



IMPORTANT EVENT PROCEDURES

October 5, 2019 – Scheumann Stadium – Muncie, IN



This document contains important details specific to the Central Indiana Regional Championship and is a supplement to the General Event Procedures document released in the August Important Reminders for Directors Information. Please review the General Event Procedures document if you haven't already: marching.musicforall.org/directorinfo/

PRE-PERFORMANCE FLOW:

Band Check-In

- When you first arrive to Ball State University, you will be directed to **Band Check-In**, located at the main entrance of Northside Middle School, off of Bethel Ave.
- Band Check In is located in the Bus/Truck Parking lot. Please stay on your buses until you are parked and ready to unload, then proceed to the Band Check In tent.

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 entered on the Director Name Badge and Additional Credentials Form. Distribution of the name badges is ultimately the decision of the head director.
- A band may purchase up to 10 additional credentials. **All additional credentials must be purchased by the Tuesday, October 1st with a credit card.** The combination of additional name badges and field passes may not exceed 10. Of those 10, 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 seating areas. Passes must be visible when entering the stadium.
- 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.
- Holders of Field Passes may not take photographs from the field level. Pass holders may go into the spectator seating area during the performance where taking of personal photos is allowed. Video and audio recording is not permitted from the field or the stands, without News Media Video credentials, requested in advance and pre-approved for eligible media by Music for All.
- 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.
- Wristbands for bus and truck drivers will be distributed at Band Check-In. The number will be derived from your parking pass request form. Wristbands are valid for prelims and finals spectator entry only. Wristbands are not valid for field access.
- Bands of America does not provide bus driver or staff hospitality areas.

Bus/Truck Parking Passes

- At the Central Indiana Regional Championship, bus/truck parking passes are \$25 and \$30 on site. If you have not submitted a parking pass request, please complete the form as soon as possible.
- Once you complete your online parking pass order, you will receive an email containing your passes. You may only print the number of parking passes you paid for in the form. The number of vehicles admitted into the lots will be verified by BOA Staff. If you need to purchase additional passes, please fill out the form again.
- **A Central Indiana Regional parking pass is required for each bus and truck. Please display the pass prominently in the front window of the vehicle. For the safety of your students and all attendees, NO VEHICLES will be admitted to the lot without the appropriate pass.**

- One Complimentary Staff Vehicle parking pass will be included with the bus/truck parking passes. Note that **parking for one staff vehicle per band will be available in the bus/truck parking area.** All other personal vehicles need to park in a spectator lot.
- Bus/Truck parking passes may NOT be used in personal vehicles or RVs/campers. Parking Pass procedures and rules DO APPLY to staff vehicles.

Bus/Truck Parking Location and Procedures

- The Bus/Truck parking lot is located at Northside Middle School off of Oakwood Ave. just southeast of Scheumann Stadium.
- To enter the Bus/Truck lot, follow McGalliard Ave. east and turn right (south) on to Oakwood Ave. Turn right into the parking lot via the lane on the right just past the Muncie Community Schools building.
- BOA 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.
- No eating is allowed in the Bus/Truck parking areas. Please utilize the Band Picnic Area northwest of the stadium, if needed (see Site Overview Map).
- BOA is committed to providing safe and secure venues and events. Your compliance and cooperation are appreciated.
- Bands performing 1-10 will be asked to exit the Bus/Truck Parking Lot at Northside Middle School and proceed to the Overflow Parking Area in Lot C1 one hour and 15 minutes after they perform. (See Site Overview Map).

Band Warm-Up

- Warm up is located in the grassy area behind Northside Middle School. (see Site Overview Map).
- All warm-up areas are paved surfaces.
- It is your responsibility to report to your warm-up area at your scheduled time.
- While in warm-up, Bands of America 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, 5 minutes, and 2 minutes before you must be clear of the warm-up area.
- **Your pit will move toward 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 scheduled time. You will be dismissed from warm-up on time so that you will arrive to the band entrance gate on time.
- If you wish to have additional warm-up or practice times, you must make your own arrangements off stadium property. Off-site areas cannot be within earshot or visual vicinity of the event.

Percussion Warm-Up

Battery Percussion

- The battery warm-up area is with the band in the designated band warm-up area.

Pit Percussion

- A separate pit percussion warm-up is located in the drive behind Northside Middle School, adjacent to the Band Warm-Up areas. (see Site Overview Map).
- Pit percussion may also warm up with the band in the designated band warm-up area, although this is not recommended due to distance from the stadium.
- Due to the proximity of the stadium, loud percussion instruments (cymbals, drums, etc.) may be prohibited during warm up. Please be prepared to utilize only mallet keyboard instruments with soft mallets in the designated pit warm-up areas. **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).

During Your 45-Minute Warm Up

- **Wireless microphone 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.

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. More details will be available 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.

PERFORMANCE VENUE INFORMATION:

Motorized Vehicles

- Motorized vehicles are allowed into the stadium **ONLY if they 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.**
- All vehicles must have sufficient covering underneath the engine of the vehicle. There cannot be any acid, fuel, or oil drop on the turf.
- Please unlock the wheels on your equipment 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.

