***). This individual is an important representative of WGAZ's image. They should understand our expectations and standards. Announcer Template is attached to this document.

## **TECHNICAL NEEDS**

There must be adequate provisions to support tabulation (computer, printer) and to support the sound system. Here is a list of the required services.

Percussion units require two extensions cords at the back and front centerlines.

Each cord must be on a dedicated plug with no splitters.

WGAZ will provide wifi hotspots to ensure the judges and tabulators have adequate internet services.

## **EMERGENCY CONTACTS**

Each contest needs to provide an assigned individual who can accept phone calls in the event of an emergency (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 the WGAZ Office and the WGAZ Contest Administrator immediately.

## **FLOOR DAMAGE**

In order to protect WGAZ and the Event Host, please utilize the Floor Damage Report. The form is to be used by the Timing & Penalty Judge as well as the Contest Director to inform a Unit Manager of the damage caused to the floor. The original form should be given to the Unit Manager and two extra copies made, one for the Contest Administrator and one sent to the WGAZ office. A copy of this form is located in this document.

## **INSURANCE**

**\*\*\*\*\*WGAZ Does Not Provide Insurance For Your Event\*\*\*\*\***



WGAZ Does not provide insurance for your event. By bidding for an event with WGAZ, you agree that the Event Host is responsible and liable for any damage that may occur at your event. Insurance coverage is the responsibility of the Event Host.

## **JUDGE ASSIGNMENTS**

Judge Assignments are made by the WGAZ Color Guard and the Percussion Judges Coordinators. Judge panels will be posted on Competition Suite with the final schedule.

## **WARM UP AREAS**

**An Adult Volunteer must be stationed in the Official Warm up Area.** This volunteer is in charge of ensuring the warm up schedule is followed accurately. Detailed schedules will be available two weeks prior to the show via Competition Suite

Percussion units will determine warm up areas based on the individual particulars of each contest site. Detailed schedules will be available two weeks prior to the show via Competition Suite

Any problems in the warm up area should be reported to the Contest Administrator. For more information, please refer to the volunteer packet

## **SOUND SYSTEM AND SIGNAGE**

WGAZ provides a sound system and trained sound operator that must be used at every WGAZ show for consistency.

Unit representatives may conduct sound checks during breaks only and cannot interfere with the show schedule. Only the designated WGAZ sound operator will control the system and record the volume levels during sound checks.

- Colorguard is responsible for providing the method that the music will be played
- Colorguard must provide their music in a timely manner to the designated sound operator.
- Any delay in providing music is the responsibility of the colorguard.
- For any further questions, please refer to section [7.9.1 in the WGAZ policy and procedures](#)

## **SIGNAGE**

- WGAZ Signage should be displayed prominently at your event.
  - Walk your event as if you were a first time instructor. Can you follow the signage? Is everything clear?
- WGAZ Signage should be properly cared for. Care instructions will be attached at the bottom of this packet.
- If any WGAZ signage is damaged due to mishandling, the event host will be charged for replacement signage.

## **TRANSFER**

- Transfer of sound system and signage must happen immediately following your event.
  - It is your responsibility to pick up the sound system and signage immediately following the event previous to yours
- It is the responsibility of the event host to communicate pick up/exchange of the sound system and signage with the other event hosts
- A spreadsheet of transfer schedules will be provided to all event hosts.
- A WGAZ Representative (Board Member/Contest Administrator/TnP) should be present for the sign off/transfer

## ***Part 3: Judging***

The WGAZ Contest Administrator supervises and implements the contest, maintaining the standards and procedures set forth by WGAZ in conjunction with the Event Host. The Contest Administrator serves as the supervisor for the adjudication process, and is the liaison between the units and the judges relative to any issue of an adjudication nature.

## **JUDGE MEALS**

While most Event Host do a superb and generous job in this area, this segment serves as an aid for new Event Host or for those who may not understand the judge's needs during an event of this nature.

- Most contests should provide appropriate meals, which will be rotated throughout the day. Judges cannot leave the facility to eat and this is an important aspect for them.
- Meals must be provided in the judges room, judges will not be responsible for purchasing their own meals in the concession area
- **The judges room needs to be set up 1.5 hours prior to the start of your**

### **event**

- Depending on the time of your event, please make sure ALL APPROPRIATE MEALS are provided. (ex. if your show goes 9:00am - 4:00pm, coffee, breakfast, and lunch will need to be provided)
- Please have food options for the judges including a vegetarian option if applicable.
- You will receive information regarding judges food allergies etc prior to your event.
- Judges meals and director hospitality are separate rooms.

