

INDOOR 2020



USBANDS

INDOOR SHOWCASE
EVENT HOST GUIDE

The mission of YEA! is to support the development of young people into magnificent human beings through participation in the performing arts.

INTRODUCTION

Thank you for your interest in hosting a USBands event. Throughout the winter of 2020, USBands hosts will serve hundreds of young performers at indoor percussion and color guard events throughout the northeast.

Formerly CMBC and USSBA, USBands is one of several programs encompassed by Youth Education in the Arts, whose mission is to support the development of young people into magnificent human beings through participation in the performing arts.

In its 31st year of existence, USBands strives to achieve a specific level of uniformity and excellence at all USBands sanctioned events. This year marks USBands' tenth indoor season. While we appreciate the unique experience that each event host has to offer, certain aspects must remain the same universally, in areas including adjudication criteria, performance atmosphere, signage, awards, time schedules, etc. This allows a seamless and enjoyable experience for all students and teachers at every site.

As the director and/or event host's appointed organizer of the event, please review the material found in this guide to assist in the planning and execution of your USBands Indoor event. Although every event host has different facilities, volunteers, and other resources available, the information highlighted in this manual should allow all event hosts to feel prepared to run a successful event. Additionally, USBands employs a full support staff that is ready to assist you.

HOSTING A USBANDS EVENT

Event hosts choose to run events with USBands due to our organization's ability to run high-quality events that offer positive experiences for all involved. We realize the effort that hosting an event requires and we offer our expertise, knowledge, and resources. We also try to make the experience run more smoothly by managing a majority of the administrative tasks involved.

The table on Page 3 details the package price and what is included when hosting an indoor event with USBands.

USBANDS INDOOR EVENT PACKAGE

Description Standard USBands competition where a critique session with all adjudicators will take place after the last group has performed

Price \$2,250*

- What is included in the fee?**
- Event staff, minimum of four (4) percussion adjudicators and five (5) color guard adjudicators
 - Promotion and recruitment of ensembles through official USBands communication channels
 - Ensemble and Event Host Services
 - Coordination of schedule

- What the event host must provide:**
- All required facilities and amenities
 - Promotion and recruitment of both ensembles and spectators
 - Safety/Security personnel and resources
 - Sound/PA system for color guards and spectators
 - Adjudicator hospitality
 - Event volunteers
 - Awards

PUTTING IT TOGETHER

COMMITTEES

The event host chairperson should work to recruit volunteers to ensure the event is adequately staffed, both in the planning phase and at the event itself. Traditionally, parents and other supporters of the program volunteer at these events. If additional volunteers are needed, many event hosts work with school and community service program coordinators to contact current students who may need to fulfill hours for community service. Other parents and booster organizations (theater, athletics, etc.) are often willing to assist, and even local community organizations such as the American Legion or Lions Clubs may be willing to lend support.

The amount of preparation that goes into the planning of your event will serve to eliminate many of the problems that may arise during the day. While planning the event, it is essential to ensure that every required task is completed. The event host

chairperson works with committee heads to delegate each individual task to a specific person, ideally with a completion date, if applicable.

An example of committees and tasks is shown in the chart on 3-4.

COMMITTEE	DESCRIPTION	TASKS
Event Coordination	The top members of the event host board, including the band director, functioning as the main decision making entity. Coordinates all committee efforts to ensure a smooth flow of communication and be primary contact/liaison with USBands, school administration, and all other major stakeholders.	<ul style="list-style-type: none"> • Retain and review copies of Showcase Event Agreement, Event Host Guide, Participant Guide, and all relevant and official USBands documents • Secure facilities contract and coordinate with facilities committee • Arrange necessary insurance, police/security, EMS/ambulance, etc. • Secure an announcer for the event • Recruit volunteers, assign positions, and oversee volunteer hospitality • Monitor cash control policy • Oversee hospitality room for adjudicators and USBands event staff • Communicate regularly with USBands, committee chairs, and school facilities and athletics departments
Facilities	Secure all facilities required for successful execution of the event	<ul style="list-style-type: none"> • Reserve gymnasium and other applicable areas (classrooms, aux. gym, auditorium, cafeteria, etc.) • Reserve warm up areas for participating ensembles • Make sure all areas needed to be unlocked (classrooms, restrooms, ticket windows, concession stands, etc.) will be unlocked on event day • Arrange for electric power at the front and back of the performance floor • Arrange for PA system/sound system with CD/iPod/other compatibility, etc. • Reserve food preparation areas • Reserve rooms for adjudicators, cash control, etc. • Arrange for tables and chairs for adjudicators, announcer and awards • Arrange for all removable bars in double doors to be removed for the duration of the event (gymnasium, hallways, etc.) • Paperwork to Event Coordinator

