



*Winter Show Sponsor Handbook
2017*

Contents

General Information	4
NWAPA Mission Statement	4
NWAPA 2016/2017 Officers.....	4
NWAPA Mailing Address.....	4
NWAPA 2016/2017 Staff.....	5
NWAPA Website	5
Winter Events.....	6
Winter Show Sponsor Fee.....	6
Meeting Requirements	6
Pre-Contest Information	7
Winter Handbooks.....	7
Show Sponsor Web Account.....	7
Unit Entries & Contest Schedule.....	8
Unit Directors Pre-Contest Information	8
NWAPA Staff	9
Contest Coordinator	9
Tabulator.....	9
Audio Engineer.....	9
Staff Workspace.....	9
Judges.....	10
Judges Costs.....	10
Caption Judges	10
Chief Judge.....	10
Timing and Penalties Judge.....	10
Judges Liaison	11
Judges Travel.....	11
Day of Contest.....	12
Show Sponsor Staff	12
Parking	12
Unit Arrival Packet / Unit Check-in	13
Contest Flow Diagram / Area Map.....	13

Judges Set-Up.....	14
Contest Staff Set-Up.....	15
Passes	15
Recommended Ticket Prices.....	16
Warm up Areas	16
Equipment Storage	16
Competition Area /Circuit floor	17
Announcer.....	17
Sound System.....	17
First Aid	17
Concessions/Souvenirs	18
Video Recording.....	18
Personal Photography.....	18
Professional Photography.....	18
Awards	19
Finals Retreat	19
Event Handoff	19
Financial Obligations and Reconciliation	19
Show Sponsor Timeline.....	20
Revision History	21

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 2016/2017 Officers

President – Brant Stai president@nwapa.net

Director of Bands, Sherwood High School

Fall Vice President – James Nowickas vp_fall@nwapa.net

Asst. Band Director, West Salem 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, Oregon Crusaders Indoor Percussion

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 2016/2017 Staff

Contest Coordinator – Jeff Mitchell contest_coord@nwapa.net

Event 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

NWAPA Website

<http://nwapa.net>

Winter Events

The NWAPA sanctions 3 types of winter events:

Premier Show: This event is specific to Winter Guard or Winter Percussion. Premier shows have one "clinic round" and one "contest round." Percussion Premier and Guard Premier are hosted at separate venues by potentially different Show Sponsors.

Regular Season Show: This event is hosted by one Show Sponsor and may include Guard and/or Percussion rounds.

Championship Show: This event is specific to Winter Guard or Winter Percussion. Championship shows have two contest rounds. Percussion Championships and Guard Championships are hosted at separate venues by potentially different Show Sponsors.

Winter Show Sponsor Fee

The 2017 Winter Show Sponsor Fee is \$2,000.00 for any type of show. \$1000 is due at the December General Membership Meeting and the remaining \$1000 is due the day of the contest. The Winter Show Sponsor Fee is nonrefundable.

Meeting Requirements

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

Pre-Contest Information

Winter Handbooks

Show Sponsors should obtain Winter Member Handbooks 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 contest.
- Number of members in each unit.
- Show Spiel information for each unit.
- Email address and other contact information for each unit.

Please direct any inquiries regarding the show sponsor web account to the [Webmaster](#).

Unit Entries & Contest Schedule

NWAPA competing units are required to register for contests at NWAPA.net. Show Sponsors are encouraged to advertise their event as much as possible and should direct all interested participants to the NWAPA website for updated details. NWAPA Vice Presidents and the Contest Coordinator will work with Show Sponsors to create a show schedule that conforms to NWAPA policy and best suits the particular contest needs. All sanctioned contests will begin no earlier than 9:00 AM and the last competing unit will be scheduled to conclude their performance no later than 10:00 PM.

The schedule for a given contest shall be posted on NWAPA Website no later than two calendar weeks before the event. Performance schedules are **locked** one week (7 days) prior to the event. Show Sponsors, NWAPA Winter VPs and the 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 and NWAPA VPs and staff 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 Directors Pre-Contest Information

Two weeks prior to the contest, the Show Sponsor shall submit to the Contest Coordinator an electronic packet containing the following information:

- Show location and basic traveling directions.
- Name, email address, and phone number of the Show Sponsor "main contact."
- 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. (Recommended - Regular Season Show: \$10 Championships: \$15)

A copy of this information will be posted on the NWAPA website as well as distributed to the units via Contest Dynamics.

