

Winterguard Arizona

2019 Contest Handbook



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Part 1: General Information

PURPOSE

Congratulations on being awarded a WGAZ sanctioned show. WGAZ assembled this packet to assist you in answering questions regarding your upcoming show. 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 SHOW HOST COORDINATOR

The Show Host Coordinator is responsible for maintaining a working relationship with the Show Host in the layout of the Contest and the scheduling of each WGAZ sanctioned event. You can reach the Show Host Coordinator by email located via the website under contact- Show Host Coordinator or eboard@wgaz.com. All show scheduling and questions can be directed toward the Show Host Coordinator to help facilitate a smoothly run show. They will frequently communicate with the Show Host.

ETHICS, CONDUCT, AND BEHAVIOR

All representatives of Winterguard Arizona (WGAZ) are expected to behave in such a manner as to be an exemplary example for the young people we serve. As a Show Host, you not only represent your organization but WGAZ as well. Courtesy, language, standards, appearance and personal conduct in and around the contest event should be beyond reproach. Care should be taken in social settings that the image of WGAZ is maintained at the highest level. Inappropriate conversation or remarks about the units participating or the adjudication process, is unprofessional and should not occur. All those who act on behalf of WGAZ publicly, or as a Show Host are a key representative of WGAZ Code of Conduct. One never knows when a comment or act could be taken out of context with damaging results.

ROLE OF THE WGAZ CONTEST DIRECTOR- (Member of Contest Staff provided by WGAZ)

The WGAZ Contest Director ensures that the contest runs smoothly and efficiently. The list below will indicate some of the areas that could fall within that role. Communication must be ongoing and equally open to everyone involved with a contest. The duties of the WGAZ Contest Director include, but are not limited to the following:

- Ensure that all shows are run in a similar manner to benefit the units.
- Ensure competing units are aware of any conditions or problems that may arise at the contest.
- Record damage at shows caused by any unit (scratches on floor, broken lights, etc.) Please use the FLOOR DAMAGE FORM as a means of communicating problems to the unit and to the WGAZ office. Please have the Timing and Penalties Judge note it on the penalty sheet as well.
- Assign volunteers as needed.
- Be sure that Show Host understands the award ceremony process.
- Preside over the Judge's Critique Meeting, shared responsibility with Timing and Penalty Judge if needed.
- The Contest Director should not leave prior to the conclusion of the contest.
- Adjusts the judging panels as necessary due to travel problems or illness.
- The WGAZ Contest Director is to contact the Show Host no later than one week prior to the contest. The purpose of this call is to review the schedule of the weekend, review all logistics, contest and critique issues, and to assure the smooth execution of the contest.

ROLE OF THE WGAZ CONTEST DIRECTOR (cont'd)

- In the event a unit instructor or director approaches the Show Host with any questions relative to a judge or any phase of the judging process, that individual should be directed to the WGAZ Contest Director of the event.
- Be aware of the volume of the music for color guards. Notify the sound operator if the volume needs to be lowered during the show.

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.

WGAZ's success is directly attributable to the care and concern shown for the participating units on all competitive levels. As a general guideline for contest conduct, deal with the inevitable unforeseen problem using your own good judgment, or by checking with the appropriate person in charge as quickly as possible. In most cases, this will be the WGAZ Contest Director. The information below will assist you in the consistent administration of your show.

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
 - G. Hospitality Rooms Directors room
- Coordinate pick up of the floor/sound system from the previous WGAZ hosted show
- Unfold floor and sweep prior to Time and Penalty judge arrival. See Part 3
- 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 warm-up facilities for body and equipment. (Outside, band room, choir room without risers) so sound does not carry to competition area.

