



SHOW HOST HANDBOOK

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STEP ONE: NOW THAT YOU HAVE A CONTEST, THEN WHAT?

Create Checklist

Included in this booklet are examples of checklists to help you get started. Please feel free to add or delete items from the list. If you are unsure, do not hesitate to ask for help from your Contest Director. The purpose of the checklists is to give you predetermined deadlines and keep you moving forward with the planning of the contest. Remember that the more work you accomplish **before** the day of the contest, the less there is to worry about and do **on** the day of the contest. This will also help your Contest Committee and volunteers feel more confident with the tasks before them.

Create a Contest Committee

The purpose of this committee is to help with the planning and the footwork for the contest. **DO NOT TRY TO DO IT ALL.** Your committee should consist of the following but not limited to:

Concessions	Judge's Host	Check In
Spectators Needs	Programs and Awards	Hospitality
Donations and Vendors	Stadium Volunteers	Facilities
Security	First Aid	Committee Head

As Show Host administrator, whether you are the booster representative or the band director, you should not hold a position on the committee. This committee is to help you! Your job, within the committee, is to answer their questions and concerns. Let the active parents within your program help you. You would be surprised to see the community connections that come out when parents are asked to do something specific.

Book Facilities

In your preparation for applying for a contest you already placed your intentions on the books. Now is the time to confirm with the school, athletics and district that your contest was granted. Make sure they have no concerns. If they do have any concerns, and you are not sure how to handle them, make sure you communicate these concerns to your Contest Director. The more your Contest Director is aware of possible upcoming difficulties, the more they can be sensitive to them, and the Contest Director can help make those with the fears feel more secure.

STEP ONE: NOW THAT YOU HAVE A CONTEST, THEN WHAT? (CONTINUED)

Make Appointment With Your Contest Director

At this point you may have already met your Contest Director. However, if you are new to hosting a contest, or a new site, it is required that the Contest Director meet with you at the facility for a Site Inspection. At this time schedule a meeting to answer any questions that may come up. This meeting can be one on one, with the Contest Committee, or with your whole parent program. We recommend that you have the meeting with parents present. This way the parents will familiarize themselves with their contact, the Contest Director will be on hand to answer their questions (just in case you are unsure of answers), and everyone feels secure in placing faces to names and voices. You will be working very closely with your Contest Director, so it is helpful to have a rapport as soon as you can.

Contest Director:

Email Address:

Cell phone:

STEP TWO: PREPARING FOR YOUR CONTEST

Meeting Deadlines

MBOS requires each contest host to sign a contract detailing the expectations for the contest. It is very important that this document, and all the deadlines, are met and returned to the office. If you have any questions regarding the contract, please contact Scott Bilbruck, WGASC Director of Operations.

Organizing Volunteers

After you have established your Contest Committee it is important to recruit parents, family and/or students to assist the committee. A volunteer meeting is recommended at least 2 months before your contest. The sooner you let your volunteer pool know what date they are needed, the sooner it is placed on their calendars and the better turn out you can expect. In preparing for this meeting you want to make sure you have job descriptions, which you can find at the end of this chapter, the number of volunteers needed for each job and, if possible, a schedule for them to sign up for shifts. Remember that students can do some jobs. Make sure that you make it clear which jobs are for the parents and which for the students. Also, all students should be supervised by an adult.

MBOS Supplies

MBOS Show Host Meeting and Supply Pick Up:

On or before October 15, 2010

Site: TBD

Time: TBD

Supply List Checklist

- Awards
- Patches
- Wristbands – performer and spectator
- Directors Gift
- MP3 players
- Adjudication Sheets
- Envelopes for Sheets
- Envelopes for Patches
- Check In Packets
- General Supplies

STEP TWO: PREPARING FOR YOUR CONTEST (CONTINUED)

Donations

Donations are essential to the financial success of your contest. Please remember: **the more donations you receive the higher your profit margin.**

In your donation letter, remember to list your goals, your unit's successes, and your needs. You can either write specific letters, i.e. food donations, monetary donations, or you can write one letter to cover all possible areas. Make sure that the letter is signed and approved by the band director and is printed on official letterhead.

Keep records of who donated to your contest so that you can contact them in the future. Remember that you can use advertisement as an incentive for those not sure about donating. Whether it is a business card sized ad in a photocopied program, or a sign in your concession area, every bit of advertisement helps their business. For ideas as to how to utilize these donations for the most profit, refer to Recommended Moneymakers and Savers.

