



***Winter Event Sponsor Handbook
2025 – DRAFT***

Contents

- General Information 4
 - NWAPA Mission Statement 4
 - Application Process..... 4
 - NWAPA 2024/2025 Officers..... 4
 - NWAPA Mailing Address..... 5
 - NWAPA 2024 - 2025 Staff 5
 - NWAPA Website 5
 - Winter Events..... 6
 - Winter Event Sponsor Fee 7
 - Competition Floor Covering..... 7
 - Meeting Requirements 8
- Pre-Event Information 8
 - Winter Handbooks 8
 - Event Sponsor Web Link 8
 - Unit Entries & Event Schedule 8
 - Unit Directors Pre-Event Information..... 9
- NWAPA Staff 10
 - Contest Administrator 10
 - Tabulator..... 10
 - Audio Engineer 10
 - Additional Contest Support 10
 - Staff Workspace 10
- Judges..... 11
 - Judges Costs 11
 - Caption Judges 11
 - Chief Judge 11
 - Timing and Penalties Judge..... 11
 - Judges Liaison 12
 - Judges Travel..... 12
- Day of Event 13
 - Event Sponsor Staff..... 13

Parking	13
Unit Arrival Packet / Unit Check-in	14
Event Flow Diagram / Area Map	14
Judges Set-Up.....	15
Event Staff Set-Up.....	16
Passes.....	16
Recommended Ticket Prices.....	17
Warm up Areas	17
Equipment Storage	18
Competition Area /Circuit floor	18
Announcer.....	18
Sound System.....	18
First Aid	19
Safety and Security	19
Concessions/Souvenirs	19
Garbage / Water	19
Video Recording.....	19
Personal Photography.....	20
Professional Photography.....	20
Awards	20
Finals Retreat	20
Event Handoff	20
Inclement Weather / Emergency Situations.....	21
Financial Obligations and Reconciliation	22
Event Sponsor Timeline	22
Revision History	23

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.

Application Process

Navigate to NWAPA.net to complete a Winter Event Bid.

NWAPA 2024 - 2025 Officers

President – Ben Adams president@nwapa.net
Glencoe High School

President Elect – TBD

Past President – Julie Bounds president@nwapa.net
Sheldon High School

Fall Vice President – Anthony Barei vp_fall@nwapa.net
Crater High School

Winter Guard Vice President – Amy DeGiovanni vp_guard@nwapa.net
Glencoe High School

Winter Percussion Vice President – TBD vp_percussion@nwapa.net
Kamiak High School

Secretary – Blake Kuroiwa secretary@nwapa.net
Mountainside High School

Treasurer – Laura Beeler treasurer@nwapa.net
Liberty High School

Past President – Julie Bounds president@nwapa.net
Sheldon High School

NWAPA Mailing Address

PO Box 230874
Portland OR, 97281

NWAPA 2024 - 2025 Staff

Contest Coordinator – Jeff Mitchell / Brian Fisher 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

Operations Admin – Christine Clayton judge_liaison@nwapa.net
Judges travel coordination, Judges logistics, Communication

Webmaster – Brian Fisher web@nwapa.net

NWAPA Website

<https://nwapa.net>

NWAPA Code of Conduct

Code of Conduct. All those participating in a NWAPA sanctioned event are held to the highest ethical standards. Good manners, courtesy and common sense are expected. Conduct or language that could be perceived by a reasonable person as threatening, rude, inappropriate, abusive, derogatory, immoral or discriminatory will not be tolerated.

Harassment of any other individual at a NWAPA sanctioned event is not tolerated. This is considered behavior that is found to be threatening or disturbing including, but not limited to:

- Repeated unwanted sexual flirtations, advances or propositions.
- Verbal abuse of a sexual nature.
- Verbal comments about an individual's body, gender, ethnicity or sexual orientation/identification.
- Degrading words used to describe an individual.
- Unwanted physical contact.
- Any other behavior that is not socially acceptable in a professional environment.

