



# Bands of America Fall Championships

## GENERAL EVENT PROCEDURES

*"Positively Life-Changing Experiences..."*



Welcome! Thank you for choosing to have Bands of America be a part of your 2021 season.

The purpose of this document is to familiarize yourself with procedures that are common at all Regional, Super Regional, and Grand Nationals Championships. Event-specific procedures documents will be included as part of each Regional or Super Regional's final communication. Whether you are a returning director, or this is your first time at a Bands of America event, please review information carefully, as some procedures have been updated or added for the 2021 season.

All Bands of America information can be found at [marching.musicforall.org](http://marching.musicforall.org).  
Please bookmark this to more easily find information.

### PREPARATION BEFORE YOU TRAVEL

To prepare for your performance, please ensure you have:

- Completed paperwork from Participant Relations. Please see the director checklist for items that need completion
- Reviewed maps, performance flow, times (be sure to use final schedules that are released the week of the event)
- Print parking passes (may require purchase, depending on the show)
- Sign-Up for BAND! Our preferred communication tool to keep you up to date. <https://band.us/n/afab512419HcS>

### ARRIVAL

#### Bus/Truck Parking and Lot Procedures

- Please review the 2021 Parking Information available at [marching.musicforall.org](http://marching.musicforall.org). Once you complete your parking pass order, you will receive an email containing your passes. Please print these in advance of your departure. You may only print the number of parking passes you paid for (or requested) 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.
- 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 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.

#### Band Check-In

- When you first arrive, you will be directed to **Band Check-In**. Refer to the Site Overview Map for location.
- Band Check-In will open 30 MINUTES prior to the **FIRST** band warm-up time.
- Your check-in packet will consist of your event credentials, an updated performance schedule, and other relevant event information.
- **NEW for 2021** – You will receive your participant segment patches at Band Check-In.
- 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.

## FINALS INFORMATION

### NEW FOR 2021 – 12 Band Regional Finals

- To highlight more outstanding performers, all 2021 Bands of America Regional Finals will include 12 finalist bands. As in past years, class champions that do not advance to finals will be invited to perform in exhibition, as well as participate in the Finals Awards Ceremony.

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

- When you check in at a Championship, you will draw a number. **Regional** numbers will range from **1 to 32** (or the total number of bands performing at the event). **Super Regional** numbers will range from **1 to 80** (or the total number of bands performing at the event).
- When you check in at the **Grand National Championships**, you will draw a number from **TWO** tumblers. The first draw will range from 1 to 80 (or the total number of bands performing at the event) and will be used for the Saturday morning Semi-Finals event. The second draw will be for the Saturday evening Finals event.
- At Regional Championships, the Finals performance schedule will be derived by assigning the top 6 scoring bands from Prelims the last 6 performance times in numerical order according to the pre-draw. The next 6 will be assigned the first 6 performance times in numerical order according to the pre-draw.
- 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.
- The Grand National Championships Semi-Finals performance schedule will be derived by utilizing our traditional multi-step process. Please see the [BOA Adjudication Handbook](#) for a detailed outline.
- The Grand National Championships Finals performance schedule will be derived through a similar process to Super Regionals (top 6 scores/next 6 scores).
- We will document your drawn number on our master board of pre-drawn performance times. The board will be located at Band Check-In and updated as bands check in for the event.

### Finalist Director Meeting

- 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. The location will be given on site.
- At Grand Nationals the Semi-Finalist & Finalist Directors meetings will still occur on Friday and Saturday evenings, respectively. The official schedules for each session will be distributed as well as field passes and information regarding the Finals Awards Ceremony.
- This is a time for directors to share any operational challenges from the day, and if feasible, allow for BOA to adjust to provide the best possible experience.
- Finale organization will be explained, and a Finale Map will be distributed, for the end of night awards ceremony. We encourage you to include your drum majors, as possible, in the meeting.

