



## **Contest Sponsors Handbook**

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## **Part 1: General Information**

### **PURPOSE**

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.

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

All representatives of Southern Association for Performance Arts (SAPA) are expected to behave in such a manner as to be an exemplary example for the young people we serve. As a contest Sponsor, you not only represent your organization but SAPA 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 SAPA 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 in our behalf identify SAPA publicly, and as a contest sponsor you are a key representative within your particular area. One never knows when an innocent comment or act will be taken out of context with damaging results.

### **ROLE OF THE CONTEST ADMINISTRATOR**

The SAPA Contest Administrator is the link between SAPA, the Sponsor and the units. This is an important communication responsibility. The list below will indicate some of the areas that could fall within that role. Communication must be ongoing and equally open to every unit within the region. The duties of the SAPA Contest Administrator include, but are not limited, to the following:

- Maintain communication with the SAPA office to keep up to date, and to inform the office of needed information.
- Enhance the growth of SAPA promoting and supporting in **all activities** SAPA (color guard, and percussion equally)
- Serve as a source of information for units, sponsors, and judges association.
- Serve all groups within the region equally.
- Maintain current awareness of rules and interpretations.
- Assure that all shows are run in a similar manner to benefit the units.
- Serve as circuit Contest Director.
- Assign penalties noted by the Timing and Penalties Judge.
- Assure competing units are aware of any conditions or problems that may arise at the contest.
- Record damage at competitions 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 SAPA office. Please have the Timing and Penalties Judge note it on the penalty sheet as well.
- Assign assistants as needed.

## Part 2: The Contest

*The Contest is one of the most significant events of the indoor pageantry season. Many units will experience SAPA for the first time in this setting. Parents, boosters, sponsors, school administrators and fans 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.*

SAPA's success is directly attributable to the care and concern shown for the participating units on all competitive levels. We expect that this will continue and be manifested at all SAPA contests. 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 all cases, this will be the SAPA Contest Administrator.** The information below will assist you in the consistent administration of your show.

### **ADMISSION PRICES**

The cost for admission to SAPA sponsored contests will be \$ 8.00 for a One Day event and \$ 12.00 for a Two Day event.

### **AWARDING OF SHOWS**

The Contest Coordinator will make a recommendation to the Executive Board for approval. Bids from potential sponsors must be submitted annually to the SAPA Office for final determination as to show sponsorship.

### **CRITERIA TO AWARD CONTESTS**

The following considerations should be reviewed when selecting the contest sponsorship:

- Completed application with sponsorship fee.
- Application submitted by due date.
- Dates of availability of proposed contest site.
- Flexibility of scheduling with multiple availability of dates (first, second, and third choices).
- Quality and location of contest site. Site specifications should accommodate both guard and percussion (Marching & Concert) competition.

### **COSTS TO SPONSOR A CONTEST**

- **Sponsorship fee.** \$200 deposit is due and payable to SAPA with completed application. If application is not accepted, the sponsorship fee will be refunded.
- **Hotel Housing for Judges and SAPA Contest Administrator.** SAPA will coordinate housing for Judges, Contest Administrator, Sound Technician, and Media Technician
- **Judges' Fees.** Checks for the judges' fees must be ready to be given to the SAPA contest administrator prior to the final break in the show. A detailed pay summary sheet will be given to the Contest Sponsor at the beginning of the contest.

#### **One-Day Contest**

**\$300.00 Plus \$5.00 for each unit above 25**

#### **Two-Day Contest**

**\$400.00 plus \$5.00 for each unit above 25**

If a judge only works one day of a two day contest, they will be paid the one-day fee.

- **Contest Administrator Fee.** The SAPA Contest Administrator fee is the same as judges' fees.
- **Sound Technician and Media Technician Fee.** The SAPA Sound Technician and Media Technician will be paid by SAPA
- **Awards.** The trophy and plaque policy for contest is as follows:
  - Graduated in size for First, Second, and Third Places.
  - Trophies/Plaques for **ALL** SAPA classes for First, Second, and Third Places.
  - Suitable Participation Certificates will be supplied by SAPA.