Operations	Responsible for the flow of the event with both ensembles and spectators	<ul style="list-style-type: none"> • Coordinates setup of event with facilities committee to make sure all tables, chairs, and other necessary items are in the correct location • Prints and hangs event signage, available on the USBands website, in accordance with USBands policies • Manages restricted areas, including ensemble entrance and adjudicators' area • Arranges transportation of adjudicators to/from the event, if needed • Oversees post-event cleanup
Event Sales and Fundraising	Responsible for all fundraising and sales components of the event including (but not limited to) programs, air grams, candy grams, and other merchandise.	<ul style="list-style-type: none"> • Compiles program information from participating ensembles • Creates the event program and arranges printing • Sets up merchandise area on event day • Purchases (or obtains donations of) goods to be sold • Arranges the sale of air grams and sends messages to the announcer • Supervise all sales at event
Food	Responsible for all food and concession sales at event	<ul style="list-style-type: none"> • Coordinate with facilities committee to arrange all necessary equipment and facilities needed for food preparation, storage, and sales • Prepare event menu • Purchase food prior to event or arrange donations • Coordinate hospitality area for adjudicators and USBands Event Staff
Publicity and Awards	Publicizes the event through various media channels; handles awards donations and ordering	<ul style="list-style-type: none"> • Write and distribute press releases • Design and place ads in local publications • Distribute promotional materials available from USBands • Arrange for donations for awards, program book ads, and/or gifts in kind • Contact special guests for possible help in presenting awards at the event

Obtaining Necessary Approvals

Securing the necessary approvals is the first step you should take in organizing your event. The number and nature of approvals varies from school to school, but this will generally include permission from the municipal government, police and fire departments, school boards, high school principal, and possibly residents in the area surrounding the event facilities.

It is essential to obtain written approval from the proper parties as early as possible, as the approval process can often take months.

Equipment and Facilities

Make sure to arrange for the following areas/utilities when reserving space at your school or facility. Different parts of the facility are often managed by different entities (i.e. the gymnasium and auxiliary gymnasiums are under the control of the Athletics Department, where the restrooms would need approval by the school's principal). Listed below are the essentials required by USBands to host an event, including specifications:

Performance Floor: Gymnasium or large area with regulation-size, high school basketball court. Minimum required performance space is 60 feet by 90 feet. The front boundary line shall be considered to extend the full width of the competition area and shall be clearly marked. There will be a safety zone of five (5) feet from the audience making a total minimum area of 70 feet by 100 feet..

Press Box/Adjudicator Viewing Area: Two performance viewing areas are needed for USBands Indoor Showcase Events. The first space should be from the third-to-fifth row of bleachers and the second should be the top three rows of bleachers. These areas should approximately be 8-10 seats wide and restricted to adjudicators and event staff only and be set far enough away from spectators that neither party interferes with the others' ability to view, listen, and enjoy the performance.

Electrical Power: Indoor electrical current to be placed on the front and back sidelines for use by the ensembles. Electrical power must be 110-volt alternating current, and cable carrying current must be heavy-duty, and have at least four (4) receptacles available for use by the ensembles. In addition, extra cords, power strips, and a generator should be kept nearby as a backup.

Sound/PA System: The sound system should be one intended for musical sound reproduction and NOT voice-only amplification. These specifications are meant to be a starting point for discussion and not a final statement. Sound systems can be adequate and high quality without having these exact specifications. The system should also be operated by an adult with working knowledge of the system and the capability to troubleshoot in case a problem arises. Please see Page 6 for a list of specifications.

Input Devices

- Mixing console with an input of at least five channels (two for CD, two for MP3, one for announcer microphone).
- Stereo Output (two channels) with some equalization capability (some sort of control that will allow adjustment to bass, mid-range and treble).
- If possible, the mixing console should be located with clear line of site front side (spectator side) to facilitate easy communication with the event coordinator and announcer.
- Professional-quality CD player with variable pitch control that can play CD, CD-R, CD-RW and MP3 discs.
- An 1/8-inch stereo connector that will allow MP3 players (iPods, laptops, tablets or similar devices) to be connected directly to the mixing console.
- Please place the player in an area that will be free of disturbance during the performances and that cannot be bumped by performers or spectators.