Host Responsibilities- (Cont)

- Adequate bathroom facilities with room for performers to change clothing.
- Area for vendor wares to accommodate spectator traffic.
- Participant parking for unit parking. (Buses, vans, trucks, etc.)
- Spectator Parking.
- 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)
- Performance site signs will be provided with the sound system and floor pickup and are the responsibility of the Show Host to place around the school site for easy of maneuvering throughout the school campus. A list is provided to guide placement if each sign. You may use your own signs, but follow the guide of what needs to be marked and how.
- WGAZ passes, VIP, Judges, Hall of Fame and Board member badges will be allowed entrance into all shows. ****no other passes will be accepted**-ONLY the wristbands or handstamps you are using for your show** **each year the pass will change its appearance and will have the current seasons year listed for validation.**
- At end of show sweep and fold floor, prepare sound system for the next show host to pick up
- Take down all banners supplied by WGAZ and put back on Sound cart

Units can only open performance floors on the outdoor courts if they are on top of a practice floor. They can have a separate rehearsal floor that they use, but it must be marked as a **"practice"** floor. If you see units opening performance floors, please notify the Contest Director immediately. This is for the safety of your gym floor.

Information documents required for your show (map, floor, performance flow, timeline, concessions, admission fees, etc.) will be posted on the WGAZ website two weeks prior to your show. Please send your information to the Show Host Coordinator in one pdf file, please ensure the following information:

- The above paragraph starting with (UNITS) about the performance floors.
- We ask that percussion units wait until 10:00am to start warming up.
- Please do not arrive any earlier than two hours before the show is scheduled to start.

We hope that this will help give the Show Host time to set up for the show, and get a parking lot attendant outside.

Awards -Guard and Percussion 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 Independent Open then 1st and 2nd place awards should be supplied. (Separate retreats may vary from show to show depending on the number of registered units).

Retreat- Retreats should be organized in performance order with all unit Captain's 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

Time schedules for 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. Critiques may be held at the discretion of the WGAZ Contest Director.

- Maximum of up to 40 units for Saturday shows and 30 units for Friday shows.
- Contest closes 3 weeks prior to date of 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.

UNIT ENTRY AND SCHEDULING

All WGAZ Contests where Color Guard is offered will have the following color guard classes available:

Independent World (IW)
Independent Open (IO)
Independent A (IA)
Independent AA (IAA)
Independent Regional A (IRA)
Independent Novice (IN)
Independent Jr High (IJH)
Independent Jr High A (IJHA)
Independent Prep (IP)
Scholastic World (SW)
Scholastic Open (SO)
Scholastic A National (SA National)
Scholastic AA Local (SAA Local)
Scholastic Regional A (SRA)
Scholastic Novice (SN)
Scholastic Prep (SP)
Scholastic Jr High (SJH)
Scholastic Jr High A (SJHA)
Scholastic Elementary

All WGAZ Contests where Percussion is offered will have the following classes available:

Independent Marching World (PIW)
Independent Marching Open (PIO)
Independent Marching A (PIA)
Independent Regional A (PIRA)
Independent Concert World (PICW)
Independent Concert Open (PICO)
Independent Concert A (PICA)
Independent Jr High (PIJH)
Scholastic Marching World (PSW)
Scholastic Marching Open (PSO)
Scholastic Marching A (PSA)
Scholastic Regional A (PSRA)
Scholastic Concert World (PSCW)
Scholastic Concert Open (PSCO)
Scholastic Concert A (PSCA)
Scholastic Jr High (PSJH)
Scholastic Elementary (PSE)

All WGAZ Contests where Winds is offered will have the following classes available:

Independent Open (WIO)
Independent A (WIA)

Independent Regional A (WIRA)
Scholastic World (WSW)
Scholastic Open (WSO)
Scholastic A (WSA)
Scholastic Regional A (WSRA)

Deadline date for contest entries will be three weeks prior to the contest date. All deadlines for contest entries will be strictly enforced. **THERE WILL BE NO EXCEPTIONS!**

Show registration begins October 1st of each year and closes 3 weeks prior to contest date. Final contest information will be provided two weeks prior in Competition Suite.

ADMISSION PRICES

You may charge what you deem to be a fair price based on the participants in your contest. You may also want to consider offering a discount for students, it is recommended that children 5 or under enter free. **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. (Host Responsibilities: Pg 5 highlighted in yellow)

ANNOUNCER

The Show Host is responsible to find 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. It is risky to let this individual improvise during the course of the contest. Set the proper expectations on this individual, provide them with the proper script and other information, and be sure the spiel sheets are given to the announcer.