### **CONTEST GUIDELINES**

In order to maintain a workday that is beneficial for units, judges and staff, SAPA adheres to the following guidelines. While it would be ideal if every show ran on a common schedule, in light of the many variations in size of contests and density of the various classifications, the contest administrator must have some flexibility. The judging workday described below will definitely bring us to one important standard, and that is the time frame in which all contests must function. Whenever possible, no event should begin before **9 am** and all performances **must** conclude by **10 pm**. Time schedules for contest will be sent to units after the SAPA Contest Administrator has finalized the schedule. Critiques will be held at the discretion of the SAPA Contest Administrator. The critique schedule will be publicized on the SAPA website at the beginning of the season.

### **General Contest Guidelines for Color Guard**

- A ONE DAY CONTEST
  - Maximum of up to 55-60 units.
  - Contest may close earlier depending on size of facility.
  - Contest time: Saturday 9 am to 10 pm.
  - Critiques must conclude no later than 11 pm.
- A TWO DAY CONTEST
  - Maximum of up to 80 units.
  - Contest may close earlier depending on size of facility.
  - Contest time: Saturday 9 am to 10 pm; Sunday: 11 am to 3 pm.
  - Saturday critiques must conclude no later than 11 pm.

### **General Contest Guidelines for Percussion**

- One-day contests.
  - 50 units maximum.
  - Contest time: 9 am to 10 pm.
  - Critiques must conclude by 11pm.

### **CONTEST SITE SPECIFICATIONS FOR COLOR GUARD**

- Competition area should be 65 x 100 in size. Hopefully more room will be available.
- Seating at least 15 rows high.
- Individual Analysis judges are to be located 5 – 8 rows from the floor.
- Adequate warm-up facilities for body and equipment.
- Hallways, foyer, or room for all units' equipment and props.
- Locker rooms for performers to change clothing.
- Adequate washroom facilities with both cold and hot water.
- Room for judges.
- Separate room for the Contest Sponsor's contest staff with food and drink.
- A concession stand or snack bar available during contest times.
- Area for unit booster tables with spectator traffic. Sponsor cannot charge units more than \$25.00 for a 10x10 booth space. Maximum commercial vendor donation for a table shall be no more than \$200 per 10x10 booth space. SAPA will receive complimentary booth space in a high traffic area.
- Parking for unit parking. (Buses, vans, trucks, etc.)
- Parking for spectators.
- Sound system will be provided by SAPA with mixing board, variable speed CD player, amplifier, etc.
- Convenient transportation to/from airport and hotel to contest site for judges. Meet judges in baggage area; please carry a sign that says SAPA to identify you.
- Tables for tabulation area and sound area (2 each).

### **CONTEST SITE SPECIFICATIONS FOR PERCUSSION**

Same as color guard specification with the following exceptions:

- Competition area should be 65 x 100 in size. Hopefully more room will be available.
- Performance Analysis judges should be located in the 5<sup>th</sup>-8<sup>th</sup> row from the floor.
- Ensemble Analysis and General Effect judges should be located in the top of the arena unless directed by the Chief Judge.
- Adequate warm up places (band room, choral room WITHOUT RISERS) so sound does not carry to competition area.
- Provide a designated outdoor warm up area that is convenient to the competition area yet secure from traffic and public disturbance.
- Two four-outlet electrical boxes or electrical strips to be placed at front and back centerline in the competition area.
- Doors with center bar removal or double doors for easy access and/or exit of equipment and carts are preferred. Door **OPENINGS** for both entrance and exit of units must be a minimum of 36" wide.

### **UNIT ENTRY AND SCHEDULING**

- The SAPA office will handle all entries and will disseminate final information to the units and judges.