### **\*\*PRIVACY IN THE JUDGE'S' ROOM\*\***

The judges' room is restricted to judging personnel including the WGAZ Contest Administrator, Colorguard Judge Coordinator, Percussion Judge Coordinator and WGAZ Board Members, and trial judges. There are often issues of a sensitive nature that need to be addressed, which could be inappropriate for other individuals to witness or listen to.

If this is also the room where judges' meals are served, the Event Host volunteers will need to be in attendance (just occasionally to check on things), but this room should absolutely not be open to personnel other than those directly involved in the judging process. **Non-working judges, judges' families and/or friends may be in this area with the permission of the Contest Administrator.**

### ***CRITIQUE***

This is a time for directors and judges to meet for conversation regarding the shows. The Judges room can be used for this. The Critique will take place during the awards ceremony. No staff or volunteers is needed – this is managed by the Time and Penalty Judge or the Contest Administrator.

Any problems that arise in critique can be reported directly to the Contest Administrator, or any attending WGAZ Board Member.

## **Part 4: Show Checklist**

This checklist is designed to assist you in attending to the countless details, which will make a contest run smoothly and efficiently. If your volunteers are assigned any of these responsibilities,

it will help in assuring the proper attention to details. All details list may not apply to your specific show

### **CONTEST SITE**

- Seating Capacity
- Handicapped Area
- Warm-up Area
- Guard- Percussion Entrance/Exit
- Souvenir Area
- Photo Area
- Crowd Flow
- 5 foot front sidelines marked by T&P Judge
- Unfold floor, provide students to assist T&P Judge to tape into place
- Judges area in stands, accessibility Judges Room
- Cleanliness
- Coffee/Cold Drinks/Water Snacks
- Announcer/Sound system tables (2) and Chairs (3)
- List of sponsors and donors
- Trophies Table
- Unit Check In Table and Chairs Security
- Electrical power/Extension Cords Comfortable chairs (long day)
- Wires /cords covered/taped
- Tabulation Area (2 tables, chairs) Power
- Water Station
- Inspection Station
- Floor Tape
- Extra Masks
- Hand Sanitizer

### **STAFF NEEDED** On site

- First aid station
- Announcer and Runner
- Security
- Judges Area
- Money Areas, (tickets, booster Area) **ADULTS**
- Unit Control -Doors
- Unit Check In **Adults and Students**
- Tab Area (Keep Out)
- Announcer/Sound Area **Adult(s)**
- Miscellaneous floaters (several) - Parking Lot as Needed
- Food Service
- Servers, sellers, clean-up
- Prepare food for Judges & Staff

#### Warm-up Area

##### **-Adults**

- Monitor time based on schedule
- Check performer wristbands
- Inspection

#### Spectator Entrance/Exit Adults

- Take Tickets or check wristband
- Monitor door
- Unit Entrance/Exit Runners
- Videographer (someone to record each unit - equipment provided by WGAZ)

### **SUPPLIES**

- Awards
- Radios
- Extension Cords & Power Strips Cones (have 2 - 6 available)
- Tape (caution, duct, masking, painters, electrical (black/white))
- Floor Tape
- Pens/Pencils
- Extra Batteries
- Markers
- Poster Board

### **TABULATION**

- Trash receptacle
- Table/chairs

### **CASH AND SUPPLIES**

Cash Boxes with cash for:

- Ticket Sales
- Food Sales
- Souvenirs
- Unit Check-in

### **UNIT CHECK-IN**

- **Directors packet (Including)**
  - Logistical Schedule
  - Maps of campus and gym layout
  - Wristbands for Performing Members + 7 additional to use for staff or volunteers (2 separate colors for members/staff)
  - [Please fill out WGAZ directors packet form](#)
- Wristbands/Schedules
- Master List for head counts (compare with T&P List)
- Extra Masks
- Cash Box Receipt Book
- Table/chairs Pens/Pencils/Markers Radio
- Runners (at least 4 at a time)
- See Volunteer Guidelines Packet for more information

## **UNIT INSPECTION GUIDELINES**

Prior to entrance into the gyms, competing units must undergo inspection prior to entering the warm up gym. **Inspection must be conducted by a volunteer separate from the volunteer monitoring time in the warm up gym.** The purpose of the inspection is to make sure all equipment and props are suitable for the gym floor and the safety of performers and spectators. There is a wide variety of equipment and it would be impossible to cover variance on all items.