Amplification and Speakers

- High-quality PA system capable of 100db output, undistorted, 30hz – 18Khz, to last row of seating
- High-quality sub-woofer system with at least two (total) 15-inch or 18-inch drivers (one per channel)
- System should be configured in STEREO (two channels)
- System should cover spectator-side bleachers evenly with crisp, clear high end frequency
- Location: Speakers should be located at the rear of the performance floor at least five feet behind the basketball sideline. They can be together behind the center line or split left and right as far as cabling will allow, up to the width of the performance area.
- Wattage recommendation is approximately 1,000 watts per side. Again, this is only a recommendation; systems can vary greatly in efficiency and wattage with the amplifiers and speakers.

This list has been compiled to convey the intention of a high-quality system that provides the ensembles with the best possible sound. If you have any questions about how your sound system compares to these guidelines, please call the USBands office with your system specs to confirm that the system you have will offer a great experience to both performers and spectators.

National Anthem: Is the responsibility of the event host and can be performed live or by recording. A recording is available under Resources in the Event Hosts section of the USBands website (www.usbands.org).

Tables and Chairs: Three (3) tables and three to four (3-4) chairs each will be required near the performance area for the announcer/sound technician, tabulator and awards. Please place these in an area as to not hinder traffic flow and/or performances.

Participant Seating: We recommend that you provide space for participating members who have already performed to view the performances of other ensembles. Many event hosts choose to utilize the back stands. This not only allows groups the opportunity to cheer on their peers but can significantly increase the revenue you generate from concession sales. It is recommended that you issue a wristband or hand stamp to every member of an ensemble when they arrive at the school to distinguish participants from ticketed or credentialed spectators.

Safety: Security, custodial services, emergency medical services/personnel should be on-site throughout the duration of the event.

Warm-up areas: Depending on the layout and permissions for your facility, auxiliary gyms, auditoriums, classrooms, hallways and other areas can be used for ensemble warm-up. Weather permitting, ensembles may choose to warm-up outside.

Restrooms: Restrooms should be made available throughout the facility.

Cafeteria/Kitchen: Used for food prep and/or concessions.

Adjudicator Meeting/Hospitality Room: A secure meeting room where the adjudicators and event staff can meet prior to the event and for post-event critique. This area needs to be large enough for all of the adjudicators as well as several staff members of the participating ensembles so they can be seated to discuss their performance. A normal classroom, choral room, or faculty dining room is usually sufficient for this.

Inclement Weather: In the event of inclement winter weather, the event may be delayed, postponed, or cancelled after communication and discussion with USBands.

Insurance:

- Host shall obtain all necessary proof of insurance coverage as per the local facilities' policies.
- Youth Education in the Arts will provide proof of insurance for its property and employees as requested by facilities agreements as an outside party.
- Youth Education in the Arts will obtain proof of insurance for any third party vendors as part of their contract agreements, according to its own insurance requirements.
- Youth Education in the Arts advises that the event host should request proof of insurance from any other vendors hired for the event as per the local venue's policies.
- In most cases, it is anticipated that the school district's insurance and policies will be a satisfactory guide for required coverage.

Recruiting Ensembles to your Event

Although USBands will advertise your event via website and contact local schools through email, phone calls, and mailings, it is a mutual responsibility between the event host and USBands to recruit ensembles. It is likely that your ensemble director will know a significant number of directors that he/she can personally recruit.

Event Schedule

USBands, after discussion with directors and the event host, will assign and communicate the event schedule and information.

All special scheduling requests, such as order of performance, intermissions, and opening/closing ceremonies, must be submitted to the USBands office at least thirty-one (31) days prior to the date of the event. USBands reserves the right to set the schedule for any event whose host did not communicate the appropriate information to the office.

Event hosts will be responsible for designating warm up times and areas. Please allow for travel times between areas if you have a large facility. USBands will convey the schedule to the participating ensembles five (5) days prior to your event.

Please communicate to USBands the desired starting and ending times, maximum ensembles, performance order preference, and intermissions that you wish to include. While USBands will be distributing the schedule and directions for each event, it is important that the event host continues to communicate with the participating ensembles regarding parking at the school, ticket pricing and purchasing information, warm-up areas, gym flow, and other pertinent information.