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

Independent World (IW)  
 Independent Open (IO)  
 Independent A (IA)  
 Independent Regional A (IRA)

Scholastic World (SW)  
 Scholastic Open (SO)  
 Scholastic A (SA)  
 Scholastic AA (SAA)  
 Scholastic AAA (SAAA)  
 Scholastic Regional A (SRA)  
 Novice (N)  
 Cadet (C)

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

Independent Marching World (PIW)	Scholastic Marching World (PSW)
Independent Marching Open (PIO)	Scholastic Marching Open (PSO)
Independent Marching A (PIA)	Scholastic Marching A (PSA)
Independent Concert World (ICW)	Scholastic Marching Novice (PSN)
Independent Concert Open (ICO)	Scholastic Concert World (SCW)
Independent Concert A (ICA)	Scholastic Concert Open (SCO)
	Scholastic Concert A (SCA)
- Deadline date for contest entries will be three weeks prior to the contest date. SAPA will release final contest information approximately one week prior to the contest at [www.sapaonline.net](http://www.sapaonline.net).
- Performance order will be determined by a random draw.
- If more than 20 or more units in a color guard class, rounds will be used and will be determined by the SAPA office.

**ANNOUNCER**

The Contest Sponsor’s responsibilities are to know what will be said, monitor timing, and set up protocol and schedule. You will receive the Announcer’s Handbook before the contest. Make every attempt to introduce each unit in the same manner. It is our goal to make the delivery the same at all SAPA contests. All announcements should be prepared and scheduled for delivery. Be sure the person is familiar with contest procedure, and is not just the local DJ. This individual is an important representative of SAPA’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 limitations on this individual, provide them with the proper script and other information, and be sure the Announcer’s Handbook is given to the announcer.

**ELECTRICAL NEEDS**

There must be adequate electrical provisions to support the tabulation table (computer, printer) and to support the sound system. Separate dedicated power sources are mandatory for the tabulation table and the sound table. Percussion contests require two power strips at the back and front centerlines. Color Guard contests must have a power strip on the front sideline.

## **EMERGENCY CONTACTS**

Each contest needs to provide an assigned individual who can accept phone calls at in case of emergencies (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 SAPA Office and the SAPA Contest Administrator immediately.

## **EXHIBITIONS**

Exhibition must be approved in advance by the SAPA Contest Administrator.

## **FLOOR DAMAGE**

In order to protect SAPA and the Contest Sponsor, 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 SAPA office.

## **HOUSING**

Charge is \$3.00 per competing member (Staff and Chaperones are free. Sponsors are discouraged from assigning units hallways as a substitute for classrooms. On Site housing should meet the standards outlined under CONTEST SITE SPECIFICATIONS FOR COLOR GUARD and CONTEST SITE SPECIFICATIONS FOR PERCUSSION. Units should vacate housing no later than one hour after the conclusion of the contest unless otherwise specified in the information packet. Select hotels with affordable rates and are accessible to the contest location need to be made available to the units. The SAPA website can assist in distributing this information by way of the sponsor's Contest Packet.

## **INSURANCE**

Due to changes in the insurance industry, SAPA will not be able to provide insurance for your event. Each Sponsor 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. SAPA must be added as an additional insured by separate endorsement.

## **INFORMATION PACKET**

The Contest Sponsor's Information Packet for competing units is to be submitted electronically to the SAPA Contest Administrator no later than two weeks prior to their contest.

## **JUDGE ASSIGNMENTS**

Judge Assignments are made by the Color Guard and the Percussion Chief Judges. The SAPA Contest Administrator will be informed of the assignments prior to the contest.

## **MARKETING**

**For the purposes of this event, no Sponsor may enter into any exclusive agreements, contracts and/or corporate sponsorships without the express written permission of SAPA.**

## **PHOTO AREA**

Bateman Photographic Services is the official SAPA photographer. The SAPA office will let you know if a photographer is planning on attending your event. If photo services are

desired, Bateman must be given first refusal. Upon Bateman's inability to service an event, show sponsors may secure a local photographer for action shots **ONLY**. Show sponsors and local photographers must agree to sell only at their contest or by mail. **BATEMAN PHOTOGRAPIC SERVICES WILL BE THE ONLY PROVIDER OF GROUP PHOTOS OR INTERNET SALES FOR SAPA.**

### **PRACTICE SITES**

Any requests for practice sites will be referred back to the Sponsor. Contest Sponsors may offer gym time with the maximum rate being \$20.00 per half hour. This will be done on a first come-first served basis.