Any participant, staff member, or volunteer at an NWAPA event that is found, after appropriate investigation, to be in violation of the above Code of Conduct could be subject to appropriate disciplinary actions with regard to their role for the NWAPA or its affiliated organizations.

If you feel that you have been subject to harassing or discriminatory behavior, you are expected to report it immediately to a member of the NWAPA Staff or Board Member.

Winter Events

The NWAPA sanctions 4 types of winter events:

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

Clinic Event: This event is specific to Winter Guard or Winter Percussion. Clinics include feedback opportunities for students and instructors from qualified educators and designers.

Regular Season Event: This event is hosted by one Event Sponsor and may include Guard, Percussion and/or Winds rounds. Regular seasons show may be prelims/finals format or may be one round only. Critique may or may not be included.

Championship Event: 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 Event Sponsors.

Winter Event Sponsor Fee

The 2025 Winter Event Sponsor Fee is \$2750. ~~TENTATIVE~~

\$2750 is due the day of the event.

- An additional \$100 will be added if Event Sponsor elects to use an NWAPA announcer.

Event Entry Fees

All unit entry fees are collected and payable to the NWAPA. The NWAPA will not assess a fee to units sponsored by the Show Host for performing at their own event.

2025 unit entry fees are:

- \$300 – Regular Season Event ~~TENTATIVE~~
- \$400 – Championships Event ~~TENTATIVE~~
- \$300 – Clinic Event ~~TENTATIVE~~

Competition Floor Covering

The NWAPA has access to a few protective gym floor coverings for use during the event. We may require your assistance in obtaining a gym floor covering and coordinating aspects of transportation and storage.

Meeting Requirements

Event Sponsors are required to provide a "main contact" who can speak to coordination and logistics for their show. This main contact's attendance at NWAPA December General Membership (virtual) meeting is strongly encouraged. Additional planning meetings and correspondence will be required. Event Sponsors will be notified of these by NWAPA staff.

Event 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-Event Information

Winter Handbooks

Event Sponsors should obtain Winter Member Handbooks from NWAPA.net and become familiar with additional rules, policies, and procedure.

Event Sponsor Web Link

Each Event Sponsor will receive a web link that will allow them to access the following:

- Units signed up for their Event.
- Number of members in each unit.
- Biography information for each unit.
- Email address and other contact information for each unit.

Please direct any inquiries regarding the Event Sponsor web link to the NWAPA Contest Coordinator.

Unit Entries & Event Schedule

NWAPA competing units are required to register for Events at NWAPA.net. Event Sponsors are encouraged to advertise their event as much as possible and should direct all interested participants to the NWAPA website for updated details. The NWAPA Contest Coordinator will work with Event Sponsors to create a schedule that conforms to NWAPA policy and best suits the particular event needs. All sanctioned events 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 Event 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. Event Sponsors, and the NWAPA Contest Coordinator should have regular communication regarding the schedule during the three weeks prior to the event.

The Event Sponsor may elect to invite non-competing units to perform in exhibition during the event, such as National Anthem performance, special needs groups, solo & ensemble groups, etc. The Event Sponsor and NWAPA staff will work together to place non-competing units in the schedule at times that

work best for all. As such, the NWAPA Contest Coordinator should be made aware of non-competing units as soon as the Event Sponsor knows they will be participating.

Unit Directors Pre-Event Information

Event Sponsor shall provide the following information to the NWAPA Contest Coordinator for distribution:

- Event location and basic traveling directions.
- Name, email address, and phone number of the Event Sponsor "main contact."
- Parking and Warm Up Information.
- Unit Parking map (if applicable).
- Contes Flow Diagram and Area Map.
- Relevant pictures of contest area, and adjacent hallways and doorways.
- List of any additional awards that will be given out and how winners are determined.
- Concessions information.
- Ticket prices. (Recommended - \$15)
- Prop Storage information and limitations due to hallways and door clearance.