## WARM-UP AND PERFORMANCE FLOW

### 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 group will begin moving out the area with 2 minutes left in your time and must be clear by the end of your time.** Groups will be allowed to enter the area as the previous group is exiting, and as directed by BOA staff.
- Your warm-up official will signal your designee at 15 minutes, five minutes, and two minutes before you must be clear of the warm-up area.
- Bands may **NOT** warm up or rehearse on site except during their assigned warm-up period and **ONLY** at the assigned location. **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.

## General Pit Percussion Warm-Up Procedures

- A separate Pit Warm-Up area will be available on site. Refer to the Site Overview Map for location.
- 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.
- Pits will move to the Entrance Gate at their designated time: **15 minutes prior to the band report time.**

## During Your Warm-Up

- **There can be no sound bleed into the stadium.**
- **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.
- **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.**

## 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 in any venue. Vehicles can only be driven on the turf or track surrounding the field, in stadiums where the venue allows this.**
- 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.
- To prevent damage to the playing field, please unlock the wheels on your front ensemble carts when in transport. It is recommended that all large instruments and props utilize pneumatic or similar-style wheels of sufficient size and rating for weight.

## Field Markings and Flow Dimensions

- Gate dimensions for all field entry and exit gates and details on hash marks are available in the "Field Layout and Tunnel Dimensions" document. Dimensions and details will also be confirmed in each event's individual event procedures document.
- **NEW FOR 2021 - Livestream microphones will be placed 1 foot outside the 15 foot line on the 35 and 50 yardlines – PLEASE BE AWARE OF THIS WHEN DETERMINING PODIUM AND SPEAKER PLACEMENT.**
- BOA's rules regarding the use of props at Bands of America events are still in effect. Be sure to read the BOA Adjudication Handbook.

## Performance Timing

- Please see the BOA Adjudication Handbook for details on timing of your introduction announcement, setup timing, and exit timing.
- Bands of America field staff will be in place to help ensure the best experience for you and your students.

## PERFORMER CARE AND RESOURCES

### Restrooms and Changing Facilities

- At most Bands of America Regional Championships, a band changing area will be available in or near the stadium. 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.
- 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.
- Bands of America will provide a post-performance water station. Water stations will be placed near the Band Exit Gate. **It is the responsibility of each band to ensure proper hydration of its members.**
- **Bands of America has created a “Hydration Guide” (found at [marching.musicforall.org/directorinfo](http://marching.musicforall.org/directorinfo)) that can be used as a resource while creating a successful hydration plan to keep your group healthy and ready to perform.**
- 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 trash.
- Each participating band should plan appropriately for the care of its students throughout the duration of the event.

## 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.

# TICKETS, CREDENTIALS, PASSES

## 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 all Regionals and Super Regionals non-finalist student tickets are complimentary.
- At Grand National Championships non-competing student tickets for prelims and semifinals are complimentary.
- Student groups will proceed to the Band Re-Entry Gate to enter. A QR code will be at the gate with the bands student count for ease of entry.
- 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.
- All other ticketed patrons will need to enter at the primary gate.

## Credentials

- 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 Monday 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.
- 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.
- Field Passes for Finalist Bands will be handed out at the Finalist Director Meeting.
- BOA will provide an on-site medical crew all day. Band nurses are not exempt from the field pass policy and must have a pass if needed on field during your band’s performance.
- Bus and Truck driver wristbands will be distributed at Band Check-In. One wristband will be provided for every vehicle listed on 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.

## 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 [marching.musicforall.org/news-media](http://marching.musicforall.org/news-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 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.

## EVALUATION INFORMATION

### Adjudication Panel

- 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 Judges, Gary Markham, who can be reached at [markhamg@aol.com](mailto:markhamg@aol.com) and Richard Saucedo, who can be reached at [richardsaucedo1@me.com](mailto:richardsaucedo1@me.com).
- Music for All uses the digital adjudication system, CompetitionSuite.
- 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.
- Please see the Bands of America Official Procedures & Adjudication Handbook (found at [marching.musicforall.org/adjudication](http://marching.musicforall.org/adjudication)) for more specific information about BOA adjudication, procedures, and the philosophy of competition.