All announcements should be prepared and scheduled for delivery. (See page 14-15 below)

TECHINICAL 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. (Appendix A – School District IT Coordinator Questionnaire)
Percussion units require two power strips at the back and front centerlines.

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 Director immediately.

EVALUATING CONTESTS

There is a contest evaluation form (Appendix B) that will be completed at the conclusion of the show. The contest director and show host coordinator will meet with the show representative and go over this. If a contest presents serious problems, a report will be made to the Selection Committee so that the issues can be dealt with effectively and expediently. **Failure to adhere to all specifications of WGAZ contests can affect the future sponsorship of your contest.**

EXHIBITIONS

Exhibitions must be approved in advance by the WGAZ Show Host Coordinator and included on the schedule.

FLOOR DAMAGE

In order to protect WGAZ and the Show 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 Director and one sent to the WGAZ office. A copy of this form is located in this document. (Appendix C)

FUNDRAISING

There are many opportunities to raise money and profit from your show through admission sales, concessions, souvenir, program sales, air gram sales, 50/50 raffles and sponsorships.

Admissions- Consider offering a discount for students.

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.

Souvenirs- Another opportunity to profit from your show is the sale of souvenirs. Popular items include: small flags, t-shirts, boxer shorts, drum sticks, 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. In order to keep costs affordable, try to minimize your cost for the program. WGAZ will utilize 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 office or given to the Contest Director. Please contact the WGAZ Marketing Director for the official WGAZ logo at Kim@wgaz.org.

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.

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.

Sponsorship-Soliciting your community for donation items (i.e. Food, tapes, paper, envelopes, etc) in trade for program advertising is a great way to foster community involvement.

Photos-Offering unit and "buddy" photos can potentially create profit.

INSURANCE

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

The Show Host must be ready to provide proof of liability insurance by way of a certificate of insurance with a combined single limit of \$1,000,000 for bodily injury or property damage. Coverage must be with an insurance company rated by "**Best Guide To Insurance Companies**" with a rating of at least A-10 either through the school district, contest facility or an independent policy.

WGAZ must be added as an additional insured by separate endorsement. Proof of insurance must be received in the WGAZ office no later than 30 days prior to your event. Each Show Host is responsible for providing WGAZ with a current copy of their insurance binder listing **WGAZ** as additional insured. (Copy of insurance is due no later than 30 days prior to the close of your event). **Failure to provide proof of insurance in the time stated above could result in WGAZ securing the insurance at the cost to the show 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.

MARKETING

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

ENTRY REPORTING

Each Show Host **must** report the total number of spectators for their show to the Contest Director after the completion of the show. WGAZ provides information to the music licensing companies. This also provides analytical data to WGAZ when assessing attendance at shows throughout the season.

SOUND SYSTEM CONTROL

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, (CD, MP3, Computer, etc.)
- 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.

WARM UP AREAS

Each unit will receive one (1) interval time of body warm up and one (1) interval time of equipment warm up regardless of the amount of space at a particular show. 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

Part 3: Judging

The WGAZ Contest Director supervises and implements the contest, maintaining the standards and procedures set forth by WGAZ in conjunction with the Show Host. The Contest Director 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 Show Host do a superb and generous job in this area, this segment serves as an aid for new Show 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.

JUDGE MEALS (Cont)

- Avoid telling the judges to go to the cafeteria for your standard "refreshment package". Often the lines are excessively long and precious time between contests is wasted. Also, the food you select for sale to the kids might not be the best choice for the adult judges.

- Coffee and tea in the morning is extremely important in the case of a judge's early departure. Depending on the start time of your contest, judges may need breakfast when they arrive. If you are providing breakfast, items such as cereal, yogurt, fruit, muffins, and granola bars are appropriate and easy.
- Bottled water is usually the preference for most judges. Soft drinks are also appreciated.
- Lunch and or dinner might include hot soup, salads or casseroles.
- Please have food options for the judges including a vegetarian option if applicable.