A typical event runs as follows:

- Opening Ceremonies and National Anthem (10 minutes)
- Color guard/percussion performance intervals (7-11 minutes each)
- Intermission (20-30 minutes)
- Percussion/color guard performance intervals (7-11 minutes each)
- Host ensemble(s) in Exhibition (10 minutes)
- Awards Ceremony (20 minutes)

WORKING WITH USBANDS

What USBands provides for your event:

PERSONNEL

Event Staff

Event Coordinator: Manages the performance aspects of the event and works with your event host chairperson. The Event Coordinator oversees the adjudicators and other USBands personnel as well as the ensemble directors and staff. During the

event, this individual works with the announcer to ensure the event runs on time and also manages the awards ceremony. He or she typically arrives two (2) hours prior to the start of the first ensemble's performance and brings all of the adjudicators' materials, as well as any USBands and/or sponsor-branded items.

Assistant Coordinator: Coordinates the event flow at the entrance to the performance area, working with the Event Coordinator and announcer to keep the event running on time. This person will also supervise the post-event adjudication critique.

Tabulator: Responsible for tallying event scores, posting scores to the scoring recap sheet, and assembling score sheet packets. He or she will also assist the announcer during the awards ceremony. This person will ensure that the digital files of the adjudicators' comments are appropriately distributed. The tabulator's setup will need to be located near the performance floor with access to a power outlet.

Adjudicators

The USBands adjudication system places strong emphasis on rewarding performance and musical repertoire to ensure that the performers are rewarded for achievement. A minimum of five (5) color guard and four (4) percussion adjudicators will view each ensemble's performance, provide commentary, and rate each ensemble according to a set of criteria in their assigned caption, or area of expertise. Scores from each adjudicator are totaled to give each ensemble a final score.

USBands will provide the following adjudicators at your event:

COLOR GUARD (5)	MARCHING PERCUSSION (4)	CONCERT/STANDSTILL PERCUSSION (2)
Equipment	Effect Music	Music
Movement	Effect Visual	Artistry
Design Analysis	Music	
General Effect 1	Visual	
General Effect 2		

Miscellaneous

YEA! Staff/Personnel Training: Other members of the USBands Team may attend your event. This could include administrative staff to meet with directors, sales staff to sell merchandise and instruments, marketing team members to produce media of your event, programming staff to recruit for the variety of programs offered by Youth Education in the Arts, and/or future event staff or adjudicators in training. You will be notified in advance if anyone is to attend your event and these individuals will be properly credentialed.

Media Makers: USBands Media Makers are volunteers who provide us with hundreds of videos, photos, and write-ups of your event that are used on our website, social media channels, and other marketing and publicity materials. All Media Makers will have official USBands credentials.

Promotion/Recruitment

Includes but is not limited to telephone calls, emails, and mailings to USBands member ensembles and non-member ensembles, USBands website (www.usbands.org) and other mediums such as social media, calendars, flyers, and during clinics and music conventions.

Scheduling

USBands is responsible for creating the schedule of events once the participating number of ensembles is determined.

WHAT THE EVENT HOST PROVIDES:

Personnel/Volunteers

One of the most valuable resources you will have on event day is a solid volunteer base. While you will have many volunteer positions that will need staffing, the following are required by USBands:

Ensemble Guides

These volunteers meet ensembles as they arrive, guide them to the warm-up area, ensure they arrive at the performance area at their scheduled time, and provide the ensemble’s staff with other information as needed. Make sure to have well-informed guides, as much of the participating ensembles’ experience is shaped through their interaction with these volunteers. Ensure that they have been thoroughly prepared with all relevant information and have done a walk-through of the event flow and areas they are expected to know. The best ensemble guides are students as they know the layout of the school.

Announcer

This person will introduce the ensembles as they enter and exit the performance floor. All events will have a script provided by USBands that must be read according to the 2018 Indoor Showcase Event Host Agreement. He or she will announce the performing ensembles and work in tandem with the Event Coordinator to ensure a smooth flow of the event.

Adjudicator Hospitality

There should be at least one person to facilitate the adjudicators’ food and beverage throughout the day and answer any questions that arise.

Parking

Several volunteers should be on hand to assist with the parking of buses and equipment trucks. These volunteers are usually an ensemble’s first interaction with an event host, and therefore, their first impression of an event. These volunteers should know where the main restrooms are located for ensembles as this is usually one of the first questions asked. Occasionally, an ensemble may request to be parked close to an exit if they have another obligation after their performance at your event. In this case, the Event Coordinator should be notified.