## Equipment Inspection - WGAZ Policy and Procedure 7.13

**7.13. Units who damage a gymnasium floor may be held liable for the repair and/or replacement of the floor.** WGAZ expects all units to inspect their equipment for wear and follow all inspection guidelines, before proceeding to the official inspection area at a contest. Please be responsible and help protect the contest floor by making certain your equipment meets these guidelines. **Penalties for improperly taped equipment will be assessed if these requirements are not met.**

**7.13.1. Equipment inspections will occur prior to a unit entering the warmup gym. The purpose of equipment inspection is for the adult volunteer to suggest to the unit director what adjustments should be made to properly pad equipment to the best of their knowledge and training. Unit directors are responsible for knowing and following the WGI equipment policy (WGI 4.1)** Understanding that the Timing and Penalty judge with approval from the Contest Administrator will ultimately decide if equipment is properly prepared and will assess all penalties whether or not the adult volunteer suggested to the director to make an adjustment or not.

*For more information on inspection guidelines and examples, please refer to the Volunteer Guidelines Packet*

**All directors, please fill out the [WGAZ Directors Packet Form](#), and a directors packet will be automatically generated for you.**

## **Q/A**

### **Frequently Asked Questions**

- Q. When or how will I know how many groups I have signed up for my show?**  
A. As the membership commitment forms and payments are received by WGAZ, the WGAZ website [www.wgaz.org](http://www.wgaz.org) will be updated. You will be able to click on your show and view the current schools registered in Competition Suite.
- Q. When will the show schedule be finalized?**  
A. Your show schedule is final 2 weeks prior to your show.
- Q. When will I have a list of the WGAZ judges and staff assigned to my show?**  
A. Judge panels are posted 2 weeks prior to the show with the final schedule.
- Q. I need to change the information associated with my contest, who do I contact?**  
A. Contact Mellanie Risch at [mellanie.risch@wgaz.org](mailto:mellanie.risch@wgaz.org)
- Q. Do I have to pay a WGAZ announcer when I have my own announcer?**  
A. No. WGAZ no longer supplies an announcer for your WGAZ sanctioned show.
- Q. Do I have to pay a WGAZ Sound Operator when I have my own?**  
A. No. WGAZ provides and pays the sound operator.
- Q. Can we make or sell programs?**  
A. Yes, as long as the awards sponsor is given free space. Do not include a schedule with times in your program. Schedules change often, sometimes days before the event. A lineup, however, may be included. All ensemble information is available here: [www.wgaz.org/groups](http://www.wgaz.org/groups). Please do not contact individual ensembles. WGAZ is permitted a FULL PAGE ad at NO charge, please contact WGAZs Event Host Coordinator for material.
- Q. Can we sell advertising in the program?**  
A. Yes, as long as the award sponsor(s) are given free ad space. A provided WGAZ Logo must be used in the program
- Q. Can we make/sell T-shirts/pins/patches with the WGAZ logo?**  
A. No. Only a program may be sold using our logo.

**Q. Who hands out the awards?**

A. Uniformed students from the host school will present the awards.

**Q. Can we make or sell videos?**

A. No. Copyright restrictions prevent us from doing so.

**Q. Can we hire a professional still photographer?**

A. No. Spectators are encouraged to take amateur photos of their friends and family with FLASH OFF for the safety of our

**Q. Can we have a raffle or opportunity drawing?**

A. Yes, as long as it's during breaks, lunch, or dinner, and not in between performances.

**Q. When will we receive contact information for the participating schools?**

A. The host does not contact the participating ensembles. All information you will need from the participants will be supplied by WGAZ via our website:  
[www.wgaz.org/groups](http://www.wgaz.org/groups)

**Q. Can we handle the booking of hotel rooms for the out of town judges?**

A. No. In order to ensure the least amount of confusion and the maximum amount of responsibility, WGAZ will handle all travel and housing arrangements.

**Q. Can we ask the announcer to share announcements or "air grams"?**

A. Yes, all air grams will need to be monitored by an adult and customers will need to be notified that an air gram may not be read.

***Please note that the above information should be viewed as a guideline to help facilitate a smoothly run show.***



## 2022 Contest Announcers Script

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When the Timing and Penalties judges give the announcer the go ahead to begin the show the announcer will say, "Good (morning, afternoon or evening) everyone and welcome to the (Name of the competition) sanctioned by Winterguard Arizona and (Name of the High School). We are very fortunate to have several fine units in competition and exhibition (today/tonight.)"

