



*Fall Show Sponsor Handbook
2017*

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General Information

NWAPA Mission Statement

The Northwest Association for Performing Arts exists to promote, enrich and foster growth in music education of students through the activities of marching band, winter guard, winter percussion, and associated music and dance opportunities.

NWAPA 2017/2018 Officers

President – Brant Stai president@nwapa.net

Director of Bands, Sherwood High School

Fall Vice President – Tippy Jackson vp_fall@nwapa.net

Director of Guard, Tigard High School

Winter Guard Vice President – Jeffrey Capponi vp_guard@nwapa.net

Director of Guard, Tigard High School, OC Independent

Winter Percussion Vice President – Josh Madrid vp_perc@nwapa.net

Instructor, OC Independent

Winter Winds Vice President – Max Logan vp_winds@nwapa.net

Instructor, Sherwood High School

Secretary – Michael Davis secretary@nwapa.net

Instructor, West Salem High School

Treasurer – Laura Beeler treasurer@nwapa.net

Liberty High School

Past President – Kevin Soon soonk@hsd.k12.or.us

Director of Bands, Liberty High School

NWAPA Mailing Address

PO Box 91308
Portland OR, 97291

NWAPA 2017/2018 Staff

Contest Coordinator – Jeff Mitchell contest_coord@nwapa.net

Contest logistics & schedule, Timing & penalties, Contest rules, Staff coordination

Judges Coordinator – Curtis Costanza judge_coord@nwapa.net

Judges hiring, Judges training

Judges Liaison – Christine Clayton judge_liaison@nwapa.net

Judges travel coordination, Judges logistics, Communication

Webmaster– Tom Mosher web@nwapa.net

NWAPA Website

Fall Events

The NWAPA sanctions 3 types of fall events:

Regular Season Show: This event is hosted by one Show Sponsor and may include a Preliminary and Finals contest or just one round of competition.

Clinic Event: This event is hosted by one Show Sponsor and includes a clinic format in place of the preliminary contest followed by one round of competition. This type of event is typically reserved for early season shows. If interested in hosting this type of event, please contact the Fall Vice President or Contest Coordinator for more information.

Championship Show: This event includes a Preliminary and Finals contest. The NWAPA mandates some special trophies at this event (See [Award Ceremonies](#)).

Fall Show Sponsor Fee

The Fall Show Sponsor Fee for all shows is \$4000.00. Half of this fee (\$2000) is due at the August Membership meeting. The other half is due the day of the contest. This fee is non-refundable.

Event Entry Fees

The Event Entry Fee is \$350 per band, per event. All of this goes to the NWAPA. Once paid, Event Entry Fees are non-refundable.

The NWAPA will not assess a fee to units sponsored by the Show Host for performing at their own event regardless of whether the unit chooses to compete or perform in Exhibition. Show host units who choose to compete must participate in the draw process. Units that perform in Exhibition may go on last in prelims and finals.

Meeting Requirements

Fall Show Sponsors are required to attend the Fall Show Sponsor Meeting, held in August prior to the August General Membership Meeting (times, dates and location posted at NWAPA.net). Judges, schedules, policy, and other pertinent information will be discussed at this meeting. In addition to their attendance at this meeting, Show Sponsors are required to provide a "main contact" who can speak to coordination and logistics for their show. This main contact's attendance at the August meeting is strongly encouraged. Additional planning meetings and correspondence will be required. Show Sponsors will be notified of these by NWAPA staff.

Show Sponsors are also encouraged to attend the December "Fall Wrap Up" Meeting to report on their show experience, both positive and negative and assist in planning for future seasons.

Application Process

The 2017 fall season schedule has been finalized. 2018 application process and dates will be posted to NWAPA.net after the conclusion of 2017 fall season.

Pre-Event Information

Fall Handbook

Show Sponsors should obtain the Fall Member Handbook from NWAPA.net and become familiar with additional rules, policies, and procedure.

Show Sponsor Web Account

Each Show Sponsor will receive a web account that will allow them to access the following:

- Units signed up for their event
- Number of members in each unit
- Show Spiel information for each unit
- Email address and other contact information for each unit.