These letters should be sent out at least one month in advance of your show date. Most chain stores have to send the letter to their corporate offices, so make sure you give yourself enough time to allow these types of stores to help you. Donations are the heart of your profit. Good luck!

Check Facilities

Make sure that you are checking your facility availability every month leading up to your contest date. Check, not only with your district facility calendar, but also with the athletics department and the sports teams directly. Many times something will come up last minute and it may not always get to the music department. Also, make sure that custodial and security is aware of your intentions for the contest. You need to have sufficient custodial staff, security staff, and someone ready to go in case something goes wrong with the facilities the day of the contest. Now is the time to figure out who is in charge of these things and how they can be reached on a Friday night or Saturday.

Budget

This is always a tricky subject because the budget is based more on the number of units attending your contest and the number of judges assigned to your contest. When making your budget, take into consideration things like: **Judge's schedule** – will they need breakfast, will they need snacks, how many meals are required, **The length of your contest** – the more participants the longer the day will be which can impact your custodial costs and security costs. **Concessions-** if you are unable to get most of this donated your profits may be affected.

STEP TWO: PREPARING FOR YOUR CONTEST (CONTINUED)

Recommended Moneymakers and Savers

The number one money saver is to plan ahead as much as possible. Try to think of every contingency that could occur and have a back up plan. You cannot plan for everything, but if you have tried to plan for the most likely situations you will feel more in control, which in turn will make those around you more comfortable with the situation.

The next money saver is to have your entire program help with the donations for the concession stand. If every member brings in a 24 pack of soda, you can stock the majority of your concession stand. For instance, flutes will bring 2 bags of nacho chips, clarinets will bring in hotdogs and buns, etc. It is a small donation from each family, yet it helps tremendously in cutting the number of donations needed for the concession stand and/or the amount spent to fill the concession stand.

As for moneymakers, make sure your concession stand has at least 2 meal-type items. Examples would be pizza, BBQ sandwiches, hamburgers, hot dogs, or chicken sandwiches. Try to work with the local restaurants within your community to get a deal in order to offer these items. Keep in mind the clientele that you are servicing, high school girls and boys and their parents. Also, keep in mind if the restaurants are not willing to donate food, but give you a discount on what you purchase, how much will you have to charge in order to make a profit? If there are fast food restaurants close to your school, and your prices are a little high, most families will choose to leave the facility to eat and then you have lost business. Make sure the price you charge will give you a profit and yet is something the average person would pay for the convenience of not having to leave the facility. Do not rule out stores like Sam's Club or Costco for easy concession foods. These mostly give vouchers that can be used within their stores to purchase items for your contest. Do not hesitate to ask a restaurant, who is not willing to donate food, to donate a paper good or condiment. Taco Bell is great for napkins and nacho boats, McDonald's and Burger King are great about cups or silverware. Do not be afraid to approach grocery stores for hotdogs, buns, fruit, and nacho cheese (many stores are now carrying bulk items). Close by pizza parlors are usually good about donating a certain number of pizzas. When using this type of service, make sure you set up delivery times ahead of time. Many concession stands under order for the meal items.

Finally, program sales can be successful if you have zealous parents to sell the ads. Remember that your contest is one of many, so the price needs to be set at a reasonable amount. Most of the time the ads provide supply and print charges and everything over and above is profit. This is also one to be careful. **DO NOT PAY FOR PRINTING OR OVER ORDER PROGRAMS IF YOU ARE PAYING FOR THEM TO BE MADE!** This is one that can back fire easily. Be careful.

You can create a simple program on a computer and photocopy on to good paper. Make sure you leave room for spectators to write down scores and ranking results. This can be time consuming, but much appreciated by those attending the contest.

STEP THREE: THREE WEEKS BEFORE CONTEST

Volunteer Job Descriptions

Parking Attendants

- Make sure the busses, vans and equipment trucks are parking in the correct lots for unloading
- Make sure the spectators are parking in the lots closest to the facility
- Make sure there are sufficient parking spots reserved for judges and MBOS staff

Concessions

- People good with figures to accept money and make change
- People to prepare the orders and organize the booth
- People to help set up and break down
- People to help stock the concessions

Spectator Tickets

- Someone good with figures to accept money and make change
- Someone to assist with wristbands

Judge's Host

- Someone to organize and see to their meals for the day
- Someone to make sure they are getting enough to drink and provide a cooler for the field judges with water and snacks.

