



First Show Checklist

As we all get ready for our first show of the season, I find it always helps me to have a checklist to keep me from forgetting something vitally important. Here is a list of things to think about/remember/do as you start your season.

- Build in plenty of extra time into your travel schedule for the first weekend, to compensate for any first-time problems.
- Arrange to have a parent/chaperone go with you to the first show. This way, you can worry about the things you need to do as a director without worrying about who's watching your kids.
- Make sure you bring your proof of insurance, scholastic letter and music licensing form with you to the first show. These should be turned in to the Tabulation Table.
- Be sure to fill out the necessary forms in the show information packet before you arrive. This will keep your check-in process much quicker and less stressful.
- Make sure to fill out your spiel sheet. Print several copies and take extras to each show.
- If you are staying overnight, let the show sponsor know that you need a room. If you have boys and girls, make sure to let them know that you need two rooms so that there is no confusion at check-in. Remember, overnight housing costs \$3 per member.....bring a check with you made out to the host organization.
- Rooms are a privilege. If you are not staying overnight, you may not be assigned a room. If you are assigned a room, make sure you treat it with the UTMOST respect. There should be no cooking at any time inside a host school. This is a fire hazard and could result in your group being denied housing privileges for future shows.
- If you plan to have "court time", contact the show host ASAP. It may be too late for the first weekend if you haven't already done this, but you can do it for future shows. Remember, rehearsal time costs \$20 per half hour.....bring a check with you made out to the host organization.
- Make sure you have more than one copy of your show music, and put them in different places. Give one to someone else to keep for you in case of an emergency.
- After registration, take your tape/cd to the sound table. If possible, do a sound check during a break.
- Be ready for your official warm-up time a few minutes early.
- Be flexible and understanding if the show is running behind.

- Make sure someone familiar with your soundtrack stays at the sound table during your guard's performance in case volume or speed need to be adjusted.
- Make sure to sign up with the T&P judge for critique BEFORE the last guard's performance starts.
- After your performance, make sure to listen to your tapes. **YOU MUST LISTEN TO YOUR TAPES BEFORE ATTENDING CRITIQUE!!**
- Be sure your kids know where to meet to line up for retreat.
- Visit the hospitality room and get to know some of the other directors. We are our own best support network!!
- Ask the show host and host staff any questions about the facility. The contest director can answer your questions about things specifically related to the contest itself, but is probably unfamiliar with the site.
- Remember to pick up your sheets after retreat.
- If you are attending both Saturday and Sunday shows, make sure your tapes are rewound on the Sunday side and turned in to the tabulation table by the announced time on Sunday morning.
- Have fun!!!!