Unit Directors will be able to access this information at nwapa.net as well as their individual Participant Link via Contest Dynamics.

NWAPA Staff

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

Contest Administrator

The Contest Administrator facilitates the event, keeps the schedule and communicates with judges, volunteers and other staff to keep events running smoothly. The Contest Administrator must approve changes in posted schedule or procedure. While the Contest Administrator often doubles as the T&P judge, in the event the roles are separate individuals, the Contest Administrator 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 Administrator. 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 Administrator. The Audio Engineer maintains NWAPA audio equipment during the event 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.

Additional Contest Support

NWAPA may assign additional staff positions as needed, and will work with Event Sponsor to ensure that appropriate accommodations are made.

Staff Workspace

The Tabulator, Contest Administrator and Audio Engineer workspaces will be on the contest floor just outside of the performance area, or in an appropriate area designated. Electrical outlets must be available in this workspace. Please contact the Contest Administrator 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 events as well as assign a Chief Judge for each contest. The Judges Liaison and Contest Coordinator will coordinate all judges' logistics with the Event Sponsor. The Chief Judge, Contest Administrator and Tabulator will assist on the day of the event with judging related topics.

Judges Costs

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

Caption Judges

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

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

Judges Liaison

The NWAPA Operations Admin operates as the Judges Liaison to coordinate all judges' logistics with the Event Sponsor and be a single point of contact for communication between the Event Sponsors and the judges. The Judges Liaison will work closely with the Event Sponsor's designated point of contact to guarantee efficient judges communication. The NWAPA Contest Coordinator will assist in duties related to judges logistics.

Judges Travel

For the 2025 season the NWAPA will be paying for the transportation and lodging for out of region judges. Event 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 Event Sponsor to coordinate travel, obtain transportation details and communicate arrangements to the judging panel.

Air Transportation

For the 2025 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 2025 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

Event Sponsors may be asked 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 Event Sponsor the day of the show.
- Designee of the Event Sponsor.
- Judges ride sharing with local judges.

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

Day of Event

Event Sponsor Staff

As detailed throughout this document, the Event 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 - hospitality
- Staff runners
- Hospitality
- Parking
- Concessions
- Door monitors
- Equipment storage
- Indoor warm up monitors
- 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-Event packet as well as advertised on NWAPA.net. Note, the Event 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-Event Information and Unit Arrival Packet.

Each unit needs to have a space in the parking lot to set up a camp which may include parking for buses, equipment/support trucks as well as unit staging. These areas must be mapped out on the parking map provided to the units in the pre-contest information. Buses and equipment truck parking should be accessible from equipment storage and performance areas via ramps if possible. In cases where bus and truck parking is limited, information concerning alternate/offsite parking shall be provided.

Separate parking flow for spectators is advisable.

6 to 8 parking spots near the performance venue must be reserved for NWAPA Judges and Staff. Event 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 Event 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 Event Sponsor Contest Dynamics Web Link
- Name, email address, and phone number of the Event Sponsor "main contact."
- Up to date performance schedule.
- Event Flow Diagram and Area Map.
- Location of First Aid Station.
- 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 \$15)
- Location of potable water for team use.

Event Flow Diagram / Area Map

Event Sponsors must prepare an 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. Event 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 NWAPA Contest Coordinator for specific questions about the Event Flow Diagram.

The Area Map should be a map of the entire facility and indicate outside warm up areas, parking areas, off limit areas, event 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 upper level judges who must have a reserved space in the center at the top of the stands. There are a maximum of two lower level 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 lower judges and at least two empty rows in front of both the upper and lower judges. Only Event Sponsor officials, NWAPA officers/staff and runners are allowed in the work area. The Chief Judge and Contest Administrator will assist to ensure that space is properly designated and taped off.

Judges will require hard surfaces for writing such as music stands or portable table tops.