**"And now would you please rise for the National Anthem"**

After the Anthem is played/sang, the Announcer will announce the following. **"Ladies and Gentlemen we have several rules and regulations within WGAZ Winterguard Arizona that must be adhered to at all times while in or around the competition area."** (Please speak clearly when announcing these rules.)

1. This is a non-Smoking Campus. Therefore we ask that you refrain from smoking while on or around the campus.
2. Please do not litter while on campus. Trash receptacles are located throughout the campus for your use.
3. The use of flash photography is prohibited while a unit is performing. Flash photography can temporarily blind a performer and cause unnecessary injury to the performer as well as other. Please turn your flashes to the off position while taking pictures during a performance.
4. No videotaping of any unit is allowed per copyright laws.
5. We also ask that you do not move around in the stands while a group is performing. This also causes a distraction to other spectators as well as

judges.

6. To combat the spread of COVID-19, WGAZ is asking all spectators, volunteers, and staff to please wear a mask indoors for the duration of the Event.

7. "Thank you for your continued cooperation"

**Start with the first unit (MAKE SURE YOU READ DIRECTLY FROM SPIEL SHEET)**

***\*Concession stand and Souvenir Booth Announcements (Every 15 minutes)***

"We would like to remind you to visit our concession stand and souvenir booths located in the lobby."

**WHEN APPLICABLE \*WGAZ Championships (Every 30 Minutes)**

WGAZ will be hosting Colorguard and Percussion Championships TBD. Don't miss this fantastic pageantry arts event.

"For more information regarding the WGAZ Championships." Please go to our website at [www.wgaz.org](http://www.wgaz.org) or for more information regarding sponsorship of the WGAZ Championships, please go to [www.wgaz.org](http://www.wgaz.org) or contact the WGAZ marketing Director.

***\*WGI Regional (Every 30 Minutes)***

WGAZ will be co-hosting a WGI - Winterguard International regional on TBD. This is a great event to view units from across the country competing right here in the Phoenix area. WGI is the national pageantry arts association and holds regional's in select cities. Don't miss this fantastic pageantry arts event. For more information regarding the WGI Regional please visit [www.wgi.org](http://www.wgi.org). For more information regarding sponsorship of the WGI Regional, please go to [www.wgaz.org](http://www.wgaz.org) or contact the WGAZ marketing Director.

***\*Visit us at future WGAZ events (Every 30 Minutes)***

Visit us again at future WGAZ competitions.(Have a calendar of shows available)

**TBD**

***\*Sponsor and Local Patron Recognition (Every 45 Minutes)***

"Ladies and Gentleman, WGAZ and (High School or Co Sponsoring organization) would like to thank the following sponsors for their continuing support: (Announce List given from show host)

Continue with competition (MAKE SURE YOU READ DIRECTLY FROM THE SPIEL SHEET)

**RETREAT ANNOUNCEMENTS**

Before reading awards announce:

"Critique is now being held in the judge's room. All unit staff should report to the judge's room for critique."

Announcer:

(Always start from the bottom of the class and work your way up, being careful not to

omit a unit)

"Ladies and Gentlemen and Now for tonight's results"

In the (name the class) in (name the placement) place with a score of (name the score),  
(Repeat Score)" (Then give the name of that unit.)

**When all scores are announced, please thank everyone for coming and please visit us online at [www.wgaz.org](http://www.wgaz.org).**

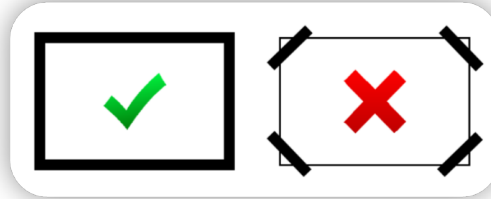
# SIGNAGE GUIDELINES

WGAZ signs should be posted around campus using WGAZ-supplied black masking tape. Have an 'aesthetic eye' when mounting signs. Framing each with a black border is preferred.

Absolutely NO duct tape or double-sided sticky pads are to be used on any WGAZ signs.

Hosts are not to make any holes nor make any markings on WGAZ signs.

