



# 2019 Bands of America Championships

## GENERAL EVENT PROCEDURES

### Regional and Super Regional Championships



The purpose of this document is to familiarize yourself with procedures that are common at all Regional, Super Regional, and Grand Nationals Championships. An event-specific Event Procedures will be included as part of each Regional or Super Regional's final communication. Whether you are a returning director or are brand new to Bands of America events, please read all documents carefully, as some procedures have been updated or added for the 2019 season.

## BAND PERFORMANCE FLOW

### Band Check-In

- When you first arrive, you will be directed to **Band Check-In**, located in or near the bus/truck parking lot.
- Band Check-In will open 30 MINUTES prior to the **FIRST** band warm-up time.
- Your check-in packet will consist of your twenty-five Championship Prelim field passes, your six name badges, any additional purchased credentials, an updated performance schedule, and other relevant event information.
- At two-day Super Regional events, you may check in on Friday, regardless of performance day.
- At Grand Nationals, you may check in on Thursday, regardless of performance day.

### Competing Band Name Badges and Field Passes

- All bands are guaranteed 31 credentials as part of their enrollment fee – six director name badges and 25 field passes. Field passes are **valid for prelims only**. Name badges are valid for both prelims and finals; names are determined by those you enter on the Director Name Badge and Additional Credentials Form.
- A band may purchase up to 10 additional credentials. **All additional credentials must be purchased by the Tuesday before the event by credit card only.** The combination of additional name badges and field passes may not exceed 10. Of those ten, a maximum of 4 may be name badges. **Additional credentials will not be available for purchase on-site.**
- Name badges and field passes are valid for flow areas and field access during **your band's performance ONLY**. Name badges and field passes allow entrance into the stadium concourse and spectator general admission seating areas. Passes must be visible at all times.
- Field passes are not tradable and may not be shared with other participating bands. The use of field passes will be monitored and penalties assessed for abuse of the rules.
- Competing Band Field Passes for Finalist Bands will be handed out at the Finalist Director Meeting.
- Nurses are not exempt from the field pass policy and must have a pass if needed on field during your band's performance. BOA will provide an on-site medical crew all day.
- Bus and Truck driver wristbands will be distributed at Band Check-In. The number will be derived from your parking pass request form. Driver wristbands are valid for prelims and finals, for general admission spectator entry only. Driver wristbands are not valid for field access, or reserved seating.
- Bands of America does not provide bus driver or staff hospitality areas.

### Pre-Draw for Finals Performance Order at Super Regional Events

- When you check in at a Super Regional Championship, you will draw a number from the BOA Tumbler. Numbers will range from 1 to 80 (or total number of bands performing at the event).
- We will document your drawn number on our master board of Pre-Draw Finals performance times. The board will be located at Band Check-In and updated as bands check in for the event.
- A Finalist Directors meeting will still occur. The official Finals schedule will be distributed as well as field passes and information regarding the Finale Ceremony.
- At Super Regional Championships, the Finals performance schedule will be derived by assigning the top 7 scoring bands from Prelims the last 7 performance times in numerical order according to the pre-draw. The next 7 will be assigned the first 7 performance times in numerical order according to the pre-draw.

## Bus/Truck Parking and Passes

- Please review the 2019 Parking Information available in the Directors area of the website. There you will find info on shows that require parking passes to be purchased in advance and the price per pass.
- **Parking passes will be sent automatically. Once you purchase the parking passes online, you will get an email containing your passes.** You may only print the number of parking passes you paid for/requested in the form. The number of vehicles admitted into the lots will be verified by the BOA Parking Staff. If you need to purchase additional passes, please fill out the form again.
- Bus/Truck parking passes may NOT be used in personal vehicles or RVs/campers. Exception: Regional Events allow for one staff vehicle pass. Parking Pass procedures and rules DO APPLY to staff vehicles. Note: There is no staff parking for Super Regionals or Grand National Championships.
- BOA Parking Staff will be on hand to meet you upon arrival and will give your drivers parking instructions.
- Physical or musical warm-up, or other organized activity (including stretching), is **NOT** allowed in the parking lots and is **ONLY** allowed in the official warm-up areas during your assigned warm-up time.
- For safety reasons, no eating is allowed in the Bus/Truck parking areas. Please utilize the Band Picnic Area for meals, if needed.
- BOA is committed to providing safe and secure venues and events. Your compliance and cooperation are appreciated.