Power must be available to judges at all locations. This may require the use of extension cords. The NWAPA will provide power strips.

Hospitality

Event 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 Event Sponsor should provide a full meal. Coordination of meals should be based on event schedule to ensure judges have time to eat. The Event 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, and the number of NWAPA staff (including audio visual staff) needed to run the show. The Judges' Liaison and Contest Coordinator will have exact numbers for the Event Sponsor.

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

Critique Room

Regular season shows may require 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. The NWAPA Contest Coordinator and Judges Liaison will know if this is required for your event and advise you appropriately.

Judge Runners

Runners should be available for judges to run materials, food, etc. to judges during the event. 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
- Judges Hospitality onsite contact information
- Facility Internet access information if applicable

Scoring System

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

Event Staff Set-Up

A minimum of three tables are needed to accommodate the sound engineer, the announcer and the tabulator. All tables must have ready access to power. The Contest Administrator will assist you with placement and set up of these tables.

Passes

Show Passes

Show Passes are distributed by individual Event Sponsors and are good for entry to only that event. Event 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. Event 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. Event Sponsors should honor such requests.

Director Passes

NWAPA shall create and distribute one Director Pass to each registered unit. Director Passes are good for the entire season and allow entry to all NWAPA sanctioned events.

Circuit Passes

Circuit Passes are good for the entire season and allow entry to all NWAPA sanctioned events. NWAPA staff including the Contest Administrator, 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 Pass.

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 events 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 event or included in the Unit Arrival Packet. Arrangements will be communicated and negotiated with the Event Sponsor in advance of the event.

NWAPA, at their discretion, may elect to contract a Souvenir & Apparel Vendor at Sponsored Event. NWAPA will notify Event Sponsor of Souvenir & Apparel Vendor presence.

NWAPA, at their discretion, may offer Live Event Streaming consisting of audio/video presentation of performances at Sponsored Event. NWAPA will notify Event Sponsor of the intent to provide Live Event Streaming.

The MOU signed between NWAMA and Event Sponsor will contain details regarding promotions/vendor presence at Sponsored Event, and may contain profit sharing agreements, additional financial and logistical obligations.

Recommended Ticket Prices

\$10 - \$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 NWAPA 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 NWAPA 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 Event Flow Diagram and Area Map and included in the Unit Directors Pre-Event 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. Additionally, a power supply should be accessible to the rear of the performance floor.

The floor you are utilizing 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 on tarp corners. It is not necessary to tape the entire perimeter of the floor covering. The Contest Administrator will place all additional markings needed for the event. **DO NOT tape timing lines.**

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

The Event Sponsor should situate door monitors for unit entrance, unit exit, and spectator entrance/exit during the event. The Contest Administrator will assist in training door monitors.

Announcer

The Event Sponsor shall provide an Announcer. The Contest Administrator will provide the Announcer with necessary event specific scripts. Scripts for general announcements, shout outs, etc., shall be provided by the Event Sponsor. The NWAPA may be able to assist in the hiring of an announcer for an additional \$100 fee, which will cover the announcer's stipend.

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 Administrator will set up the system on the day of the show unless otherwise arranged. If the sound system is delivered prior to the event, all of the sound system

pieces should be available during the set-up time, approx. 90 minutes prior to the start of the event to ensure ample time for troubleshooting and sound check.

Note the NWAPA sound system may not be available for Percussion/Winds Only contests. Event 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 Event 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.

Safety and Security

The Event Sponsor must provide an individual who is empowered by the facility/school to respond to escalated and emergent situations. This person will be responsible for coordinating with event staff in escalated situations and will be the individual in charge during emergent situations.

Concessions/Souvenirs

All items offered for sale at the show are to be determined or approved by the Event 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. Please include healthy options in your food offerings. Note, if selling food at your event, please ensure there is a suitable area outside of the performance venue for food consumption.