Unit Entries & Event Schedule

NWAPA competing units are required to register for events at nwapa.net. Show Sponsors are encouraged to advertise their event as much as possible and should direct all interested participants, including out of area bands, to the [NWAPA website](http://nwapa.net) for updated details. The NWAPA Contest Coordinator will work with Show Sponsors to create a show schedule that conforms to NWAPA policy and best suits the particular event needs.

- All NWAPA sanctioned events shall strictly follow the policies and procedures outlined in the Fall Member Handbook and the Fall Show Sponsor Handbook.
- All sanctioned events (except Championships) shall be limited to a maximum of twenty-five (25) competing bands plus Exhibition groups. Show Sponsors may petition for a waiver from this rule. Exception – events held at Hillsboro Stadium are capped at 20 units.
- All sanctioned events (including Championships) will begin no earlier than 9:00 AM, and the last competing unit will be scheduled to perform no later than 10:00 PM.
- All sanctioned events will be limited to the maximum number of performances that can be held within the hours 9:00 AM and 10:00 PM.
- Exceptions to bullets #3 and #4 may be granted by the NWAPA board.

The schedule for a given event shall be posted on the [NWAPA website](http://nwapa.net) no later than two calendar weeks before the event. Performance schedules are **locked** one week (7 days) prior to the event at the same time they are posted to the Unit Event pages. Show Sponsors and the NWAPA Contest Coordinator should have regular communication regarding the schedule during the three weeks prior to the contest.

The Show Sponsor may elect to invite non-competing units to perform in exhibition during the contest, such as National Anthem performance, special needs groups, solo & ensemble groups, etc. The Show Sponsor, the Fall Vice President and the Contest Coordinator will work together to place non-competing units in the schedule at times that work best for all. As such, the Contest Coordinator should be made aware of non-competing units as soon as the Show Sponsor knows they will be participating.

Unit Director's Pre-Event Information

Two weeks prior to the contest, the Show Sponsor shall send an email with the following information to the **Contest Coordinator** for distribution:

- Show location and basic traveling directions.
- Name, email address, and phone number of the Show Sponsor "main contact."
- Parking and Warm Up Information.
- Contest Flow Diagram and Area Map.
- List of any additional awards that will be given out and how winners are determined.
- Concessions information.
- Ticket prices.

Unit Directors will be able to access this information at the Event Page on nwapa.net as well as their individual Unit Event page on Contest Dynamics.

Judges

The NWAPA Judges Coordinator will select and train caption judges for NWAPA events. The Judges Liaison will coordinate all judges' logistics with the Show Sponsor. The Chief Judge, NWAPA Contest Coordinator and Tabulator will assist on the day of the event with judging related topics.

Judges Liaison

The NWAPA has appointed a Judges Liaison to coordinate all judges' logistics with the Show Sponsor and be the single point of contact for communication between the Show Sponsors and the judges.

Judges Costs

The NWAPA pays all costs associated with judges' fees.

Caption Judges

There are eight (8) caption judges for each contest; four (4) music judges and four (4) visual judges.

Caption	Prelims Location	Finals Location
Music – General Effect	Upstairs (Press Box)	Upstairs (Press Box)
Music – Ensemble	Upstairs (Press Box)	Upstairs (Press Box)
Music – Individual	Downstairs (Field)	Downstairs (Field)
Music – Percussion	Downstairs (Field)	Upstairs (Press Box)
Visual – General Effect	Upstairs (Press Box)	Upstairs (Press Box)
Visual – Ensemble	Upstairs (Press Box)	Upstairs (Press Box)
Visual – Individual	Downstairs (Field)	Downstairs (Field)
Visual – Color Guard	Upstairs (Press Box)	Upstairs (Press Box)

The Show Sponsor may choose to have other captions judged for the purposes of special trophies such as Brass Soloist, Woodwind Soloist, Drum Major etc. If the Show Sponsor wishes one of the assigned caption judges to choose the recipients of these awards, this must be discussed with the Chief Judge prior to the start of the contest. If the Show Sponsor wishes to appoint their own adjudicator for these awards, the individual must be given the same consideration and space as the other judges. These judges are not considered contractors through the NWAPA and all payment and other arrangements are at the discretion of the Show Sponsor. Scores for these "extra" awards will not be factored into the total band score.

Chief Judge

Each contest will have a Chief Judge designated by the Judges Coordinator or NWAPA Contest Coordinator. The Chief Judge is responsible for facilitating the judges meetings, communicating specific needs the judging panel may have during the contest, and resolving contest specific issues in coordination with NWAPA staff.