Communication

Directions, start times, performance order, or any other special circumstances must be communicated to the USBands office thirty-one (31) days prior to the event. With regard to directions, please indicate roads that may allow truck and bus travel (sems and charter buses). USBands assumes the responsibility to pass all important information to participating ensembles, however all announcements must be clearly communicated to the office.

Programs

Provide up to two (2) full pages for advertisement in the event program by USBands or its assigned corporate sponsors at no cost. Advertising copy will be provided to the event host, camera-ready via the usbands.org website.

Awards

The acquisition of awards is the responsibility of the host. There must be first, second, and third place trophies or plaques awarded in each group and class, as needed. Host may choose to provide awards beyond third place. Refer to the schedule for actual numbers.

DIVISIONS	CLASSIFICATIONS	
Color Guard	Elementary	Intermediate
Marching Percussion	Middle School	A
Standstill Percussion	Novice	Open
Concert Percussion	World	

NOTE: All ensembles will also be further divided competitively as Scholastic or Independent.

Only the awards mentioned above are to be presented. Please DO NOT add any other placement or caption awards – including but not limited to memorial awards, pit crew awards, and grand champion awards – without prior written approval from USBands. USBands adjudicators are specifically trained in their respective captions and will not be responsible for assigning additional awards.

Display USBands Sponsor Banners

USBands and USBands Sponsor signs and banners must be displayed on either the back stands of the venue facing the event spectators or at another equally suitable and visible location. The USBands event staff will need to approve any alternate location used. No sponsors, other than those of USBands, may be recognized without the expressed written permission of USBands. If you have local support, please inform USBands of the terms of your agreement.

Honor USBands Staff Credentials

USBands provides administrator and adjudicator credentials that should be honored for admission to the event. Additionally, each ensemble receives ten (10) passes for staff and volunteers that allow free admission into any USBands-sanctioned event. However, the event host is under no obligation to allow free admission to parents, staff, or volunteers who are not able to supply an official USBands credential.

Volunteer Staff

Ensemble guides, an announcer, adjudicator runners, adjudicator hospitality, and parking attendants are required. Other recommended, but not required volunteers include ticket sellers, ticket takers, ushers (to keep people from entering/exiting the stands during performance), concession workers, and sellers of program books, raffle tickets, candy and air grams, and any other fundraising items.

Equipment and Supplies

Promotional and Information Table

USBands reserves the right to display products and information at all USBands-sanctioned events. We may require up to forty (40) feet of space for tables/merchandise preferably in the high traffic area within the marketplace. USBands merchandise and information cannot be present at all events. The office will inform the event host prior to the event if space will be needed.

Signage and Banners

Signage is essential for keeping fans happy! Event hosts are required to use USBands-branded signs, available on the USBands website (usbands.org), throughout the venue to clearly indicate event flow and key locations for spectators, participants, and other visitors. USBands requires that signs be printed in color and that there is no visible duct tape or handwriting displayed.

PUBLIC RELATIONS AND ADVERTISING

One of the most productive ways to raise profit at your event is to increase the amount of spectators in attendance. All spectators will purchase a ticket, nearly all will purchase concessions, and most will buy programs, souvenirs, or other items you are selling. However, it takes more than word of mouth to fill the stands, so be

aggressive when it comes to getting the word out to the public. This section offers you suggestions to promote your event through various channels.

Press Releases

Submit articles or press releases to your local newspapers. Include photos, if possible. These are most effective if you make personal contact with someone at the newspaper. Give complementary tickets to that person and encourage him or her to attend the event. Follow up in a week to find out when the article will appear.

Social Media

Platforms such as Facebook, Google, and Twitter allow you to inexpensively target individuals who live in a specific geographic area and may have an interest in the marching arts.

Flyers

Create flyers that contain all of the pertinent information that a potential spectator needs to know about your event. Keep in mind that your audience may not be familiar with the marching arts activity. Distribute them anywhere there may be a potential cross-over audience or appeal, such as football games, participating ensembles' football games, your school campus, local arts activities, etc.

Tie-Ins

A tie-in is an arrangement between the event host and another organization. If there is an arts festival or a sporting event scheduled in your area for the same weekend as your event, you could work with that other organization to tie the two events together.

Special Guests

Involving a well-known person will help draw the attention of the press and general public. Politicians, celebrities, and local business owners are great sources of potential awards sponsors and will help increase the general awareness of your event.