### **PROGRAM**

If the Sponsor is producing a program, they must provide one full page to SAPA to promote our organization. SAPA will provide the black and white ad artwork. Also, please be aware of that use of the SAPA logo on any contest materials must have approval of the SAPA office.

### **SHOW CONTEST AGREEMENT**

Once a show has been awarded, SAPA will prepare an agreement for the Sponsor to sign outlining their financial and administrative responsibilities.

### **SCORE SHEETS**

SAPA will provide the score sheets for all contests.

### **SOUND SYSTEM CONTROL**

SAPA Sound Tech will control volume.

### **TABULATION**

Tabulation is a crucial component of the Contest and extremely important to the units and judges. SAPA Contest Administrator (not the contest Sponsor) is responsible for tabulation.

### **WARM UP AREAS**

Each color guard 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. Each percussion unit will receive two (2) interval times for warm up and one (1) interval time for travel to the Ready Area. The SAPA Contest Administrator will issue a detailed logistics schedule to the units in their final information that must be adhered to. The contest Sponsor is not allowed to add additional warm up time even if there is extra space other than the two warm up areas.

### **WEBSITE**

It is the SAPA Contest Administrator's responsibility to assure that scores are posted on the SAPA website after the conclusion of each contest.

### **VIDEO TAPING**

Due to copyright restrictions, NO ONE, NOT EVEN THE CONTEST SPONSOR, IS TO VIDEO TAPE any part of the contest, except a unit videotaping THEIR OWN program. Due to copyright restrictions, there is to be **no** selling of contest videos.

Units come to the contest for exposure to, and input through, the judging process. Try to establish the location of your video taping area away from the center location for the GE and EA judges. Neither function should intrude upon the other. This area should be able to accommodate one individual per unit.

SAPA may video any part of the event for the purpose of educational source material. This will be pre-arranged with the SAPA Contest Administrator.

**The SAPA Contest Administrator may need to have a unit videotaped for review of classification.**

## **Part 3: Judging**

The SAPA Contest Administrator supervises and implements the contest, maintaining the standards and procedures set forth by SAPA in conjunction with the Contest Sponsor. The Chief Judge 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. In those areas where the contest management involves the judges, it will be most successful if there is a comfortable working understanding between the SAPA Contest Administrator, the Chief Judge and the Contest Sponsor. For the most part, all procedures will be addressed here, in the hope that it will offer a smooth and compatible working relationship.

### **RESPONSIBILITIES OF THE CHIEF JUDGE**

- Contact the SAPA Contest Administrator about transportation and accommodations.
- The Chief Judge should not leave prior to the conclusion of the contest.
- Be present in the stands to view as many of the guards as possible.
- Adjust the judging panels as necessary due to travel problems or illness.

The SAPA Contest Administrator is to contact the Chief Judge 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 and transportation, contest and critique issues, and to assure the smooth execution of the contest. The SAPA Contest Administrator will be responsible to communicate these agreements (as appropriate) with the Contest Sponsor to assure that these responsibilities are handled.

### **CRITIQUES**

Color guard critiques should occur primarily on Sunday morning, with Saturday critiques at the discretion of the Contest Administrator.

The Percussion critique procedure will be agreed upon prior to the contest, in dialog between the SAPA Contest Administrator and Percussion Coordinator/Administrator. This procedure will be communicated to the contest Chief Judge, clarified in the pre-contest conversation with the Contest Director, and executed in the agreed upon manner.

Critique location should be a room separate from dressing areas, contest sites, lunchrooms, etc. Libraries, band/ choral rooms are a great location for critique.