Judge Biographies

The Judges Liaison will request biographies from the judges and provide them to the Show Sponsors. The Judges Liaison will coordinate with the Show Sponsor designee to guarantee the information is obtained and provided ahead of any printing deadlines.

Judges Travel

For the 2017 season the NWAPA will be paying for the transportation and lodging for out of region judges. Show Sponsors will still be responsible for ground transportation as outlined below. As the single point of contact with the judges, the Judges Liaison will work with the Show Sponsor to coordinate travel, obtain transportation details and communicate arrangements to the judging panel.

Air Transportation

For the 2017 season, the NWAPA will be coordinating and paying for all costs associated with air transportation for out of region judges. The Judges Liaison will communicate the flight schedules to the show host so ground transportation can be arranged as noted below.

Lodging

For the 2017 season, the NWAPA will be coordinating and paying for all costs associated with lodging for out of region judges. The Judges Liaison will communicate the lodging information to the show host so ground transportation can be arranged as noted below.

Ground Transportation

Show Sponsors are required to transport out of region judges from the airport to their lodging, from lodging to the show, from the show back to their lodging (or the airport in some cases) and from lodging back to the airport on Sunday morning. Acceptable methods of transportation include:

- Hotel shuttle
- Pre-arranged car service
- Reimbursed taxi (if the judge is aware ahead of time and prepared)
 - This option should be used as a last resort. The judge will need to be reimbursed by the Show Sponsor the day of the show.
- Designee of the Show Sponsor
- Judges ride sharing with local judges

The Judges Liaison will work with the Show Sponsor to obtain details regarding ground transportation arrangements and pass them on to the judges.

NWAPA Staff

The NWAPA will assign staff to the event as appropriate based on the size of the event, the show site and the number of units competing. This can range from as few as one staff member to as many as three.

The NWAPA will pay all NWAPA staff assigned to an event including mileage. However, the Show Sponsor shall pay for housing accommodation comparable to that of the event judges in accordance with the judges lodging policy outlined above. The Judges Liaison will coordinate any Staff housing needs with the Show Sponsor.

NWAPA staff should receive the same accommodations at the show site as a judge with respect to runners, meals and workspace. Electricity must be available in the space reserved for staff. NWAPA staff will provide a computer, printer, paper, and all materials necessary to generate contest results, recaps, and finals directors' packets. Access to a copy machine is not required but is often helpful in distributing contest results in a timely manner. In the event there are multiple events occurring on the same day, the show sponsor may be asked in advance to provide a printer for use with the tabulation system.

NWAPA staff will carry out the duties described below:

Contest Coordinator

The Contest Coordinator facilitates the event, keeps the schedule and communicates with judges, volunteers and other staff to keep events running smoothly. The Contest Coordinator must approve changes in posted schedule or procedure. The Contest Coordinator may double as the Tabulator or T&P Judge.

Tabulator

The Tabulator collects scores from judges, tallies, reports and posts contest results. The Tabulator may double as the Contest Coordinator.

Timing and Penalties Judge

The T&P judge may choose to move between the downstairs judges' area and the upstairs judges' area. Enough tables and chairs should be provided in both areas to accommodate this additional judge. Note the T&P judge is not required to be in one area or the other for a specific round, class, etc. The T&P Judge may double as the Contest Coordinator.

Day of Contest

Show Sponsor Staff

As detailed throughout this document, the Show Sponsor will need to provide volunteer staff to oversee several aspects of the event. These positions include but may not be limited to:

- Announcer
- Judge runners
- Staff runners
- Hospitality
- Parking
- Concessions
- Gate monitors
- Equipment storage
- Warm up
- Unit check in
- First Aid

Parking

Plan for ample parking at the competition site. There should be no additional charge for parking. Locations for parking should be shown on a map and included in the Unit Directors Pre-Event Information and Unit Arrival Packet. There should be areas clearly marked for bus parking and equipment trucks. It is advisable to map out equipment parking for each unit. Buses and equipment truck parking should be accessible from equipment storage and performance area via ramps if possible. Separate parking flow for spectators is advisable. 5 to 8 parking spots near the performance venue must be reserved for NWAPA Judges and Staff. Show Sponsors shall provide parking staff to ensure that unit and spectator parking is conducted orderly and safely.