Spectator Entrance

- Someone insistent to check for wrist bands and to make sure no one enters or leaves during a performance.

Entrance Gate – Field/Performance

- Someone to keep Units moving from warm-up to field/performance
- Someone to make sure no one enters or leaves during a performance.

Runners

- They will need to take judges drinks and run DVR's and sheets to the tabulation area in the press box.

Unit Check-in

- Wrist bands for performing members + 15 Crew
- Hand out schedules and maps
- Answer any questions

Programs & Trophies

- Collect business cards/ads and organize them for print
- Get final schedule from Contest Director for print
- Copy, fold and staple programs (you can have the students help with the grunt work)

STEP THREE: THREE WEEKS BEFORE CONTEST (CONTINUED)

Volunteer Job Descriptions

Unit Entrance to Stadium

Someone to check wrist bands to make sure they are performing members or have paid

Will also be responsible for making sure no one enters or exits the stadium during performances

Band Host

Representative is required to guide Units on campus, during the event.

Knowledge of procedures and layout for the event is required.

This person will be assigned to a specific Unit from arrival until the Unit has returned to the stadium for the Awards ceremony.

Preparation Checklist

- Two labeled facility maps with the flow of the contest
- Work with Contest Director on Entrance/Exit gates, Pit Entry, warm-up areas, etc.
- Make sure Instructor/Director Packet is updated
- Make a list of companies and stores to ask for donations
- Secure facilities on all calendars
- Look for evening lighting outside, if needed
- Make sure that enough space is provided in the warm up area.
- Rain Plan – There never seems to be an organized method to deal with rain. It DOES happen but seems to catch everyone off guard. Things to consider: indoor warm up and warm up times for that area, storage for belongings to keep them from getting wet and/or stolen.

Three Week Checklist

- Order any outdoor lighting equipment or tents that will be needed the day of the contest
- Set the volunteer schedule with exact shift times
- Make sure there is a plan in place for cleaning the stadium and press box
- Double check the website to make sure your contest information is posted correctly
- Determine vendor spaces and make a floor plan to make assigning spaces easier.
- Check with Contest Director for any changes

NOTES:

STEP FOUR: WEEK OF CONTEST

Contest Schedule

At this time, if not before, your contest deadline will close your contest. Your schedule will be made by Scott Bilbruck and passed on to you. Please remember that the schedule is finalized 3 weeks prior to your contest.

For your program, make sure that you arrange ahead of time for the schedule to be the last thing in and that you can have the program done last minute. The Contest Director will not be held responsible for last minute changes. These changes will be made in the best interest of the student performers. If you have any questions regarding how your schedule is decided you are welcome to consult with Carl Nelson or Scott Bilbruck.

Phone Calls

For the most part, either the MBOS Coordinator or the Contest Director will be fielding most phone calls regarding your contest. Do not expect calls regarding contest spectator fees, directions or logistics issues. If you are unsure about a question, run it by your Contest Director, just to be safe. You can never ask too many questions or call too often. The more you ask up front, the less you have to deal with on the day of the contest.

Scheduling Volunteers

Now that your schedule has been set, for the most part, you can finalize the volunteers' schedule. We suggest that volunteers work at least 4-6 hour shifts. It is helpful for the staff to keep things running smoothly if they are not having to adjust a new volunteer every couple of hours. Also, make sure that the first shift starts at least 2 hours before the first unit competes. Most units will arrive earlier than this. You may even want Check In to be there 2 ½ hours before the first unit competes. Breaks in the schedule are for the judges and staff to get caught up, so please make sure you always have volunteers working. Try to make sure that shift changes are not happening during critical times of the day, like lunch rush or during breaks. Think the schedule through and if you have any doubts run it by your Contest Director.

What To Expect

This will be the week that all the planning comes together. Make sure you have sufficient people to help organize donations as they come in and to help gather from around town. This will be a time that can try the nerves, but keep your cool and make sure that you are communicating with your Contest Director. If problems come up it will be within this time frame. Remember that you are not in this alone and that MBOS is here to help.

Do not forget to make or print programs, and double check your supplies. At the end of this chapter is an example of a checklist that will help you to organize the days leading up to your event.