Lost or damaged signs will result in a charge to the host for



## Event Signage to be Used

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## Where to place signage

All front sidelines and timing lines are in this color tape	3	Staging Door to the gym
Arrows	48	Where ever needed
Authorized WGI Personnel ONLY	7	Where ever needed
Big 5, 3, 2, 1 and Please Exit	2 of each	Place 1 in Warm up area A and one in B so that the timer can let the ensemble know how much time remains, the timer usually cannot yell over the ensemble warming up
Body Warm Up	7	directional and on the doors
Check In Area	2	located at and into the check in area
Color Guard Check In	3	check-in for colorguard - use for colorguard only shows
Contest Judges Only	20	1 on the judges room door, 4 surrounding the downstairs judges, 4 surrounding the judges area upstairs
Copyright	8	One at the unit entrance, one at the spectator entrance, 2 on the way into the gym

Critique Area	1	On the door to the critique room
Critique Room	9	2 directional and 1 on the door
Equipment Holding	6	in the equipment holding area
Equipment Loading Area Only	4	in the equipment loading area
Equipment Unloading Area	4	in the equipment unloading area
Equipment Warm Up	8	directional and on the doors
First Aid	4	directionally to first aid and on the first aid room door
Footwear/Equipment Padded	4	1 in inspection, 1 in warm up, 1 at check in
Reserved Staff/Crew	14	On the front middle row of bleachers in the gym for the staff and crew
Guard Area	8	depending on facility place in areas where the guards are allowed to hang out and put their stuff
WGI Logo Sign	26	to be used anywhere necessary
No Entry	49	wherever needed
Non Finalists Backside Entrance	7	One outside directional, 2 on the door, 1 inside directionally if needed
Performance Entry	7	2 to be used as directional signs, 2 to be used on the entry doors
Performance Exit	4	on the exit doors from the performance area
Prop Loading/Unloading	6	1 directional, 1 in the prop loading/unloading area
Prop Storage	4	directional
Sound Engineer	2	at announcer/sound table
Spectator Entrance	4	2 with directional signs outside, 2 on the actual doors
Staff Viewing	4	Enclosed on the staff viewing area
Tabulation Signs	7	in and to the area of tabulation
Ticket sign	9	at places where people buy tickets; one at check in
To Critique Area	4	using arrows to direct the units to the critique area
To Gym	7	Directionally used throughout the school to help guide anyone to the gym
Video Area	2	in the area where ensembles are allowed to tape their ensemble performance
Warm Up Area	6	directional and on the doors
Warm Up Area A	2	On entry door to warmup
Warm Up Area B	2	On entry door to warmup

## FUNDRAISING

**Ticket Sales:** WGAZ events have a set price of \$10/ticket. Ticket Sales are split between WGAZ (\$8 to the event host, \$2 to WGAZ)

**Concessions-** Some popular foods that are easy to sell: soda, bottled water, hamburgers, hot dogs, nachos, pretzels, candy, cookies and baked potatoes. Please check with your district as food handlers' licenses may be required to run concessions. Event Hosts receive %100 of concession sales.

**Souvenirs-** Another opportunity to profit from your show is the sale of souvenirs. Popular items include small flags, t-shirts, drumsticks, flowers, pins, rifles, sabers, and hair pieces. (Souvenirs may not use the WGAZ name, logo, or internet address). WGAZ can provide a vendor for Show Shirts if interested.

**Programs-** Selling programs as well as ads within the program can also aide in your show profitability. To keep costs affordable, try to minimize your cost for the program. WGAZ and will be offered a free ad if a program is available. Please be aware that use of the WGAZ logo on any contest materials must have approval by the WGAZ office. Two copies of the finished program must be provided to the WGAZ board 2 weeks prior to the event for approval. Event Hosts receive %100 of program sales.

**Air Grams-** Performers love to hear their name announced over the intercom. Selling air grams is another avenue to explore in profitability. Air Grams will be read during transition periods within the show. The Air Grams should be proof-read before the announcer reads it to make sure the content is appropriate. Event Hosts receive %100 of air gram sales.

**50/50 Raffles-**Collect items to raffle off through donations. (i.e. gift certificates). Please check with your district prior to any 50/50 Raffle sales as some districts have restrictions or guidelines to follow. Event Hosts receive all profits from 50/50 raffle sales.

**Sponsorship-**Soliciting your community for donation items (i.e. Food, paper, envelopes, etc) in trade for program advertising is a great way to foster community involvement. Event Hosts receive %100 of sponsorship donations to your event.

