

# EVENT HOST MANUAL 2020



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# WELCOME

Greetings WBA Event Host,

Congratulations on being selected to host a WBA event; it is an honor and privilege to serve our students and we're happy to have your support. This manual includes all the pertinent information you'll need to successfully host your event. Please read through the entire document to understand all the requirements and expectations. If you have any questions please feel free to contact us. Thank you again for partnering with us to create memories of a lifetime for our students.

## EVENT HOST GENERAL INFORMATION

Any school desiring to host a WBA-sanctioned event should fill out the WBA Event Host Interest Form. The form will be made available to directors on or before December 1. A preliminary season calendar will be presented at the annual member meeting by WBA Administration.

- Filling out the host event form does not guarantee an opportunity to host an event.
- Event Hosts must be WBA Members.
  1. Host prioritization is based on but not limited to hosting seniority, venue availability, venue location, general facilities, and survey results. Host seniority is as follows: Previously- and continuously-held WBA-sanctioned events.
  2. Previously hosted WBA-sanctioned events with a year-to-year lapse in hosting
  3. New hosts
- WBA Administration will contact you to schedule a site visit.
- WBA Administration will confirm details with all Event Hosts individually before anything is published publicly.
- Confirmed Event Hosts will complete an Event Host Agreement and follow the guidelines provided by WBA, the Event Host Agreement, and this Manual.

## Important Event Host Dates

\*All dates are estimates and are subject to change

October 1	Event Host Interest Form Released
April 1 - April 7	Preliminary Draft Schedule Release to Public
April 15	Event Hosts Agreements Due
April 15	Registration Opens
September 1	Registration Closes
September 10	Additional Entries Invoiced to Host

## Event Host Participation

Host ensembles are encouraged to participate in their own event, Event Host have the following options:

- **Competitive** – If an ensemble decides to compete, it will compete at the same time and class as any other entry to the event. However, the host ensemble will have the option of performing last in their class. They will receive recordings and scores, and their score will be included on the recap sheet. The ensemble will be included in the awards ceremony and will receive trophies if they place.
- **Adjudicated Exhibition** – The ensemble may perform any time during the event. The ensemble will receive recordings and scores. Their score will not appear on the recap, and the ensemble will **not** be included in the awards ceremony.
- **Non-Adjudicated Exhibition** – The ensemble may perform any time during the event. The ensemble will not receive scores or commentary.

Event Hosts must communicate their participation choice with WBA Administration **before September 1.**

Event Hosts do not have to pay an entry fee for performing at their own event. If host ensembles choose Competitive or Adjudicated Exhibition, their ensemble will count toward the total ensemble count for host invoicing purposes.

## Event Host Online Access

Online access is available for host ensemble managers. This allows access to information such as vehicle types, member counts, and scripts/spiel sheets in downloadable format.

## Event Host Timeline

To help ensure your success, please follow this list/guide.

### November/December

- Complete the WBA Host Interest Form (posted on the website).

### January/February

- Attend the WBA Annual Meeting (the upcoming season's preliminary schedule will be discussed).
  - Attendance for all Host and key event leaders will be mandatory at the if there is a host-related educational seminar.
- Review past years' survey results.

### February/March

- Confirm facilities and communicate any adjustments with WBA ASAP.

### March/April (draft schedule is released to the public)

- Registration opens April 15 and closes September 1.
- Prep for WBA site visit if your event is new or requiring a fresh visit for any reason.

### May/June/July

- Advertise your event
- Secure vendors needed
- Coordinate volunteers
- Draft the director's packet and maps
- Design your souvenir program

### August/September

- Check your deadlines with WBA and vendors
- Arrange your announcer and concession/hospitality plans
- Schedule the performance or recording of the National Anthem
- Ensure you have the required WBA sponsored files needed for the souvenir program

### 14 days prior to event

- Check final schedule with WBA
- Finalize and release director packet and maps

- Confirm any orders that have been placed
- Verify your announcer arrival time (1 hour before start of event)
- Confirm the National Anthem performance/recording
- Verify (with school officials) that all lights, sprinklers, WIFI access, power at the field, gates, and other facilities are ready for your event

#### 7 days prior to event

- Confirm volunteer assignments
- Follow up with school/administration regarding facilities and contact phones numbers
- Confirm the script for announcer with WBA
- Verify your CompetitionSuite login

#### 7-5 days prior to event

- Coordinate Travel and Logistics with WBA confirming adjudicator and event staff travel, parking, transportation, meals, and any additional details

#### Day of the event

- Verify that:
  - The PA system and field power are working properly
  - The field is painted and marked
  - Signage is present
  - All checklist items have been completed

# 2020 EVENT HOST PACKET INFORMATION

## Director Packet Required Contents

The following elements must be represented in your director packet. You can add to the list but not subtract.

- Ticket Sale Information
- Box Office Details
- Parking for Spectators
- Spectator Seating
- Programs (if applicable)
- Concessions
- Airgrams (if applicable)
- Merchandise (if applicable)
- Hospitality
- Restrooms & Changing Facilities
- Photography & Video
- WBA Staff and Adjudicators
- Weather
  - Rain and other inclement weather plan for your venue.
- Health and Safety
- Director Check-in
- Day of Contact Information
- Parking for Participating Ensembles — including bridge warnings with weight and height limits as well as any DOT construction in your surrounding area.
- Participating Ensembles
- Meal Information
- Warm-Up Areas
- Warm-up Schedules (if applicable)
- Field Performance Entrance/Exit
- Performer/Staff Re-Entry
- Student & Chaperon Seating
- Volunteers
- PA/Sound
- Awards
- National Anthem
- Staff Viewing Area/Sound Mixing Area
- Field and Hash Marks
- Critique Area
- Maps - including large overview of campus, detailed overview of parking/warm up, and stadium flow, can never have too many maps!