NWAPA Staff

Depending on the size and nature of the contest, all or some of the following NWAPA staff will be at the contest carrying out the duties outlined below.

Contest Coordinator

The Contest Coordinator facilitates the contest, 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. While the Contest Coordinator often doubles as the T&P judge, in the event the roles are separate individuals, the Contest Coordinator should receive the same accommodations at the show site as a judge with respect to runners, meals and workspace.

Tabulator

The Tabulator works at the direction of the Contest Coordinator. The Tabulator collects scores from judges and tallies contest results. The Tabulator will provide a computer, printer, paper, and all materials necessary to generate contest results and recaps. Access to a copy machine is not required but is often helpful in distributing contest results in a timely manner.

The Tabulator should receive the same accommodations at the show site as a judge with respect to runners, meals and workspace.

Audio Engineer

The Audio Engineer works at the direction of the Contest Coordinator. The Audio Engineer maintains NWAPA audio equipment during the contest and is responsible for playing unit performance audio. A volunteer should be on hand 90 minutes before the start of any color guard contest to assist with audio set up and sound checks.

The Audio Engineer should receive the same accommodations at the show site as a judge with respect to runners, meals and workspace.

Staff Workspace

The Tabulator, Contest Coordinator and Audio Engineer workspaces will be on the contest floor just outside of the performance area. Electrical outlets must be available in this workspace. Please contact the Contest Coordinator to plan the specific locations of these areas as they will vary based on show site.

Judges

The NWAPA Judges Coordinator will select and train caption judges for all NWAPA contests as well as assign a Chief Judge for each contest. 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 contest with judging related topics.

Judges Costs

The NWAPA pays all costs associated with judges fees and travel.

Caption Judges

There are between five and seven caption judges for each contest based on whether the contest is percussion only, guard only or a combined contest.

Chief Judge

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

Timing and Penalties Judge

The circuit will pay the T&P judge their judge's stipend and any appropriate travel stipend or mileage.

Judges Liaison

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

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.

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 contest. These positions include but may not be limited to:

- Announcer
- Judge runners
- Staff runners
- Audio Assistant
- Hospitality
- Parking
- Concessions
- Door monitors
- Equipment storage
- Indoor warm up
- Unit check in
- First Aid

Parking

Plan for ample parking at the competition site. There should typically be no additional charge for parking. However, if the venue requires that spectators pay to park, this information must be clearly communicated in the Pre-Contest packet as well as advertised on NWAPA.net. Note, the show sponsor may not elect to charge for parking if free parking is available.

Locations for parking should be shown on a map and included in the Unit Directors Pre-Contest 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 areas 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 packet 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)
- Name, email address, and phone number of the Show Sponsor "main contact."
- Up to date performance schedule.
- Contest Flow Diagram and Area Map.
- List of any additional awards that will be given out and how winners are determined.
- Concessions information.
- Picture information.
- Seven (7) Show Passes.
- Procedure for obtaining ten (10) additional show passes at half the standard General Admission price for extra staff or volunteers supporting their unit.
- Ticket prices. (Recommended - Regular Season Show: \$10 Championships: \$15)

Contest Flow Diagram / Area Map

Show Sponsors must prepare a Contest Flow Diagram and Area Map. Contest Flow Diagram must indicate the following: Performer entrance, performer exit, unit staging area (next to performer entrance), equipment storage area, indoor warm up areas, spectator entrance/exit, sound/announcer location, and T&P desk location. Contest flow diagram must indicate whether the performance space will utilize a vertical or horizontal timing line. Vertical timing line is used when performer entrance and exit are on opposite sides of the performance space respective to the audience. Horizontal timing line is used when performer entrance and exit is on the same side respective to the audience. Please consult Contest Coordinator for specific questions about the Contest Flow Diagram.

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

Judges Set-Up

Facility Needs

The area the judges are working in needs to be conducive to watching, listening to and evaluating performances. There are three upstairs judges who must have a reserved space in the center at the top of the stands. There are a maximum of two downstairs judges who must have reserved space in the center approx. 4 rows from the bottom of the stands. There must be at least one empty row behind the downstairs judges and at least two empty rows in front of both the upstairs and downstairs judges. Only Show Sponsor officials, NWAPA officers/staff and runners are allowed in the work area. The Chief Judge and Contest Coordinator will assist to ensure that space is properly designated and taped off.

Power must be available to both of the downstairs judges as well as all of the upstairs judges. This may require the use of extension cords. The circuit will provide power strips.