## General Band Warm-Up Procedures

- It is your responsibility to report to your warm-up area at your scheduled time.
- While in warm up, BOA staff will monitor your time and direct you to the Band Entrance Gate for your report time as listed on the prelim schedule.
- Your warm-up official will signal you or someone you designate at 15 minutes, five minutes and two minutes before you must be clear of the warm-up area.
- **Your pit will move towards and arrive at the stadium gate 15 minutes prior to the rest of the band.**
- Bands may **NOT** warm up or rehearse on site except during their assigned warm-up period and **ONLY** at the assigned location. Remember there is no warm-up (musical or physical) allowed in the parking areas at BOA events. **Failure to comply with warm-up regulations may result in a penalty.**
- If you arrive late for your warm-up time, you cannot stay past your 45-minute scheduled time. You will be dismissed from warm up on time so that you will arrive to the band entrance gate on time.
- More details, including a list of equipment that may be allowed/prohibited due to warm up locations, will be communicated in each event's individual event procedures document.

## General Pit Percussion Warm-Up Procedures

- A separate Pit Warm-Up area will be available on site for pit percussion only. Its specific location will be available in each event's individual event procedures document.
- Pit percussion may also warm-up with the Band in the designated Band Warm-up Area, although this is usually not recommended due to the distance from the stadium.
- There can be no sound bleed into the stadium.
- Pits will report to the Entrance Gate at their designated time: 15 minutes prior to the band report time.
- More details, including a list of equipment that may be allowed/prohibited due to warm up locations, will be communicated in each event's individual event procedures document.

## During Your 45-Minute Warm-Up

- **Wireless microphones transmitters, wireless networks, and audio and/or lighting control devices may interfere with performances in the stadium and, therefore, may not be used in warm-up areas.** Please avoid any wireless signals that may interfere with a performing band on the field.
- Wired instruments including guitars, keyboards etc. may be used in warm up at reasonable volumes or while not amplified.
- Indoor warm-up areas will restrict the use of amplified time keeping devices, long rangers, and megaphones as needed. Only non-amplified methods such as jam blocks and stick clicks will be allowed.

## Motorized Vehicles

- At most venues, motorized vehicles are allowed into the stadium. **All vehicles must have a bib (diaper) type covering underneath the engine of the vehicle.**

- **At no time may a motorized vehicle be inside the playing area of the field. Vehicles can only be driven on the turf or track surrounding the field.**
- There must be some type of covering under the battery of any amplified equipment. There cannot be any acid, fuel or oil drop on the turf.
- Please unlock the wheels on your front ensemble carts when in transport. To prevent damage to the playing field, it is recommended that all large instruments and props utilize pneumatic or similar-style wheels of sufficient size and rating for weight.
- If applicable, other stadium-specific policies will be communicated in each event's individual event procedures document.

### **Gate Dimensions and Hash Marks**

- Gate dimensions for all field entry and exit gates and details on hash marks are available in the "Hashmark and Tunnel Entryway Dimensions" document. Dimensions and details will also be confirmed in each event's individual event procedures document.
- Reminder: BOA's rules regarding the use of props at Bands of America events are still in effect. Be sure to read Part Two-Section 22.01 – page 20 of the BOA Adjudication Handbook – Props made of hard materials (wood, metal, plastic, etc.) may not exceed 12 feet in height. Unsupported props made of soft materials (streamers, fabric, inflatables, etc.) that use air to create an affect may not exceed 25 feet in height.

### **Instrument Repair**

- BOA attempts to secure a local music store to serve as the official music store for the event and provide on-site instrument repair service for minor repairs. More details will be available in each event's individual event procedures document and/or at Band Check-In. In cases where BOA cannot contract a music store, a small instrument repair kit and limited number of loaner instruments will be available if needed.

### **Adjudication Panel and Commentary General Information**

- The adjudication panel will be published in each event's individual event procedures document. Specific caption assignments will be distributed on-site at band check-in. Your post-event judging questions and concerns should be directed to BOA Chief Judge, Gary Markham, who can be reached at [gary.markham@musicforall.org](mailto:gary.markham@musicforall.org).
- Music for All uses a digital adjudication system, CompetitionSuite. We anticipate that the following process will remain similar to the process that from past years.
- By mid-September, you should receive an email from CompetitionSuite to create or update your profile. You can add members of your staff, cell phone numbers for text alerts and other information to assist in receiving judge commentary from your performance.

### **On-Site Process:**

- Approximately 90 minutes after your prelims performance, your primary director will receive a text letting you know that your commentary files are beginning to upload for your review. You can then open the CompetitionSuite phone/tablet application, visit the CompetitionSuite website or call the number from which you received the text message to listen to your commentary
- All scores and adjudication sheets (both prelims and finals) will be held until the end of the finals awards ceremony. All scores will be available online via CompetitionSuite. No scores or recaps will be released prior to the conclusion of the finals awards ceremony.
- Due to the online system, you will no longer need to meet a Music for All representative at field level to gather your sheets or recaps.
- A reminder email will be sent by the Tuesday after each event if you misplace the link to access your sheets and recaps.