Unit Arrival Packet / Unit Check-in

Each competing unit should have a manila envelope of information prepared for them and ready at the check in desk when they arrive. A log of all units that have checked in and received packets shall be maintained at the check in desk. The check in desk shall be monitored appropriately by staff supplied by the Show Sponsor. Unit performers should receive wristbands or stamps at check-in that designate them as performers. Be prepared for units to arrive at least two hours before their scheduled performance time.

The Unit Arrival Packet should contain:

- Performer wrist-bands (unless each performer is individually stamped as they arrive)
 - Unit member count can be found via the [Show Sponsor Web Account](#)
- Name, email address, and phone number of the Show Sponsor "main contact."
- Event Flow Diagram and Area Map.
- List of any additional awards that will be given out and how winners are determined.
- Concessions information.
- Picture information.
- Show Passes.
- Procedure for obtaining ten (10) additional show passes at half price for extra staff or volunteers supporting their unit.
- Ticket prices.

Event Flow Diagram / Area Map

Show Sponsors must prepare an event Flow Diagram and Area Map. The Event Flow Diagram must indicate the following: Band entrance, Band exit, Warm-up, equipment storage area (if appropriate), and spectator entrance/exit. Please consult the Contest Coordinator for specific questions about the Contest Flow Diagram.

The Area Map should be a map of the entire facility and indicate outside warm up areas, parking areas, off limits areas, event check in desk, first aid, competition space, and other relevant locations.

Judges Set-Up

Facility Needs

The area the judges and staff are working in needs to be quiet and reasonably private. It must be conducive to watching, listening to and evaluating bands. If judges are located in the press box, the windows must open to allow the judges to listen to the performance. The working space should be free of extraneous noise and activity whenever possible. Only Show Sponsor officials, NWAPA officers/staff and runners are allowed in the work area.

Field judges must be provided a table, a tent that covers the table, chairs, appropriate office supplies and, within reason, seclusion from the audience and other activities in the performance venue.

Hospitality

Show Sponsors should make a judges' room available where judges and staff can conduct pre and post contest meetings in private. Refreshments should be available to judges and NWAPA staff throughout the day including coffee, soda, muffins, fruit, and other snacks. For every 8 hours that the judges and staff are required to be on site, the Show Sponsor should provide a full meal. Coordination of meals should be based on the event schedule to ensure judges have time to eat. The Show Sponsor should provide adult staff to monitor the judges' room and attend to judges' needs when necessary. The number of individuals eating can vary between 9 and 12 depending on the size of the show, the presence of a non-working chief judge and the number of staff (including audio visual staff) needed to run the show. The Judges' Liaison will have exact numbers for the show sponsor.

Judge Runners

Runners should be available for both the upstairs and downstairs judges to run materials, food, etc to judges during the contest. Runners should be age appropriate for the task and can be rotated throughout the day. NWAPA staff will assist in training judge runners.

Judges Packet

Each judge should be provided with a packet upon arrival to the event. Judges Packets should contain the following:

- Concessions menu
- Sharpened pencils
- Show program
- Scratch paper for notes

Scoring System

The NWAPA Event Staff will provide the judges with scoring criteria, tote sheets, recorders and other judging related materials.

Passes

NWAPA All Access Pass

NWAPA All Access Passes are good for entry to all NWAPA sanctioned events in the current season. They are made and distributed by the NWAPA. The NWAPA shall provide every member band with two NWAPA All Access Passes. These passes are intended to be used exclusively by the Band Director and an Assistant Band Director and/or other trusted staff member.

Members of the NWAPA Board (President, Past President, Fall Vice President, Winter Vice Presidents, Treasurer and Secretary) each possess one (1) NWAPA All Access Pass.

Show Pass

Show Passes are good for entry only to a specific event. They are made and distributed by individual Show Sponsors.

Show Sponsors shall provide Show Passes to bands attending their show as follows: one pass per every eight performing students, minimum 10 passes. The distribution of these passes to staff member, volunteers, etc., shall be at the discretion of the band director. Show Sponsors are required to allot ten (10) additional show passes to each participating unit for purchase at half the General Admission ticket price for extra staff or volunteers supporting their unit. Show Sponsors shall indicate how additional passes are obtained in Director's Packet (see [Director's Packet](#)).