Hospitality

Show Sponsors should make a judges room available where judges and NWAPA 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 NWAPA staff are required to be on site, the Show Sponsor should provide a full meal. Coordination of meals should be based on contest schedule to ensure judges have time to eat. The Show Sponsor should provide adult volunteers 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 NWAPA staff (including audio visual staff) needed to run the show. The Judges' Liaison will have exact numbers for the show sponsor.

If an instructors' hospitality room is provided, it must be separate from the judges' hospitality room.

Critique Room

Regular season shows shall provide a space for unit staff to meet with judges. This room should have tables and chairs to seat ten people and should preferably be a different location from the judges' room.

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 contest. Judges Packets should contain the following:

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

Scoring System

The NWAPA Contest Coordinator and Tabulator will provide the judges with scoring criteria, tote sheets, recorders and other judging related materials.

Contest Staff Set-Up

A minimum of three tables are needed to accommodate the sound engineer, the announcer and the tabulator. Two of these tables are typically placed in a back corner of the contest area with the third table placed near the Unit Entrance. All tables must have ready access to power. The Contest Coordinator will assist you with placement and set up of these tables.

Passes

Show Passes

Show Passes are distributed by individual Show Sponsors and are good for entry to only that contest. Show Sponsors shall allot seven (7) Show Passes to units attending their shows. The passes can be actual paper passes as well as wristbands or hand stamps. The distribution of these passes to staff members, volunteers, etc. shall be at the discretion of the Unit Director. Show passes should be included in the Unit Arrival Packet or, in the case of hand stamps, provided on unit arrival. Show Sponsors are required to allot ten (10) additional show passes to each participating unit at half price for extra staff or volunteers supporting their unit.

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

Circuit Passes

Circuit Passes are good for the entire season and allow entry to all NWAPA sanctioned contests. NWAPA staff including the Contest Coordinator, Sound Engineer, Tabulator, Judges Liaison and Judges Coordinator all possess a Circuit Pass. Members of the NWAPA Board (President, Past President, Fall Vice President, Winter Vice Presidents, Treasurer and Secretary) each possess a Circuit Passes.

Promotion/Outreach

In the spirit of connecting with the community and continuing to grow the circuit's membership, the NWAPA reserves the right to invite vendors, non-participating units 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 contest.

Recommended Ticket Prices

Regular Season Show: \$10 Championships: \$15

There is no charge for those 2 years of age and under if sitting in a parent's lap. Any children needing their own seat will need to pay entry for a wristband.

Warm up Areas

Indoor warm up areas shall be provided for all Color Guard contests. Warm up areas should have high ceilings and be free from obstacles and hazards. The Color Guard contest schedule will indicate when a unit is allowed access to a particular warm up area prior to their performance. Indoor warm up areas should be monitored and clearly labeled with usage schedules posted nearby. The Contest Coordinator must be contacted to discuss the indoor warm up area policy, procedure and scheduling including acceptable and available venue space.

Outdoor warm up areas shall be provided for all Percussion contests. When possible, areas should be lit and have ramp access for rolling instruments. Outdoor warm up areas should be flat, turf or asphalt, and free of obstacles. It is not necessary to designate specific warm up times for percussion contest schedules unless there is limited warm-up areas preventing each group from having their own space for the entire day. The Contest Coordinator must be contacted to discuss the warm up area policy, procedure and scheduling including acceptable and available venue space if an issue arises.

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

Equipment Storage

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

Competition Area /Circuit floor

The competition area is a gymnasium floor measuring a minimum of sixty feet by ninety feet (60' x 90') and does not include entry ramps, hallways, bleachers or seating areas. An insulated and grounded 110v AC power cord shall be supplied near the middle of the competition area.

The NWAPA circuit floor should be positioned approximately ten (10) feet away from the beginning row of spectator seating and centered on half court (or the middle of the gym). The floor should be taped in place around the perimeter with wide painters tape. The NWAPA Contest Coordinator will place all additional markings needed for the contest. **DO NOT tape timing lines.**

It is advisable to provide additional floor covering beyond the 60' x 90' circuit floor to protect the entrance and exit areas of the gymnasium where equipment carts, percussion instruments etc. are maneuvered.

The Show Sponsor should situate door monitors for unit entrance, unit exit, and spectator entrance/exit during the contest. The NWAPA Contest Coordinator will assist in training door monitors.