### **JUDGE MEALS**

While most sponsors do a superb, generous job in this area, this segment will serve as an aid for new sponsors or for those few sponsors who may not understand the judges' 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.
- 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 departures from the hotel, sometimes the hotel restaurant is not open and judges will need breakfast when they arrive. If you are providing breakfast items, things such as cereal, yogurt, fruit, muffins, and granola bars are appropriate and easy.
- Bottled water is usually the preference for most judges. Soft drinks (Coke products seem to be the most popular) are also appreciated.
- Lunch and/or dinner might include hot soup, salads or casseroles.

## **JUDGE AIR TRAVEL**

Although the goal is to have all judges fly into a single airport there may be times when judges will be traveling to different airports where two or more airports service a contest location. There are very sound reasons for this choice. In some cases, departure times are better and in many cases airline ticket costs are lower. The Sponsor is responsible to arrange for transportation to and from the airport and must be prepared for this eventuality should it occur.

- **Airport pickup:** Refer to judges' flight arrival information received from the office, and assume that everyone needs to be picked up. It is the judge's responsibility to advise the SAPA Contest Administrator, the SAPA office and Sponsor if other arrangements have been made. If Sponsor makes other arrangements, such as a shuttle, please notify SAPA. SAPA will keep all parties informed of air arrangements. **Under no circumstances can a judge be kept waiting at an airport for over two (1) hours even if it means another trip to the airport. Judges have been traveling often after a full workday and must get rest prior to the contest.**
- **Standard meeting point and means of identification.** All judges should be met at the baggage claim area of the airline on which they are traveling. An adult contest representative should hold a sign with large SAPA lettering visible for the judge to recognize and thus establish contact.
- **Airport Return.** There should be adequate assistance for the execution of this task to accommodate varying arrivals and departures without extreme waiting periods for the judge. Allow ample travel time to airport.
- **Emergency contact.** There must be someone who can be reached by phone in the event of flight changes and cancellations. This is an area that is often neglected. This is where cell phones will come in handy. The SAPA Contest Administrator will have contact info for senior SAPA staff person from the SAPA office will be on call each weekend for emergency situations, should they arise.

## **PRIVACY IN THE JUDGES' ROOM**

The judges' room is restricted to judging personnel including the Chief Judge, SAPA Contest Administrator, Color Guard Coordinator, Education Director and Executive Director. Trial judges may be included at the discretion of the Chief Judge. There are often issues of a sensitive nature that need to be addressed, and which would be inappropriate for other individuals to witness or listen to. If this is also the room where judges' meals are served, obviously the Sponsor's committee members will need to be in attendance, 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 are not to be in this area.**

## **ROLE OF THE SAPA CONTEST ADMINISTRATOR IN JUDGING**

In the event a unit instructor or director approaches the SAPA Contest Administrator with any questions relative to a judge or any phase of the judging process, that individual should be directed to the Chief Judge of the event. All issues of this nature will be handled directly by the Chief Judge.

## **TIMING AND PENALTY JUDGES**

- **Role and responsibilities of the Timing and Penalty Judge.** Timing and Penalties are an important part of the competition. Hopefully, units will have been adequately prepared during the season so that they will arrive at Championships penalty free for the most part. It is desirable to give the unit the benefit of the doubt whenever possible. A warning is an appropriate choice if there is any question at all about the existence of the penalty. Penalty judges should strive to use all possible efforts to accommodate the rules.
- **Assessing Penalties.** The T&P Judge should learn to establish a consistent tolerance, using sound intelligent applications in noting any penalty. Give the benefit of the doubt to the units whenever there is a question. The WGI Adjudication Manual and Rulebook is the last word for the T&P Judge and for the SAPA Contest Administrator in assigning any penalty. Once a penalty is assigned, there is no appeal except for members/membership eligibility. Sometimes the physical layout of the facility will make it necessary to allow for special considerations for timing based on the site. The Timing and Penalty Judge will use intelligent good judgement in cases like this.