Complimentary Tickets

Strategically giving tickets to guests who have access to a greater number of possible attendees is an inexpensive way to draw spectators to your event.

Traditional Advertising

Newspaper, television, and radio ads are always an option but can prove to be very expensive and time consuming. In-kind partnerships can also offset costs of advertising. Offering ad placement in the program book, announcements at the event, hanging banners at the event, or even distribution of their publication at the event may lower advertising costs.

Media Sponsorships

The FCC requires most media (particularly radio and television) to provide public service to their community in various forms. The licensing process requires the media to document public service. A co-sponsorship arrangement can also benefit both groups. In this relationship, all advertisements, programs, etc. will list the media entity as a co-sponsor for a specified amount of free public service advertising time.

Ticket Outlets

Make sure it is easy for the public to purchase tickets for your event. Pre-sales are great because they act as insurance against unknown obstacles on the event day, such as weather, and will guarantee you a number at the door. Many music stores, restaurants, banks, convenience stores, and supermarkets have all sold tickets on behalf of event hosts.

Group and Discounted Tickets

Selling tickets to groups such as a social club or senior living community are a great way to draw people to your event. Additionally, offering discounted tickets to middle or elementary school programs in your district is a great way to expose your current programs to a wider range of younger students, potentially sparking interest in your program to ensure its future. Plus, many of these students will have to bring their parents as well!

EXPENSES AND FUNDRAISING

While hosting a USBands event can generate a significant amount of money for your program, it does require an investment to obtain all of the right components and there is some risk due to weather and other unforeseen circumstances. This section looks to assist you in keeping expenses low while maximizing profits. Below is a list of expenses, in addition to your event host fee paid to USBands, which you will likely incur:

- Facility rental
- Food supplies
- Ticket printing
- Program purchasing and/or printing
- Awards
- EMS/Security/Custodial
- USBands fees

Maximizing Fundraisers

Keeping costs down is one of the main goals for a successful fundraiser. If you cannot get goods or supplies donated, many suppliers may sell to you at a discount.

Remember that you have tools such as advertisement space in program books and other publicity with which to barter. Make sure to ask parents to donate baked goods and water or other beverages which can significantly cut your expenses.

Sponsorships

Sponsorships can be arranged at both large and small values. Awards are a large expense for any event host. You may alleviate those costs by having businesses or individuals sponsor one or more awards. Offer ABC Manufacturing a First Place award for \$100, and have it presented as “In first place, award sponsored by ABC Manufacturing...” at the awards ceremony. Invite an official from the company to present the award.

At the higher end, businesses or civic groups may be interested in covering expenses for all or part of an event, or may have the skills needed to assist you. Several restaurant franchisees and car dealers co-sponsor USBands events each year. Additionally, civic groups such as the Kiwanis, Lions, Rotary Club, VFW, and American Legion are always looking to engage with young people and may jump at the opportunity to get involved. These groups often have the required permits from local or state commissions that may be required for you to sell food, hold raffles, or other lotteries that may otherwise be additional paperwork and/or expense to you.

Other ideas

- Program ads and boosters
- Raffles, 50/50, Chinese Auctions, Tricky Trays, etc.
- Air grams, candy grams, flower grams
- Award sponsorships
- Advertising at the event (banners, etc.)

EVENT DAY

The goal of this section is to give you an idea as to what the day of your event should look like. Obviously times and number of ensembles are different for each event, but this should give you an idea as to what ensembles typically expect and what USBands staff will be handling, so that you are not caught off-guard if they arrive earlier than you expected.

Before the Event

Volunteer Meeting

A meeting for all volunteers should be scheduled either several hours prior to the gates opening, or in the days immediately before the event. At this time, volunteers should already know their assignments. The purpose of this meeting is to review the event procedures, disseminate last minute information and answer any final questions.

Walk-through

The heads of the various committees should do an initial walk-through of the site as early as possible on the day of the event to ensure the facilities are unlocked and accessible.

Inclement Winter Weather

Be aware of potential hazardous weather and communicate with the USBands office if you feel conditions do not warrant holding the event. This ensures the safety of participants and spectators as well as maintains the condition of all instruments, props, equipment, and facilities.

Staff Arrival

Event Staff

The USBands Event Coordinator, Assistant Coordinator, and Tabulator will arrive approximately two (2) hours before the first ensemble's performance. They will conduct their own walk-throughs, checking the performance area and event flow, that power is available at the front and back of the floor, that all awards are aligned with USBands regulations, and that all signage and other details are in order. They should be directed to the adjudicators' meeting room where they will set up the event materials for adjudicators. They will then hang USBands or sponsorship banners in the arena/gymnasium. If any payments have not been settled, the Event Coordinator may ask to collect fees owed in the form of a check or money order from the event host.