Announcer

The Show Sponsor shall provide an Announcer. The NWAPA Contest Coordinator will provide the Announcer with necessary contest 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](#)

Sound System

The NWAPA sound system is available to use for venues that do not have a high quality sound system. The NWAPA Audio Engineer and Contest Coordinator will set up the system on the day of the show unless otherwise arranged. However, all of the sound system pieces as well as an assistant should be available during the set-up time, approx. 90 minutes prior to the start of the contest to ensure ample time for troubleshooting and sound check.

Note the NWAPA sound system may not be available for Percussion Only contests. Show Sponsors hosting a Percussion Only event should plan for a back-up announcing system as well as contact the NWAPA Contest Coordinator regarding circuit sound system availability.

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, sprains 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-Contest Information, Unit Arrival Packet, and Judges Packet.

Video Recording

Units will be allowed to video tape their own performances for educational use. A special area should not be set aside for this as much of the area at the top of the stands is reserved for judges/staff. Anyone video recording a particular unit must receive permission from the unit's director. Some units may request their performance not be videotaped. Those units are required to coordinate that announcement with the contest announcer. The sponsor is not responsible for policing this other than making the requested announcement.

Personal Photography

Photography for personal use is allowed, however due to safety reasons the NWAPA strictly forbids flash photography during unit performances. Show Sponsors should be prepared to assist with the enforcement of this policy.

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 units to have their picture professionally taken, the schedule should allow for movement to and from the picture area. Units are not required to have pictures taken. Information about pictures should be included in the Unit Directors Pre-Contest Information and Unit Arrival Packet.

Awards

It is customary for the Show Sponsor to provide trophies, ribbons, plaques or other permanent/professional tokens of achievement to the top 3 scoring units in each competitive class for finals competition. (For one round contests the single awards ceremony is treated as a 'finals' awards ceremony) Tokens of achievement may be provided for placements beyond the top three but must be provided for the top three scoring units. Note, the number of placement awards needed will be dependent on how many units are performing in each class (i.e. one class has only two competing units, only first and second place awards will be needed). Additional awards, such as "People's Choice" are optional. The Show Sponsor is responsible for setting criteria and tabulating results for optional awards. Please consult the NWAPA Contest Coordinator with questions concerning how many awards are needed for your contest.

All awards ceremonies will include the announcement of placement and scores for every competing unit. The NWAPA will provide the awards ceremony script and work with the announcer to ensure this takes place consistently from contest to contest.

Finals Retreat

With the exception of Championships, awards ceremonies after finals rounds of competition will be "Captains Only" where only captains represent the competing unit during retreat. Championships awards ceremonies will feature full unit retreat. NWAPA VPs will coordinate with the championships show sponsors regarding organizing and preparing for championships finals retreat. The Championships show sponsors must have an individual designated to work with the VPs on the finals retreat ceremony.

Event Handoff

Arranging for the pass off of the circuit floor and sound system (if appropriate) is a Show Sponsor responsibility. The current week's Show Sponsor(s) are responsible with making arrangements for the transfer of equipment with the next Show Sponsor who will have need of it. A schedule of who should deliver which equipment to whom and by when, along with Sponsor contact information, will be provided by the NWAPA staff. Again, contact and delivery/pick-up arrangements are the Show Sponsor's responsibility.

Financial Obligations and Reconciliation

In 2017, the financial breakdown is as follows:

- Each show host will pay a \$2000 flat fee to host a contest. \$1000 is payable at the December Show Sponsor meeting. The remaining \$1,000 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

December	Pay \$1000 portion of Winter Sponsor Fee
December	Initial communication with Judges Liaison
2 -3 weeks before	Work with NWAPA VPs and Contest Coordinator on show schedule.
2 Weeks before	Send Pre-Contest Information to Contest Coordinator
2 Weeks before	Finalize all judges' logistics with Judges Liaison
2 Weeks before	Schedule pick up/delivery of floor/sound system from current Show Sponsor
1 Week before	Schedule is finalized. Compile Unit Arrival and Judges Packets
1 Week before	Schedule pass off of floor/sound system to the next utilizing Show Sponsor

Revision History

Version #	Date	Description
1.1	12/30/14	Updated Videography section per contract with new videographer
1.2	6/1/15	Updated for 2017 season: Winter Show Sponsor Fee Application Process Judges Travel Judges Set-Up Contest Staff Set-Up Financial Obligations and Reconciliation
1.3	2/18/16	Updated Video Recording section Added circuit address and updated emails addresses for board members.
1.4	10/31/16	Updated all areas highlighted in green in preparation for the 2017 Winter Season.