## Part 4: Contest Checklist

This checklist is designed to assist you in attending to the countless details, which will make a contest run smoothly and efficiently. If the committee should be divided up in such a way that these categories fall into their specific responsibility, it will aid that individual, the contest sponsor and you in assuring the proper attention to details. All details might not apply to your specific contest, but it will definitely cover every possible situation.

### **CONTEST SITE**

Seating Capacity  
Handicapped Area  
Warm-up Area  
Guard Entrance/Exit  
Souvenir Area  
Crowd Flow  
5 foot front sidelines  
Judges area in stands, accessibility  
Judges Room  
Cleanliness  
Coffee/Cold Drinks/Water  
Snacks  
Tables and Chairs  
Announcer  
Security  
Electrical power on contest floor  
Comfortable chairs (long day)  
Wires covered/taped  
Tabulation Area (2 tables, chairs)

### **STAFF NEEDED**

On site first aid  
Announcer and Announcer Aid  
Security for Money Areas (tickets, Booster Area)  
Crowd Control  
Unit Control (guides or escorts)  
Unit Check In  
Warm-up Area  
Spectator Entrance/Exit  
Unit Entrance/Exit  
Judges' sheets and media to tab area  
Miscellaneous floaters (several)  
Housing  
Parking Lot as Needed  
Food Service  
Servers, sellers, clean-up  
Preparation of food for Judges & Contest Staff

### **SUPPLIES**

Awards  
Radios  
Extension Cords & Power Strips  
Cones (have 2 - 6 available)  
Tape (caution, duct, painter's tape)

### **TABULATION**

Two tables and chairs  
Trash receptacle  
Dedicated electrical power source

### **SOUND TABLE**

Two tables and chairs  
Trash receptacle  
Dedicated electrical power source  
Tape (duct and painter's tape)

### **JUDGES (See Part 3):**

Transportation for Judges  
- To/From Contest Site  
- To/From Airport  
Judges Food - on site  
Airport Information

### **SIGNS**

Unit Check-in  
Unit Entrance/Exit  
Dressing Rooms - Boys/Girls  
Warm-up Area  
Prop/Equipment Area  
Body Warm-up Area  
Equipment Warm-up Area  
Competing Unit Entrance  
Spectator Entrance  
Ticket Sales  
Judges' Room  
Announcer/Sound Area  
First Aid  
Directional Arrows

### **GENERAL INFORMATION FOR UNITS**

Hospitals, Medical Centers  
Police  
Ambulance  
Towing Service  
Garages  
Gas Stations (late night)  
General Merchandise (Wal-Mart, etc.)  
Restaurants - Fast Food  
Hotels/Motels  
Contact Phone Numbers  
Emergency Phone # at Site - Cell

Phone

Housing Chairperson  
Judges' Transportation Chairperson

### **FINANCIAL**

Expenses

- School Rental
- Judges fees (paid at the end of the show)
- Judges mileage (paid when invoiced)
- SAPA Contest Administrator
- Food for judges/CA/Staff
- SAPA Sponsor Fee
- Medical, Police
- Ticket Printing

### **PRACTICE SITE CONSIDERATIONS**

60 x 90 FT of space available  
No obstructions in the ceiling  
No stairs  
Practice Chairperson

### **CASH AND SUPPLIES**

Cash Boxes with cash for:

- Ticket Sales
- Food Sales
- Souvenirs
- Guard Check-in

### **UNIT CHECK-IN**

Wristbands/Hand Stamps/Pads

- Performing Members +

Schedules

Master List for headcounter

(compare with T&P List)

Detailed maps of Contest Site

List of Monies due

Cash Box

Receipt Book

Table/chairs

Pens/Pencils/Markers

Radio

Runners (at least 4 at a time)