### Audio Commentary On-Site Process:

- Shortly after your 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 or visit the CompetitionSuite website to receive 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.**
- A reminder email will be sent by the Tuesday after each event if you misplace the link to access your sheets and recaps.

## PHOTOGRAPHY, MERCHANDISE, EVENT LIVESTREAMS

### Photography

- **Jolesch Enterprises** will be on-site taking action photos on the field level. At select events they will also offer group and section photos. Ordering information is available online at [www.bandgroupphotography.com](http://www.bandgroupphotography.com)
- **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.**

- 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.

### Event Merchandise

- PepWear is the official Bands of America Merchandise provider and will be on-site at each BOA Fall Championship.
- Online shopping is also available at [shop.musicforall.org](http://shop.musicforall.org)
- Championship Patches are available for pre-order at the online store or at [marching.musicforall.org/downloads](http://marching.musicforall.org/downloads) to allow for easy pickup at the event.
- **Live Streaming of all Bands of America Championships.** All 2021 Bands of America Regional, Super Regional and the Grand National Championships will be live streamed, powered by BOX5 Media, the leader in scholastic marching band streaming video and is available by event or subscribe to the full season at BOALive.tv.

### Educational Video Recording

- Due to United States copyright laws, it is unlawful to create recordings without permission from the copyright holder(s). An exception is for an “educational copy” to be used solely by the teachers and students for review.
- Bands of America will provide ONE “Educational Videographer” badge at band check-in for each group.
- Educational Videographers may use any public seating area. BOA is unable to provide access to the Director Viewing area, Press Boxes or Suite Level for recording your educational copy.

<b>HEALTH AND SAFETY</b>
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**Music for All is committed to providing safe and secure events.** During these unprecedented times, it is important for each of us to engage in safe interactions and prudent preventative measures. We encourage you to equip your groups with appropriate safety equipment, and highly encourage all spectators to do the same. Please share the [Bands of America Spectator Guide](#) posted online for each event with your fans, and please contact us to discuss any specifics for your students.

### COVID-19

Music for All is working with each venue to establish specific protocols for bands, spectators, and event staff. Please see individual show packets for details about your event and venue. Music for All will defer to CDC (Centers of Disease Control), State and Local guidelines and venue guidelines for safety and enforcement of policies.

Music for All has announced it will require all salaried employees and contracted personnel to be vaccinated against COVID-19 prior to attendance at the 2021 Bands of America Championships. “The safety and well-being of those attending Bands of America Championships continues to be a top priority for Music for All,” the organization says. “Getting vaccinated is one of the most important ways to keep ourselves and our communities healthy. To ensure we get back to making music and enjoying performances together safely, and based on the latest recommendations of scientists, health officials, and authorities that the COVID-19 vaccine provides the best protection against severe infection, Music for All is requiring that our employees and contractors at BOA events be fully vaccinated.”

### Bag Policy

Music for All encourages spectators to not bring bags into venues. Pending each venues specific guidelines small bags, clear bags and emergency medical bags may be permitted. Bag policies are effective to expedite entry into venues and provide additional safety. Spectators will be allowed to bring items such as cameras provided, they are not in cases that would violate the bag policy at that venue.

### Know the 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.

### Build your TEAM

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 spectators are informed, and able to help provide wonderful memories for your students, modeling positive interactions, and being supportive of other performers.

### **Stay HEALTHY**

Restrooms, concessions, water stations, and emergency medical services will be available onsite. Be clear on what to do in the event of a health issue and share with your team. Having access to your students' medical forms and a basic plan for emergencies can save time and keeps everyone safer.

### **Keep yourself INFORMED**

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

### **Create POSITIVE energy**

Your enthusiasm, positive energy, and interest in each performance help to create the best experience for everyone involved. We encourage students, parents, and directors to meet new friends, lift up those around you, and celebrate the dedication and hard work of every group.

### **Be AWARE**

Be engaged with your surroundings. If you see something you know should not 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.