### **Restrooms and Changing Facilities**

- At most Bands of America Regional Championships, a band changing area will be available in or near the stadium. Many times, it is a set of restrooms on the stadium concourse separate from spectators. Exact locations will be available in each event's individual event procedures document and/or at Band Check-In.
- If you need to use these facilities, please go IN A GROUP.
- At stadiums where no indoor facilities are available near the parking lots, a limited number of port-a-lets will be available near the bus and truck parking lot and warm-up area. In these cases, please plan to utilize busses or alternate locations for changing.

## Feeding and Watering your Band

- Eating is **NOT** allowed in the bus/truck parking areas due to safety concerns.
- Due to stadium regulations, outside food and beverage is **NOT** allowed to be brought into the stadium, either by students or spectators.
- **The stadium will be cleared and concessions will be closed during the dinner break between prelims and finals.** Please review the Picnic Information document for more details about on-site picnic areas for use by bands.
- At most events, Bands of America will provide a post-performance water station. Water stations will be placed near the Band Exit Gate and/or Jolesch photo area. **It is the responsibility of each band to ensure proper hydration of its members.**
- Each participating band should plan appropriately for the care of its students throughout the duration of the event.
- In most cases, Bands of America will have access to facilities to refill or replenish your water supply. Containers, cups, supplies, and the provision of water service itself are ultimately the responsibility of the participant.
- Please remind your students to utilize refillable water containers when possible, and to appropriately dispose of their cups and other trash after use.

## Tickets for Non-Finalist Bands

- If your students do not perform in finals, tickets will be available for bands that wish to stay and watch finals. All students **WILL** need a ticket to enter the stadium.
- At Regionals, non-finalist student tickets are complimentary. At the Indianapolis and St. Louis Super Regionals, non-finalist student tickets are \$5 per student. At the San Antonio Super Regional, non-finalist student tickets are \$11 per student (which includes a \$6 Alamodome facility fee).
- Student tickets can only be picked up at the ticket booth gate between prelims and finals.
- We ask that only one adult representative from the band come to the ticket booth with proper band identification to pick up these tickets in a block.
- Tickets are for non-finalist students only, **NOT** for band staff and parents. Director name badges will still be valid for stadium entry, however those with prelim field passes will need tickets.
- Students will enter the stadium via the band re-entry gate with their complimentary red ticket.
- All non-red ticketed patrons will need to enter at the primary gate.

## Photography

- **Jolesch Enterprises** will be on-site to take a group picture of each band after they exit the performance area. They will also be taking action photos on the field level. Ordering information is available online.
- Use of cameras of any kind is **NOT ALLOWED** on the field (stadium floor) for any BOA event. Please communicate this to your parent/booster group.
- **Still cameras (digital or film, professional or otherwise) are allowed into the stadium and may be used from stadium seating, but not on the field.**
- Tripods and similar equipment that may obstruct the view of others in seating areas are not allowed.
- The issuance of a "Field Pass" or other non-Media BOA Credential does not include the right to use a camera on the field. Pass holders must go into stadium spectator seating to use their camera.

## Media Personnel and Band Photography Policies

- "Media Passes" are intended for official media outlets only (i.e. newspapers, television, radio).
- Media Passes are available for eligible local and national media and **must be requested in advance**. Media representatives will be required to show valid media credentials for their employer to be considered for eligibility. Visit [musicforall.org/media](http://musicforall.org/media) for the full Media Policy and to apply for a Media Pass.
- A student representative of a school's newspaper or yearbook may receive a media pass with valid school media credentials.
- **Still photography of any kind MAY be taken from the spectator seating areas.** Video and audio recording is **NOT** allowed.
- "Official Band Photographers" are still allowed, so long as such person uses one of the band's issued field passes in order to be allowed in pre-performance credentialed areas. They must still go into the spectator stands to shoot pictures during performances and may not photograph from the field level.

- Official Band Photographer photos are **NOT** to be sold, distributed, duplicated or placed on the web in any downloadable fashion. Their use must be for archival or media purposes only. This restriction applies to all who enter the stadium, including any band parent/adult with a field pass.
- **Only Jolesch Enterprises, Music for All staff, and official, credentialed and approved media will be allowed to shoot from field level.**
- No video or audio recording devices (either by “band videographers” or otherwise), are allowed into the stadium without the express written consent of, or proper video credential issued by Music for All.