Confirm critique location

Any additional handouts to all  
units

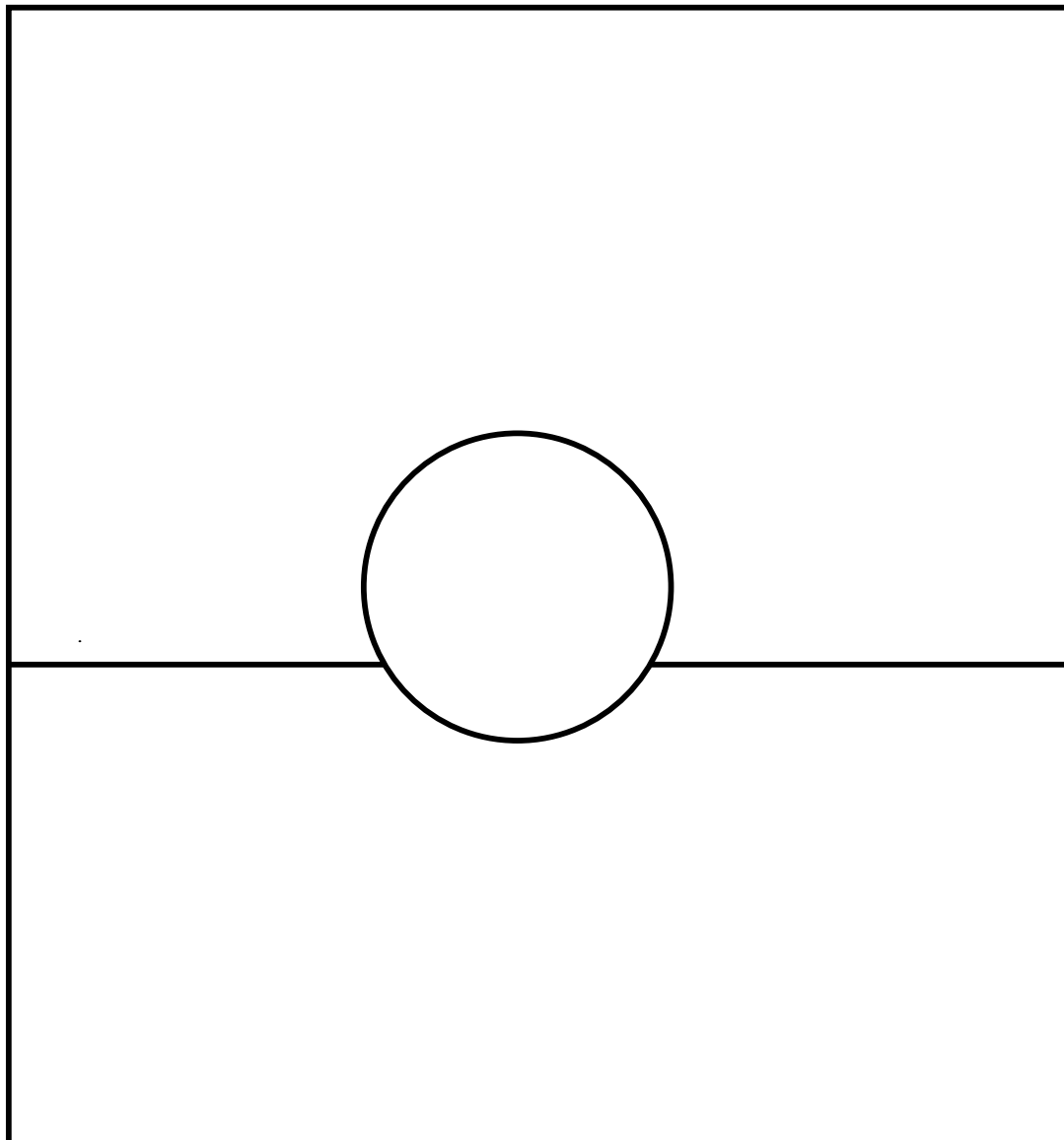
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# SAPA Floor Damage Form

Please clearly mark any damage to the competition floor.

Contest \_\_\_\_\_ Date \_\_\_\_\_

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



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

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

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

Contest Sponsor \_\_\_\_\_