Occasionally NWAPA staff and judges will request that family / guests attend shows. Show Sponsors should honor such requests.

Promotion/Outreach

In the spirit of connecting with the community and continuing to grow the NWAPA's membership, The NWAPA reserves the right to invite vendors, non-participating bands or other interested parties to shows at a reduced rate or, in some instances, free of charge. In the case of vendors, this may include waiving or reducing any applicable vendor fees and/or asking that additional materials be distributed during the show or included in the Unit Arrival Packet. Arrangements will be communicated and negotiated with the Show Sponsor in advance of the event.

Tickets

The Show Sponsor shall determine ticket prices. However, the NWAPA recommends an all-day general admission ticket price of \$15. Discounted rates for senior citizens and students with ID are encouraged, but not mandated by the NWAPA.

Warm up Areas

All bands should have access to warm-up areas. All Show Sponsors should mark/indicate areas at the venue that are permitted for warm-up and areas in which warm up is not permitted. Ideally there should be at least three areas large enough to accommodate more than one ensemble at a time and/or horns, percussion and color guard. In venues where warm-up space is limited, Show Sponsors may create a schedule indicating when bands are allowed in warm-up and at what time they must vacate in order to allow the next group to have access. However, it is understood that bands are not required to use these areas as long as they are not warming up in areas that are marked as off-limits.

If an official warm-up schedule is posted, the area must be monitored by the Show Sponsor. This individual is responsible for ensuring that bands do not remain past their assigned time as well as communicating changes in the schedule to the band in the warm-up area (i.e. delays in the contest schedule). If necessary, the warm-up monitor may receive word from the Contest Coordinator or Chief Judge and have to notify groups when their sound is disruptive to the units performing on the field.

All warm up areas should be marked on Event Flow Diagram and Area Map and included in Unit Directors Pre-Event Information and Unit Arrival Packet.

Equipment Storage

If the venue permits, equipment storage should be in an area with ramped access to both unit parking area and competition area. Equipment can include backdrops, instruments, props, etc. Equipment storage should be monitored appropriately.

Competition Area

Contest Field

The football field is also known as the **contest field** and must be marked the day of the contest with regulation high school boundaries, yard lines and hash marks. Numbered yard markers must be placed every 10 yards along the front sideline.

Front Ensemble Area

From the front sideline, outside the contest field, as much space as is possible up to fifteen (15) feet deep, from 35-yard-line to 35-yard-line, must be designated as the **front ensemble area**. 120 VAC electrical power and extension cords must be supplied to this area.

The Show Sponsor should provide staff for unit entrance, front ensemble entrance (if different), unit exit, and spectator entrance/exit during the contest. The NWAPA Contest Coordinator will assist in training entrance/exit staff.

Announcer

The Show Sponsor shall provide an Announcer. NWAPA Contest Coordinator will provide the Announcer with necessary event specific scripts including the awards ceremony script. Scripts for general announcements, spiel sheets, shout outs, etc., shall be provided by the Show Sponsor. Spiel Sheet info can be found via the [Show Sponsor Web Account](#)

Shout-Outs

Beginning with the 2016 season, Shout-Outs may only be read during non-competitive portions of the contest. For example, during meal breaks, prior to awards ceremonies etc. Shout-Outs may not be read while a band is entering or exiting the field.

First Aid

The Show Sponsor must provide a First Aid station that is manned by an adult qualified to respond to minor first aid issues such as cuts, scrapes, sprain, dehydration etc. This individual is also responsible for making the determination to call emergency personnel should the situation call for it.

Concessions/Souvenirs

All items offered for sale at the show are to be determined or approved by the Show Sponsor (see [Promotion/Outreach](#) for exceptions). A list of food offered for sale should be included in the Unit Directors Pre-Event Information, Unit Arrival Packet, and Judges Packet.

Videotaping

The NWAPA has secured a professional videography service for select fall season shows. If you are not sponsoring one of those select shows, you are welcome to provide units with videos of their performances, but you are not required to do so. Units will be allowed to video tape their own performances for educational use. If space allows at your venue, and you are not providing recordings, please assist volunteers from each unit in finding a suitable place to record during their unit's performance. All questions about Videography should be directed to the Contest Coordinator.