STEP FOUR: WEEK OF CONTEST (CONTINUED)

Double Check

Make sure you go down the list of donations to verify what is being donated and when it will be picked up. It is always nice to send thank you cards to those businesses that donated something, no matter how small. Make sure you double check the judges' arrangements with your Contest Director. The Contest Director will set the time the judges will arrive at the facility the day of the contest and how many meals will be served. Make sure that you have checked the meals for the staff and judges. All meals will be eaten in the Judge's room or hospitality area. If you choose to set up a Hospitality Room for directors, it is acceptable for the judges and staff to serve from this room, but they will require a separate room for meeting. **Under no circumstances are the judges and staff to be served from the concession stand!** If you have any questions or concerns, please consult your Contest Director.

Contact Is VERY Important

Make sure you are checking with your Contest Director. Just as things are coming up with your volunteers and donations, things are coming up with the judges and the participants. The more contact that you have with your Contest Director the better prepared they can be the day of the contest to help you.

Make sure you are in touch with your Contest Committee. These people have been working hard to put this show together.

Week of Contest Checklist

- Complete program and have it printed
- Confirm donations and delivery dates and times
- Reserve tables and chairs needed for the contest
- Confirm security, first aid and custodial personnel and schedule
- Confirm judges' meals and snacks
- Confirm facility request and availability
- Make sure all volunteer slots in the schedule are filled
- Confirm information for all checks needed
- Put together unit Check In packets (make sure to include map and schedule)
- Make at least 15 extra copies of the MBOS Spiel Sheet for Check In
- Touch base with Contest Director

NOTES:

STEP FIVE: NIGHT BEFORE

What To Do?

DON'T PANIC! Make sure you go through your checklist. Remember that the more you can get done the night before the less there is to do the next morning. Make sure that all the donations are strategically placed for easy access the next day. Make sure you test all equipment and that the volunteers are aware what time to be at the facility the next morning.

If There Are Problems

It is very possible that there will be unexpected problems. Make sure you have a contact number for your Contest Director, just in case. There is nothing that cannot be overcome.

Judges

When setting up the Judges' Room the night before, we want the room to be relaxing and comfortable. Make sure the Judges' Host/Hostess is good with decorating as well as cater planning. Some nice touches to consider are:

Table clothes	Centerpieces	Candles
Nice serving dishes	Theme planned decorating	Eye pleasing
Bowls of candies	Mints	Desserts

Please remind the parent servers for the day that this room is for the judges to be able to prepare for the contest. They may be asked to leave the room so that the Chief Judge can talk openly about any concerns for the day.

Night Before the Contest Checklist

Field/Performance Area

- Set up Score Board Clock and check functionality
- Set up MIC for announcer and check sound system
- Set up 2 table for Awards, field level
- Set up 8 chairs inside press box for staff and Judges
- Set up 2 tables and 4 chairs on roof of press box for Judges
- Set up 1 table and 2 chairs for Field Judges
- Hang signs

STEP FIVE: NIGHT BEFORE (CONTINUED)

Night Before the Contest Checklist (Continued)

Concessions

- Move all products into concession stand
- Double check that you have enough service items
- Double check that you have enough heating and cooling appliances
- Make a sign listing all prices
- Hang signs

Unit Check In

- Set up at least 1 table and 2 chairs

Judges' Room

- Set up tables and chairs
- Set up tables for buffet table
- Decorate room
- Double check that you have service items, cooler for drinks and place settings

School

- Check **all** facilities to make sure they are clean and put together
- Pick up programs

NOTES:

STEP SIX: DAY OF CONTEST

Judges

The judges will be at the facility at least 1 hour prior to the first performance. If your contest starts early in the day, having coffee ready is recommended.

Within the Judges' Room the judges will eat, prepare, and take their breaks. This room is off limits to anyone except judges, MBOS staff, WGASC Executive Board, and contest serving personnel. Ahead of time, the Contest Director will determine times for snacks. We ask that you provide healthy choices for all meals provided. If anyone has special needs you will be notified ahead of time. We ask that dinner is a hot meal. **Under no circumstances will the judges be fed from the concession stand.** If you need a list of acceptable restaurants to get meals from it can be provided to you by your Contest Director. You can also ask a parent to cook a homemade meal to give that added touch.

MBOS Personnel

Contest Director will arrive at least 1 ½ hours before the first unit competes. Make sure you and your first shift are there at this time.

Tabulator/Digital Judge will arrive 1 hour before the first unit performs.