Adjudicators

Adjudicators will arrive approximately sixty (60) minutes before the first ensemble performs. Upon their arrival, they should be directed to the adjudicators' meeting room where they should be provided with one program book per adjudicator.

PLEASE NOTE: Often times, adjudicators and/or event staff will need to be transported to and from their hotel if they have flown into the area. Typically, adjudicators are housed at hotels near a major airport. A parent or volunteer with seasoned driving experience should be assigned this duty. If this is the case with your event, USBands will communicate with the event host ahead of time.

Setup

Performance Area

If a floor cover is needed, please be sure it lies flat and is taped down around the edges. Power should be available at the front side and back sides, close to the "50". All tables should be set up near the performance floor, but not blocking foot traffic or hindering the performance area. ALL removable bars in double-door entries should be removed, including hallways within the event flow.

Stands and Concourse

All spectator areas should be set up to allow for safe movement of fans, parents, and participants. It is strongly recommended to set up an ushering system with rope at the entry point(s) to your bleachers to restrict spectators from entering and exiting the stands during an ensemble's performance.

Signage and Banners

USBands-branded signs should be clearly visible, indicating all major points in your facility as well as the event flow. Signs must be printed in color with no handwriting or visible duct tape shown. Additionally, the Event Coordinator will bring banners of the sponsors of USBands to be displayed in or around the arena on the day of your event.

Adjudication Area

Two performance viewing areas are needed for the adjudicators at USBands Indoor Events. The first space should be from the third-to-fifth row of bleachers and the second should be the top three rows of bleachers. These areas should be approximately 8-10 seats wide and restricted to adjudicators and event staff only and be set far enough away from spectators that neither party interferes with the others' ability to view, listen, and enjoy the performance. PLEASE ENSURE THAT STAFF AND SPECTATORS ARE KEPT OUT OF THE AREAS USED BY THE ADJUDICATORS. The adjudicators will need two runners to collect score sheets and see to their needs.

Staff Viewing Area

If possible, set aside a small area for staff to view their ensemble's performance. This area should be easily accessible from the floor and will prevent the staff members from disrupting your spectators.

Recording Performances

Federal Law makes it illegal to audio or video record any ensemble to protect the rights of the composers and publishers. The only exception is for creating an "archive," a recording that may not be duplicated. Therefore, these recordings should not be sold or shared on public media channels. USBands assumes no liability for any copyright infringement. It is suggested that you either:

- Allow one representative from each school to record his or her own ensemble's performance, or
- Allow a representative of your choice to videotape each performance onto separate discs (or tapes, or files) and provide the participating ensembles with the recording of their performance.

Regardless of which option you select, the videographer should have a designated area that is located away from the adjudicators in an area that will not obstruct their

ability to hear and view the performance. Instructions for each school's videographer should be communicated with USBands thirty-one (31) days prior to your event to be included in communications with participating ensembles.

Promotional/Info Table

USBands reserves the right to display products and information at all USBands events. USBands will inform event hosts at least two (2) weeks prior to the event if free space will be needed for this purpose.

Participant Arrival

Bus and equipment truck parking areas should be clearly marked from the main road into the parking area. Parking attendants should direct drivers to park and ensemble guides should introduce themselves to the ensemble director. The guide assigned to each arriving ensemble should have all information available at the time of the ensemble's arrival. This will include warm-up locations and times, restroom locations, performance times, and any other applicable information. Make sure to have these volunteers in place in time to greet the first ensembles as they arrive. Early ensembles sometimes arrive over two (2) hours prior to their performance time.

During the Event

Gates Open

Opening the gates for spectators is left to the discretion of the event host, but should occur between thirty (30) minutes and one (1) hour before the event begins. Keep in mind that you may need to sweep and clear the stands if an ensemble or other group is practicing and has an audience. All volunteers and personnel should be in place at least thirty (30) minutes before the scheduled opening time to allow for basic training.

Running the Event

Announcements

The announcer should begin making announcements long before the actual start of the performance. This will establish flow into the event and get him or her used to addressing the crowd. The beginning of the performance should be clear and obvious. The spectators should automatically give their full attention to what is happening on the performance floor. The Event Coordinator will provide the announcer with scripts for introducing each ensemble and getting them on and off the floor. Ensembles are accustomed to starting their performance a certain way so it is imperative that the script be followed.