## COMPETITIONSUITE

Western Band Association uses CompetitionSuite for commentary and scoring. If you need to change or add access to your ensemble please contact WBA no later than 7 days from your first scheduled event.

WBA will release scores and recaps via CompetitionSuite and will not provide printed recaps at awards unless otherwise determined by the WBA Administration.

<https://competitionsuite.com/login/>

## TICKET SALES

Ticket sales for sponsored events are under the direction of the Event Host unless the host chooses to utilize WBA Ticketing Services. Super Shows and Championships will be under the direction of WBA.

Pricing and other sponsored event details will be released by Event Host in advance of the event and be will posted on site at the box office.

## MERCHANDISE

WBA partners with PepWear for merchandise sales at WBA events. WBA Administration will communicate merchandise space needs and advise appropriately if PepWear will be at an event. If PepWear will not be at a WBA event, the Event Host will follow the Host Agreement for details on selling merchandise at the event.

## VENDOR

You are welcome to have vendors attend your event, however, please refer to the Host Agreement for details. It is recommended, but not required, that Event Hosts provide power access to all vendors if the facilities are capable of doing so.

## ADDITIONAL VOLUNTEERS

Additional Volunteers - A minimum of two (2) judge runners will be available to adjudicators and event staff throughout the duration of the entire event. The Director Check-In table must open until all ensembles have checked-in. Additional volunteer needs will be communicated between WBA and the Event Host on a case-by-case basis per the event's needs.

## CHECK-IN

Participating Ensembles will be provided all, but not limited to: a printed event packet, other important day-of information, and re-entry wristbands for performing students.



These items fall under the liability and expenses related to the check-in table, unless otherwise communicated and written.

## COMMUNICATIONS

Event Hosts will work in conjunction with WBA Administration to ensure events have current information on the WBA website. WBA will assist with all but not limited to email/text/social media communication for all events. Event Hosts have access to participating ensemble information as it pertains to but not limited to program information, vehicle information, ensemble performer counts, and post-event thank you's.

WBA Administration will conduct surveys throughout the season to help provide a place for feedback to be received. Survey data will be shared with the WBA Board of Directors and Event Hosts at the end of the season and before the WBA Annual Meeting.

## SCRIPTS & ANNOUNCER

WBA will provide Event Hosts and event staff with templates for the overall script for the event as well as the script for each ensemble's entry onto the field. The Event Host and WBA Administration are responsible for making sure all information is correct. The tabulator will provide the final scoring page for the announcer and will be available for any questions or coaching needs.

Are we required to use the script?

**YES**

Additional information may be added such as special announcements that pertain to your event, those locations are highlighted in the script.

Event Hosts are responsible for securing an announcer, unless otherwise communicated with WBA Administration.

Announcers will work closely with the T&P, Tabulator, and Chief Adjudicator on the day of the event.

## EMERGENCY SERVICES

Event Hosts are required to provide a first aid station accessible to all spectators and participants. This place will need adequate signage during the event and follow the guidelines laid out in the Event Host Agreement.

## CRITIQUE

WBA will host critiques at all events (unless otherwise specified dependent on factors which includes but not limited to adjudicator availability, facilities, timing, and the

Event Host). Details and registration information will be published in advance of the events and will include information such as cost, dates, times, and other important specifics.

The Host is responsible for securing a location: Option #1 is a room next to the stadium with chairs and tables. An additional option includes, but is not limited to, a chair/table set up on the track at the end zone. Please discuss the critique location with WBA Operations to confirm the location for your venue so we can ensure it meets WBA standards.

## EVENT PROCEDURES

Under normal conditions these procedures will be followed for all events, however there may be exceptions, always follow the specific posted event details.

- Event Schedule Standard
  - The last ensemble will perform at 9:00pm and awards will start at 9:30pm. The schedule will work backwards from those guidelines.
  - Publication of preliminary schedules
    - Preliminary Schedules will be posted by Labor Day
- Event Packets
  - Packets and Schedules are finalized 2 weeks before an event
  - Updates that occur after an event packet is released, will be released the Wednesday before the event.
  - Updates that occur within 48 hours of the event will be directly communicated to directors in a timely manner. The following communication methods may be used: email, phone, and text message.

## CONTEST AWARDS

All WBA competitions will include awards that may be in the form of trophies, plaques, acrylics, printed certificates, or band-oriented merchandise (see WBA Policies and Procedures manual for details). Event Hosts are responsible for providing awards at all sponsored events. The Host is responsible for making sure the awards meet WBA standards. If there are any questions please reach out to WBA Operations.

Verbiage listed MUST be used on any printed or scripted award material, please refer to the Policies and Procedures manual for full details.

## DOCUMENTS AND MANUALS

The WBA website will house all documents, templates, and manuals, unless otherwise designated. Examples of event packets will also be made available. Please contact WBA Administration with any questions.

## CREDENTIAL BOARDS AND PARKING PERMITS

Events will have event-specific credential boards that provide access information to all volunteers managing stadium gates and parking lots. Adjudicators and Event Staff will have WBA-provided parking permit for their windshield. This along with their WBA credential, will allow them access to park in the lot designated for adjudicator or event staff parking (provided by the host) for free. Parking Permits are only valid for events that Adjudicators or Event Staff are assigned to.

The Credential Board file can be found on your WBA website dashboard. Space has been left at the bottom of the PDF for you to add any handstamp logos, wristbands, or other event-specific credential for you gate staff to be aware of.