Announcer will arrive at least 1 hour before the first unit performs. If you are able to set up the sound system prior to their arrival that would be very helpful. If not, please make sure the equipment is in place. The announcer will also be operating the score board clock. All equipment for the Score Board clock should be set up in the press box and a representative from your school will need to instruct the announcer on the operation of the clock.

All of the above members will be included in the numbers for meals for the day, as well as any WGASC Executive Board members that will be working that day. All staff and judges will be fed in the Judges' Room.

Let It Work For You

Once the day has started just sit back and let the day happen. The more that you try to "control" what happens the more frustrated you will become. Things will go wrong and problems will come up. Just role with the punches and keep your Contest Director updated on what is happening around the facility. You will be expected to make rounds through the facility checking up on the different areas of the contest. Make sure that you make time for yourself to eat and take breaks when you can.

If you or any of your volunteers come up against an abrasive or rude instructors ask them to wait where they are and call for your Contest Director. It is the Contest Director's job to make the tough decisions and handle the fall out. Do not try to handle a situation that escalates. If you or your volunteers are feeling uncomfortable with a situation make sure you call in the Contest Director. Do not be afraid to ask for help.

STEP SIX: DAY OF CONTEST (CONTINUED)

Awards Ceremonies

Your Award Ceremonies will be scheduled into the day. All MBOS shows will have a Prelims (Drum Major ONLY) and Finals (Drum Major and Student Leaders) Award Ceremony. MBOS Championships Prelims Awards Ceremony will be (Drum Major ONLY) and Finals will be a Full Retreat. We will need a table to display the trophies for each ceremony. Captains will report to a predetermined area to line up for ceremonies. Host unit officers are encouraged to take part in the retreat ceremonies.

Clean Up

Make sure that you have a sufficient number of volunteers to clean up at the end of the day. We recommend that the concession stand stay open even after the Final Awards Ceremony. Many students will hit the stand before leaving. It will not be necessary to keep everything available, but the easy stuff will sell.

Make sure to return all paperwork, left over supplies and wristbands to the Contest Director at the conclusion of the event.

Day of Contest Checklist

Field/Performance Area

- Set up Score Board Clock and check functionality
- Set up microphone for announcer and check sound system
- Set up 2 tables for Awards, field level
- Set up 8 chairs inside press box for staff and Judges
- Set up 2 tables and 4 chairs on roof of press box for Judges
- Set up 1 table and 2 chairs for Field Judges
- Hang signs

Spectator Tickets

- Set up table with cash box, change, programs, chairs, and wrist bands

Concessions

- Prep area (cash box with change, supplies)
- Have copy of volunteers work schedule and program
- Set up tables for patrons
- Start up the foods that need to be heated

STEP SIX: DAY OF CONTEST (CONTINUED)

Day of Contest Checklist

Unit Check-in

- Set up tables with pens, markers, wrist bands and Check in packets
- Have a copy of volunteer work schedule, performance schedule, school map, blank spiel sheets

Tabulation/DigitalJudge

- 2 chairs
- Ream of 8 ½ x 11 white paper
- MBOS supplies

Warm up Area

- Put up signs
- Make sure area is clear and evening lighting is ready to go

Judges' Room

- Confirm arrival of food and snacks
- Start coffee and/or set out snacks
- Contest Director will set up Judge sheets and DVR's

Dressing Areas

- Make sure all restrooms and locker rooms are open and clean

School

- Hang directional signs inside and out (bus parking, spectator parking, pit entrance, dressing rooms, etc.)
- Make sure there are directional signs at all school entrances
- Make sure restrooms are open, fully stocked and clean
- Staff bus and support vehicle parking areas at least 2 ½ hours before the event

NOTES:



CHECK IN



HOSPITALITY



JUDGE'S AREA



JUDGE'S ROOM



**MEN'S
LOCKER ROOM**



No

VIDEO TAPING



**WOMEN'S
LOCKER ROOM**



**PERFORMER
ENTRANCE**



PERFORMER
EXIT



**PERFORMER
RE-ENTRY**



**SPECTATOR
ENTRANCE**



SPECTATOR
EXIT



TICKETS



ADMISSION

Adults, Senior Citizens, and
Children 6 and over

\$12

Children 5 and under free.

Presale tickets for the MBOS are available on
line at a discounted rate

<http://mbos.wgasc.org>



CHAMPIONSHIPS

Adults, Senior Citizens, and
Children 6 and over

\$15

Children 5 and under free.