Professional Photography

Although a picture area is not required of NWAPA Show Sponsors, it is welcomed. If the Show Sponsor provides an opportunity for the bands to have their picture professionally taken, the schedule should allow for movement to and from the picture area. Please alert the Contest Coordinator if you are offering pictures and picture times need to be added to the schedule. Note, Bands are not required to have pictures taken. Information about professional photography should be included in the Unit Directors Pre-Event Information and Unit Arrival Packet.

Director's Packet

At the conclusion of each round of competition, Unit Event pages will be updated with applicable information regarding the next round of competition and/or the results from the previous competition. This information includes:

- Score recap sheet
- A schedule for the next round of competition (if applicable)

A Director's meeting will still be held at a location to be announced during the contest. During that meeting, the Timing & Penalties summary sheets will be distributed to any unit who received a penalty. Band Directors will also have the opportunity to discuss issues with Contest Coordinator at this time. The Show Sponsor has no responsibility for any part of this meeting or the creation of the packets.

Awards

Preliminary Awards Ceremony

Each NWAPA sanctioned event will feature, at minimum, a "Drum Majors Only" awards ceremony following the conclusion of the Preliminary Round of competition.

Preliminary Placement Awards

Placement Awards shall be presented for First, Second and Third place scores in the A, AA and Open classifications. The Show Sponsor is required to provide trophies, ribbons, plaques or other appropriate permanent tokens of achievement to the top 3 scoring units in each class. Note the number of placement awards needed will be dependent on how many bands are performing in each class (i.e. one class has only two competing bands, only first and second place awards will be needed).

Please note that new for Fall 2017:

- In prelims, total numerical scores are announced for the top 3 placements from 3rd to 1st by classification, beginning with A class, then AA, then Open.
- No other placements or scores will be announced.
- No penalty or sub-scores shall be announced.

Thus, placement awards for only the top 3 placing units in each class can be given. Participant awards are permissible only if they are given to all participants and you must alert the Contest Coordinator ahead of time so presentation can be included in the Announcer's script.

Preliminary Caption Awards

Caption Awards shall be awarded for the single highest score in each class (A, AA and Open) in the following captions:

- *High Music* – based on combined music judges' scores.
- *High Visual* – based on combined visual judges' scores.
- *High General Effect* – based on total of both G/E judges' scores.
- *High Color Guard* – based solely on Color Guard judge's score.
- *High Percussion* – based solely on Percussion judge's score.

The Show Sponsor is required to provide tokens of achievement for these Caption Awards. Note the number of caption awards needed will be dependent on how many classes are present at the contest (i.e. if there are no A bands competing, no A class caption awards will be necessary).

Finals Awards Ceremony

Each NWAPA sanctioned event will feature, at minimum, a “Drum Majors Only” awards ceremony following the conclusion of the Finals round of competition.

Finals Placement Awards

A minimum of three (3), maximum of five (5) Placement Awards shall be presented regardless of their classifications. The Show Sponsor is required to provide trophies, ribbons, plaques or other appropriate permanent tokens of achievement to only the top 3 scoring units although fourth and fifth place awards may be presented if the sponsor chooses.

Finals Caption Awards

A total of five (5) Caption Awards shall be awarded for the single highest score regardless of classification in the following captions (same as Preliminary Awards):

- *High Music* – based on combined music judges’ scores from Finals contest only.
- *High Visual* – based on combined visual judges’ scores from Finals contest only.
- *High General Effect* – based on total of both G/E judges’ scores from Finals contest only.
- *High Color Guard* – based solely on Color Guard judge’s score from Finals contest only.
- *High Percussion* – based solely on Percussion judge’s score from Finals contest only.

The Show Sponsor is required to provide tokens of achievement for these Caption Awards.

NWAPA Championships Finals Awards Ceremony

At the conclusion of the Finals contest of the NWAPA Championships Event, in addition to all of the awards listed above, the following four awards shall also be presented.

- *A Class Champion*
- *AA Class Champion*
- *Open Class Champion*

These awards are based only on scores from the Finals round of competition at NWAPA Championships. The awards are given to the highest scoring A, AA and Open band, regardless of their placement in Finals.

- *NWAPA Circuit Champion*

This award is given to the single highest scoring band, regardless of its classification (A, AA or Open).