Keeping the Event Moving

The Event Coordinator and Assistant Coordinator will see to it that the ensembles move on and off the floor in the time allotted to them. However, it is up to the ensemble guides to make sure that the ensembles get to the performance area with

enough time to begin their performance without being rushed.

Awards Ceremony

The awards ceremony at USBands events is for ensemble captains only. USBands event staff will coordinate with the announcer to ensure a smooth, consistent ceremony.

You may wish to invite key figures (school administrators, local officials, sponsors, etc.) to present awards to the performing ensembles. However, any presenter must follow the directions set by the Event Coordinator.

Signing Off

Once the awards ceremony is complete, the announcer should make a closing statement, thanking the ensembles and the spectators, and wishing all a gracious "good-bye." This announcement should bring the event to a definite conclusion.

Critique

All USBands Indoor Showcase Events include a post-event critique where participating ensemble staff members can sit face-to-face with the event's adjudicators. This will occur in the adjudicator meeting room and usually begins during the awards ceremony. The Assistant Coordinator will oversee this process once all scores are tabulated and adjudication materials are signed off.

Communication

Quick, constant, and effective communication is key to running a successful event. Everyone should be given a list of cell phone numbers for all event staff and volunteers. Radios are the best method for spreading the word and phone apps such as BAND are also effective in getting announcements out quickly. If radios are not available, text messages often work better than phone calls.

Fundraisers

You may choose to run additional fundraisers at your event. You will retain one hundred percent (100%) of all profits from raffles, 50/50, ticket sales, concession stand, and/or other fundraiser sales conducted at the event, as long as done so in accordance with all applicable federal, state, and local laws. You may not assess a participation or registration fee for the performing groups.

Outside Parties

Outside groups or vendors may ask to attend your event to sell and/or market their goods and services. This is only allowed with the expressed, written permission of USBands. As a general rule of thumb, organizations that are in direct competition of a current program offering of Youth Education in the Arts may not promote themselves.

After the Event

Transportation

Ensure that plans are in place and have been communicated to the respective parties so the USBands event staff and adjudicators can be transported back to their hotels once their duties are complete.

Break Down

Remember to assign all volunteers roles to clean up and break down the facility once the awards ceremony is complete and the stands have been cleared. Equipment and tables need to be moved, signs need to be taken down, and concession stands need to be sanitized. There is plenty of work to be done and should not be left for a handful of volunteers to do on their own.

Cash Count and Deposit

Each event host has its own policies for cash management. USBands suggests that all cash be double-counted, bundled and collected from every station (gate, concessions, air grams, etc.) and brought to a central, secure location to be recounted and bundled before leaving the venue and deposited in your bank's night deposit box before the end of the night. Two (2) people should always be present in places where cash is kept.

Indoor Event hosts should not report earnings to USBands staff. The event host keeps all money earned after paying the fee to host their USBands Event.

CONCLUSION

The intent of this guide is to give you a solid understanding of all of the necessary steps and requirements that hosting a USBands event requires. While we do not expect that this will answer every question or cover every detail you may have, we hope that it provides you with the insight you need to confidently begin the planning of your event.

Please remember to abide by all deadlines set forth and to communicate regularly with the office. Especially in the weeks and months prior to your event, one delay not only affects you and USBands but may keep a participating ensemble from ordering buses and students' parents from arranging rides.

Following your event, make sure to thank the ensembles that attended for coming and complete and return the USBands post-event survey, located on our website.

Always remember that members of the USBands team are available to answer any questions you may have. We are looking forward to working with you and wish you the best of luck in your endeavor!

All Questions can be directed to USBands Operations
(610) 821-0656

Jim Sheeley, Director of USBands
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Amanda Ehst, Administration Manager
aeht@yea.org

REFERENCES

Key Dates

December 18, 2019	Signed contract due.
January 5, 2020	Deposit (\$750), insurance certificate, directions, start times, and any special circumstances due to USBands by 5 p.m.
February 1, 2020	Balance of Event Host Fee due.
31 Days prior to Event	All scheduling requests including performance order and intermissions, as well as special instructions for participating ensembles are due to USBands by 5 p.m. A preliminary schedule will be released 24 days prior to the event.
5 Days prior to Event	USBands will release the final schedule of the event

Initial _____



USBANDS

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