**Photos-**Offering unit and "buddy" photos can potentially create profit. Event Hosts receive %100

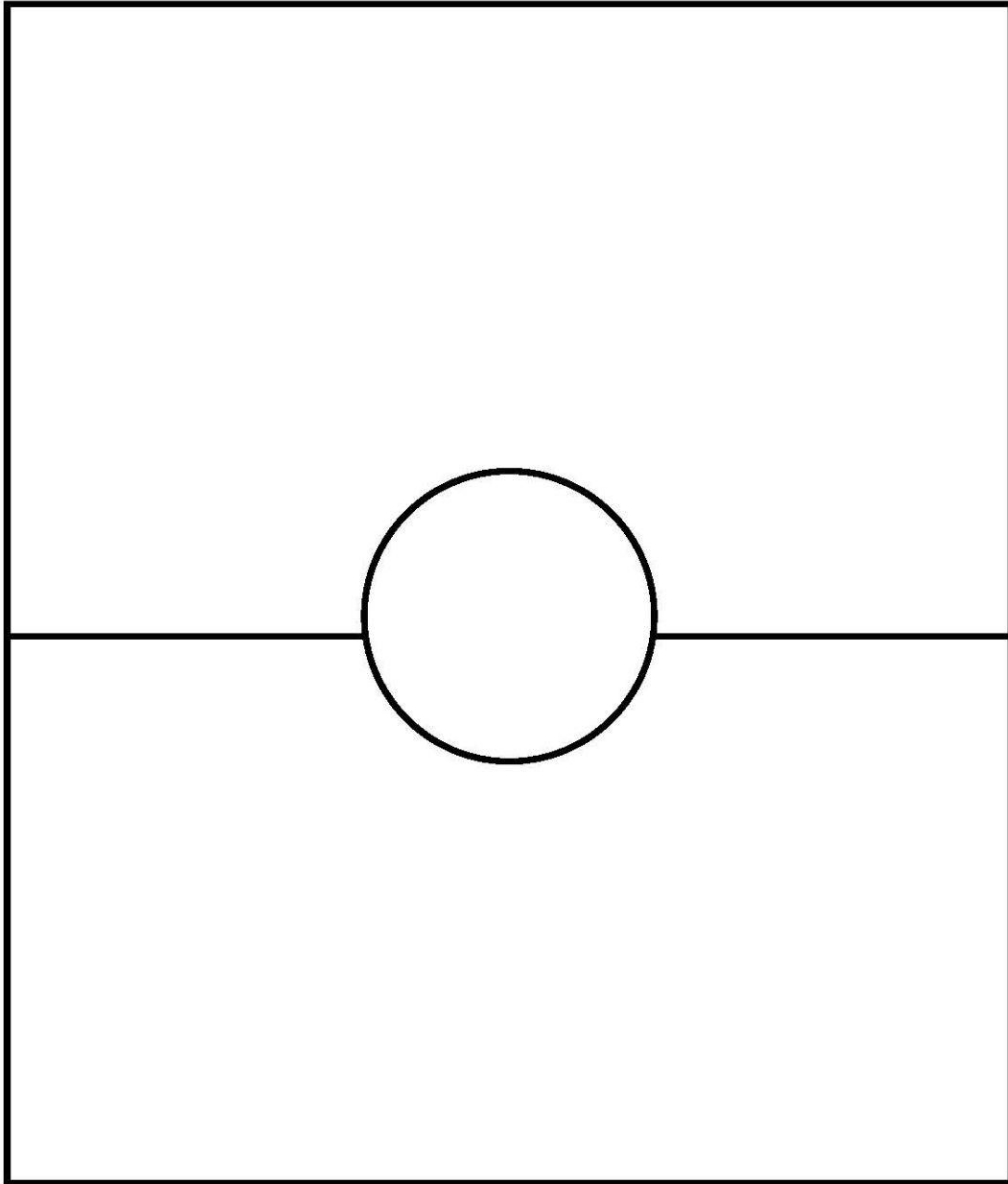
of photo profit.

## **WGAZ Floor Damage Form**

Please clearly mark any damage to the competition floor.

**Show** \_\_\_\_\_ **Date** \_\_\_\_\_

**Unit** \_\_\_\_\_ **Class** \_\_\_\_\_



**T & P Judge** \_\_\_\_\_

**Contest Director** \_\_\_\_\_

**Unit Manager** \_\_\_\_\_

**Event Host** \_\_\_\_\_