Garbage / Water

Event Sponsor shall ensure that appropriate garbage and recycling containers are placed throughout the facility. Additional bags and containers may need to be placed near high traffic areas and areas with heavy use such as unit parking areas, team areas, concessions areas and high traffic spectator areas.

Potable water should be available from a spigot or sink (not bathroom). Designate on appropriate maps.

Video Recording

At shows where video is not being provided, 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 event 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. Event Sponsors should be prepared to assist with the enforcement of this policy.

Professional Photography

Although a picture area is not required of NWAPA Event Sponsors, it is welcomed. If the Event 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-Event Information and Unit Arrival Packet

Awards

It is customary for the Event 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 events 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 Event 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 event.

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 staff will coordinate with the championships Event Sponsors regarding organizing and preparing for championships finals retreat. The Championships Event Sponsors must have an individual designated to work with NWAPA on the finals retreat ceremony.

Event Handoff

Arranging for hand off of equipment such as protective floor covering and sound system (if appropriate) is a Event Sponsor responsibility. The Contest Coordinator will assist in equipment handoff coordination.

Inclement Weather / Emergency Situations

It is understood that inclement weather and other emergent situations may affect a scheduled or in-process event. 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 NWAPA Contest Coordinator, Chief Judge and Event Sponsor. Following are potential scenarios and solutions for these events.

Scenario #1

Circumstances force the event to be cancelled after it has already begun.

Outcome

Judges are paid the base amount or the base plus the number of bands already adjudicated over 20 whichever is greater. No awards are issued. Participating units will not be refunded the entry fee however any unit that was unable to perform at all will be allowed to attend any show for free the following year.

Scenario #2

Circumstances force the event to cancel with enough advance notice that no participants (units, 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 Event Sponsored by the Sponsor within the following 12 months (winter or fall) to mitigate loss of travel funds. Participating units will receive a credit towards any event the subsequent winter season.

Scenario #3

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

Outcome

Judges are paid the minimum for the show. Participating units will receive a credit towards any event the subsequent winter season.

Financial Obligations and Reconciliation

In 2025, the financial breakdown is as follows:

- Each show host will pay a \$2750 flat fee to host an event, invoiced and payable the day of the event.
- An additional \$100 will be added if Event Sponsor elects to use an NWAPA announcer.
- All judges' and NWAPA staff stipend and travel expenses will be paid by the NWAPA. The Event 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 Event Sponsor.

Event Sponsor Timeline

December 15	Signed MOU is due.
January	Attend weekly Event Sponsor Mtg (Monday 7:00PM).
2 -3 weeks before	Work with NWAPA VPs and NWAPA Contest Coordinator on show schedule.
2 Weeks before	Send Pre-Event Information to NWAPA Contest Coordinator.
2 Weeks before	Finalize all judges' logistics with Judges Liaison / Contest Coordinator.
1 Week before	Schedule is finalized. Compile Unit Arrival and Judges Packets.
Week of Event	Pay Winter Sponsor Fee.

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 2016 season: Winter Event 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	10/31/17	Updated all areas highlighted in yellow in preparation for the 2018 Winter Season.
1.5	12/4/17	Adjusted Awards section to reflect same as Winter 2017.
1.6	11/30/18	Updated for 2019 season: Officers Staff Fees Tickets Prices Financial Obligations and Reconciliation

1.7	10/29/19	Updated for 2020 season: Officers Staff Mailing address
1.8	11/18/19	Updated Entry fees, Parking and Videography
1.9	11/17/21	Updated entry fees and health & safety information
2.0	6/6/22	Updated board of directors and changed dates from 2022 to 2023. Updated language regarding Event Sponsor fees and the need for Event Sponsors to provide their own floor covering.
2.1	11/14/22	Update for winter 2023 Final
2.2	11/20/2023	Update Winter 2024 Final
2.3	4/15/2024	Update 2025 DRAFT