The show sponsor is responsible for the purchase of these trophies. Trophies are expected to be of championships quality. Please reach out to the Contest Coordinator with questions regarding these trophies.

Inclement Weather / Emergency Situations

It is understood that inclement weather and other emergent situations may affect a scheduled or in-process contest. When there is a judgment call to be made regarding whether a show should continue or assume an alternate format, that decision will be made by joint agreement of the Contest Coordinator, Chief Judge and Show Sponsor. Following are potential scenarios and solutions for these events.

Scenario #1

Weather forces the contest to move off of the field and into an indoor venue or be conducted on the field/track as a standstill event.

Outcome

Once declared a standstill event, the event will remain a standstill event for the remainder of the round. The entire music panel continues to adjudicate as well as the color guard judge. The remainder of the visual panel is paid the base amount or the base plus the number of bands already adjudicated over 30 whichever is greater. The entire round, even the bands that marched, is tabulated with the reduced panel and advancement to finals (if needed) is based on that tabulation. The Finals contest may be either a standstill or marched. This is at the discretion of the Contest Coordinator, Show Sponsor and Chief Judge.

Scenario #2

Circumstances force the event to be cancelled after it has already begun. There is no option for a standstill either inside or out.

Outcome

Judges are paid the base amount or the base plus the number of bands already adjudicated over 30 whichever is greater. No awards are issued. Participating bands will not be refunded the entry fee however any band that was unable to perform at all will be allowed to attend that same show for free the following year. In the current season all show entry fees are still paid to the show sponsor.

Scenario #3

Circumstances force the event to cancel with enough advance notice that no participants (bands, spectators, judges) are en route to the show/area.

Outcome

Judges are not paid for the show. The Judges Coordinator and Judges Liaison will do their best to utilize members of the panel at another show sponsored by the Sponsor within the following 12 months (winter or fall) to mitigate loss of travel funds. Participating bands will receive a credit towards any event the subsequent fall season. The Show Sponsor will not receive any entry fees.

Scenario #4

Circumstances force the event to cancel after participants (bands, spectators, and judges) are already en route to the show/area.

Outcome

Judges are paid the minimum for the show. The Show Sponsor will not receive any entry fees. Participating bands will receive a credit towards any event the subsequent fall season.

Financial Obligations and Reconciliation

In 2017, the financial breakdown is as follows:

- Each show host will pay a \$4000 flat fee to host a contest. \$2000 is payable at the August Show Sponsor meeting. The remaining \$2,000 will be invoiced and payable the day of the contest. Please have your organization's treasurer (or other agent authorized to write checks payable) on hand during the contest to settle with the NWAPA.
- All judges' and NWAPA staff stipend and travel expenses will be paid by the NWAPA. The show sponsor will not be invoiced for these costs.
- The Unit Entry Fees are collected and retained by the NWAPA. Unit Entry Fees are not payable to the Show Sponsor.

Show Sponsor Timeline

3 months before event	Initial communication with Judges Liaison
2 -3 weeks before event	Work with NWAPA Contest Coordinator on event schedule.
2 Weeks before event	Submit Pre-Event Information to the NWAPA Contest Coordinator
2 Weeks before event	Finalize all judges' logistics with Judges Liaison
1 Week before event	Schedule is finalized. Compile Unit Arrival and Judges Packets

Revision History

7/12/17

The following sections were updated from the 2016 version

- Officers
- Fall Show Sponsor Fee
- Event Entry Fees
- Unit Director Pre Event Information
- Judges Costs
- Judges Travel
- Videotaping
- Director's Packet
- Awards
- Financial Obligations and Reconciliation
- Show Sponsor Time Line

8/25/16 – Update to Fall VP

The following sections were updated from the 2015 version

- NWAPA 2016/2017 Officers
- NWAPA 2016/2017 Staff
- Mailing Address
- Shout-Outs
- Other formatting and tightening of language throughout

The following sections were updated from the 2014 version.

- NWAPA 2015/2016 Officers
- Fall Event
- Fall Show Sponsor Fee
- Application Process
- Judges – Travel Stipend
- Judges – Mileage
- Judges Travel – Lodging
- Tabulator
- Judges Set-Up – Hospitality
- Videotaping
- Awards

8/12/15 – Updated email addresses for board and staff. Adjusted typo in Director’s packet section
8/31/15 – Updated Videotaping language