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

The judges' room is restricted to judging personnel including the WGAZ Contest Director, Colorguard Judge Coordinator, Percussion Judge Coordinator and WGAZ Board Members. Trial judges may be included at the discretion of the Contest Director. 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 Show 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 Director.**

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 of volunteers is needed – this is managed by the Time and Penalty Judge or the Contest Director.

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

CONTEST SITE-(Cont)

- Tabulation Area (2 tables, chairs) Power
- Water Station
- Inspection Station

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 and Students
- Monitor time based on schedule
- Check performers hand stamp **Dressing Areas**

Spectator Entrance/Exit Adults

- Take Tickets or check hand stamp -
- Monitor door
- Unit Entrance/Exit Runners
- Runners for Judges Recorders and T&P Sheets to tab area

SUPPLIES

- Awards
- Radios
- Extension Cords & Power Strips Cones (have 2 - 6 available)
- Tape (caution, duct, masking, painters, electrical (black/white))
- 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

- Hand Stamps/Pads/Wristbands Schedules
- Master List for head counts (compare with T&P List)
- Wristbands for Performing Members + 7 additional to use for staff or volunteers
- Cash Box Receipt Book

UNIT CHECK-IN (Cont)

- Table/chairs Pens/Pencils/Markers Radio
- Runners (at least 4 at a time)
- Maps
- Any additional handouts to all units

UNIT INSPECTION GUIDELINES

Prior to entrance into the gyms, competing units must undergo inspection. The purpose of inspection 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.

Generally speaking, all sharp corners/hard edges of props, carts, etc. that come in contact with the floor should be padded/covered with layers of tape.

Most percussion instruments are on an appropriate frame with tires that do not pose a risk to the gym surface. If any frames/stands are set directly on the floor, they need to be appropriately covered/padded. Pedals that make contact with the floor should have edges taped with a few layers.



Good Pedal-Taped over edges



Bad Stand-Missing Rubber Foot

UNIT INSPECTION GUIDELINES

Props with hard edges/sharp corners should be covered/padded. Floor carts should have tires that are not compromised and should be large enough that they are unlikely to scratch/tear the floor when being moved. Colorguard units have more performance equipment that needs to be inspected to ensure the safety of the facilities and other performers. Again these are general guidelines but should help when looking for common issues. T&P Judge will brief volunteers.

Flag Tips – Tips should be secure on both ends of the pole. The photo on the left is poorly taped, could easily fly off during a show and expose a sharp edge. The one on the right is well taped tightly, pole is not visible between the silk and tip is not loose. The tip should also not be broken through.



Good Flag Tip – tip won't fly off



Bad Flag Tip – tip could fly off

Rifle Inspection – The rifle is commonly made of wood and should not have exposed, rough wood. The tip and butt of the rifle should be padded and taped to ensure there are no sharp edges. Screws should not be sticking out at any place and it is recommended that the strap be taped.



Good and Bad Rifle Tape

Sabre Inspection – Sabers need to have a secured tip. There may be several variations on how this is done, it doesn't need to be excessive but the tip is required to be covered with a small padding. Single piece of tape is not enough. The bottom of the hilt where the screw is located must also be covered with tape.



Good Saber Tape



Bad Saber Tape



Good Saber Hilt

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 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 The Show Host Coordinator

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 provide and pays the sound operator.

Q **Who assigns the judges for our show?**

A The WGAZ Percussion Judges Coordinator Jum Hudson and the WGAZ Colorguard Judges Coordinator is Scott Montoya. They assign judges and tabulators for each WGAZ sanctioned show.

Q **What if I would like to have other judges at my show?**

A All WGAZ shows will use judges that have been trained by WGAZ or WGI (Winter Guard International). Judges are provided by the Colorguard and Percussion Judges Coordinators only.

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

Contest Announcers Script

When the Timing and Penalties judges gives 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. 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.**
- 3. No videotaping of any unit is allowed per copyright laws.**
- 4. 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.**
- 5. Finally we would ask that you do not litter while on campus. Trash receptacles are located throughout the campus. We would ask that you use them**
- 6. "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 or for more information regarding sponsorship of the WGAZ Championships, please go to 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. For more information regarding sponsorship of the WGI Regional, please go to 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.

Event Signage to be Used Inventory**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