Gate Dimensions and Stadium Flow

- The band/pit entrance gate is 14' wide with no height restriction.
- The band/pit exit gate 14' wide with no height restriction.
- **If you have any oversized props or equipment that will not fit through the entrance gates, please use the field exit gate. If this is necessary, please check-in with BOA staff at the Band Entrance Gates to communicate your needs prior to transiting.**
- **Reminder:** Bands of America's rules regarding the use of props at Bands of America events are still in effect. Be sure to read Part Two-Section 23.01 – page 20 of the 2019 BOA Adjudication Handbook – Props made of hard materials (i.e. plastics, metals, etc.) may not exceed 12 feet in height.

Field Marks Present

- The Performance Field is marked with both NCAA/Texas High School & Traditional High School Field Markings
- NCAA/Texas High School markings will be marked in White Paint.
- Traditional High School Field Markings in Yellow Tape
- NCAA/Texas High School field markings are 60' from the front and back sidelines and 40' apart.
- Traditional H.S. markings are 53'4" from the front and back sidelines and 53'4" apart.

GENERAL INFORMATION:

Adjudication Panel and Commentary General Information

- The adjudication panel for the Central Indiana Regional is Robert Elliott, Chris Ferrell, Mike Howard, Michael Leitzke, Monte Mast, Kyle Miller, and Bob Thomas. The Chief Judge for the Central Indiana Regional is Dean Westman. 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.

- Music for All is utilizing a digital adjudication system (CompetitionSuite) this fall.
- By mid-September, you will 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, you will receive a text message to your primary director phone number letting you know that your commentary files are beginning to upload for you to review. You can then open up 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.
- **No scores or recaps, prelims or finals, will be released prior to the conclusion of the Finals Awards Ceremony.** All scores will be available online via CompetitionSuite.
- Due to the online system you no longer need to meet a Music for All representative at field level to receive your sheets or recaps.
- A reminder email will be sent by Tuesday after each event if you misplace the link to access your sheets or scores.

Restrooms and Changing Facilities

- If your band needs to change into and out of uniform, restrooms are available at the Band Re-entry gate, located in the southwest corner of the stadium at Gate 4. You may utilize the bus pickup/drop off lane off of Bethel Avenue by the Alumni Center to drop off students at the stadium. See site overview map for more details.
- If you need to use these facilities, please go **IN A GROUP**.
- A limited number of port-a-lets will be available near the truck parking lot and pit warm-up area.

Picnic Location and Procedures

- The designated picnic area is located northwest of Scheumann Stadium (see Site Overview Map).
- Please remind your students to appropriately dispose of their cups and other trash after use.
- Eating is **NOT** allowed in the bus/truck parking areas because of safety concerns.
- 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.

Participant Hydration

- **Bands of America will provide a post-performance water station.** Water stations will be placed between the Band Exit Gate and Jolesch photo area.
- **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.

Complimentary Finals Tickets for Non-Finalist Bands

- If your students do not perform in finals, complimentary tickets will be available for bands that wish to stay and watch finals. All students **WILL** need a ticket to enter the stadium for finals.
- Student tickets can only be picked up at the ticket office between prelims and finals.
- We ask that only one adult representative from the band come to the ticket office with proper band identification to pick up these tickets in a block.

- Tickets are for non-finalist students only and **MAY NOT** be used 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 student ticket.

Local Time

- The Central Indiana Regional will operate on Eastern Time. Please plan your travel and arrival time accordingly.

Spectator Parking

- Multiple spectator parking areas are available at the stadium in the long-term Ball State University student parking lots. Parking may be limited, so please plan to arrive early to secure a parking spot.
- The primary spectator lot is located directly west of the stadium off of Tillotson Avenue. The secondary lot is located just north of the primary lot and can be accessed from the main Tillotson Ave. entrance or via the north entrance off of McGalliard Rd. Please see the additional map for more information about the location and entrance to these lots.
- **There is no additional cost for parking.**
- Outside food and beverage is **NOT** allowed in the Stadium. Please share this with your parents and boosters in advance.

Music for All is committed to providing safe and secure events.

Weather

Music for All defers to the weather policies and safety protocols of the facilities in which we operate. Music for All will include each school's primary director's cell number for each Regional's important updates. Updates will be provided via the BAND app.

Safety Success

The support and assistance of parent chaperones is necessary to the success of band activities. A parent's involvement demonstrates a caring and willingness to actively support their child in his/her musical endeavors. Please ensure that your support team and fans are informed, and able to help provide wonderful memories for your students.

Stay Informed

Be sure to read all provided materials and maps. This information will help you and your students to be prepared, and help make it a great day. Please let us know if you have any questions prior to arrival.

Stay Positive

Your enthusiasm, positive energy, and interest in each performance help to provide the best experience possible.

Stay Healthy

Restrooms will be available on site, as are concessions, water stations and emergency medical services. Be clear on what to do in the event of an emergency. Having access to your students medical forms can be helpful and can save time in case of emergency.

Stay Aware

Be engaged with your surroundings. If you see something you know shouldn't be there—or someone's behavior that doesn't seem quite right—say something. Security officials are on site at the event to ensure the overall safety of the event and the patrons. Informed, alert communities play a critical role in keeping our nation safe.