



# IMPORTANT EVENT PROCEDURES

September 17, 2022– Aggie Memorial Stadium – Las Cruces, NM



This document contains important details specific to the New Mexico Regional Championship and is a supplement to the General Event Procedures document released earlier this season. Please review the General Event Procedures document if you haven't already: [marching.musicforall.org/directorinfo/](http://marching.musicforall.org/directorinfo/)

## PRE-PERFORMANCE FLOW:

### Band Check-In

- When you first arrive at Aggie Memorial Stadium, you will enter the property using S Triviz Rd. From there, busses will turn onto Arrowhead Dr. to enter the Bus Lot on the north end of the property. Trucks will follow S. Triviz Rd to Stewart Street, then turn right onto Arrowhead Dr to access the Truck Lot from the east. You will then be directed to **Band Check-In**, at the entrance to the Bus/Truck Parking lot (see Site Overview Map).
- Band Check-In will open 30 MINUTES prior to the **FIRST** band warm-up time.
- Your check-in packet will consist of an updated performance schedule, participant segment patches, Event Credentials (field passes, name badges, student wristbands, and bus driver wristbands), and other relevant event information.

### Credentials

- All bands are guaranteed 31 credentials as part of their enrollment fee – six (6) director name badges and 25 field passes. Prelims 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 **Monday September 12, 2022, by credit card only**. The combination of additional name badges and field passes may not exceed 10. Of those 10, a maximum of four (4) may be name badges. Additional credentials will **NOT** be available for purchase on-site.
- Name badges and field passes are **ONLY** valid for flow areas and field access during your band's scheduled times. Name badges and field passes allow entrance into the stadium concourse and spectator general admission seating areas. Name badges and field passes must be visible at all times.
- Field passes 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 distributed at the Finalist Director Meeting.
- 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 (BOA) does not provide bus driver or staff hospitality areas.
- BOA will provide an on-site medical crew throughout the duration of the event.
- **NEW FOR 2022:** A maximum of two (2) Band Medical Staff passes can be requested at Band Check-In on the day of the event. These passes will **ONLY** provide pre-performance flow and field access during the band's scheduled times. Adults with these passes must limit their role to medical responsibilities and may **NOT** assist with any equipment that is part of the performance (i.e. moving, setting up, etc.). **Band Medical Pass holders must also have purchased a ticker for admittance into the stadium.**

### Bus/Truck Parking Passes

- At the New Mexico Regional Championship, bus/truck parking passes are complimentary.
- **Bands must complete the parking request form by Monday September 12, 2022.**

- Once you complete the online parking pass order, you will receive a confirmation email which contains a link to a Dropbox folder containing the parking pass template. You may only print the number of parking passes you requested in the form. **You must put the contact information for the driver of each vehicle on each pass.**
- The number of vehicles admitted into the lots will be verified by BOA Staff. If you need additional passes, please fill out the form again requesting the additional passes.
- **NO VEHICLES will be admitted to the lot without the appropriate pass prominently displayed.**
- 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 in the Bus/Truck Parking Lot.** All other personal vehicles need to park in a spectator lot.
- Bus/Truck parking passes may NOT be used in personal vehicles, RVs, or campers.

### Bus/Truck Parking Location and Procedures

- Busses will enter the property using S Triviz Rd. Turn south onto Arrowhead Dr. to enter the Bus Lot on the north end of the property.
- Trucks will follow S Triviz Rd. to Stewart Street. Turn west onto Stewart Street, then turn north onto Arrowhead Dr. to access the Truck Lot from the east. **Trucks will not be permitted to follow the busses south on Arrowhead Dr.**
- BOA Staff will be on hand to meet you upon arrival and will give your drivers parking instructions.
- Physical warm up, 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 outside of vehicles in the Bus/Truck parking areas.
- See Site Overview map for designated picnic area information.

### Band Warm-Up

- Warm-up is located in the parking lot on the north end of the Pan American Center (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 group will begin moving out of the area with two (2) minutes remaining in your time and must be clear by the end of your time.**
- Your warm-up official will signal your designee at 15 minutes, five (5) minutes, and two (2) 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. 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 as scheduled 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

- **Your pit will arrive at the stadium gate 15 minutes prior to the rest of your band.**
- A separate pit percussion warm-up area is located south of the band warm-up (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 warm-up area's distance from 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.**

## Wireless Systems and Electronics

- **There can be no sound bleed into the stadium.**
- **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.
- **NEW FOR 2022:** Wireless systems may be tested during scheduled show breaks per rule 18.05 and 18.06 in the [BOA Adjudication Handbook](#).

## Instrument Repair

- BOA strives 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.

## PERFORMANCE VENUE INFORMATION:

### Motorized Vehicles

- Motorized vehicles are allowed in the stadium.
- **Off-road mechanized vehicles (defined as golfcarts, garden tractors, small All-Terrain-Vehicles, etc.) will be allowed to pull equipment trailers ONLY for set up and take down.**
- A protective bib must be rigged under the vehicle so that no fluids drop to the turf or carpet.
- Pick-up trucks, large tractors or similar vehicles are NOT permitted.
- The participating band and its school are liable and will be held responsible for any damage to a performance area or venue caused by a violation of these policies, and/or actions of the operators.
- 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 performance entrance/exit gate is 20' wide and 16' high.
- **There is only one gate in and out of the field at Aggie Memorial Stadium.**

### Field Markings

- The Performance Field will be marked with NCAA/Texas High School Field Markings and traditional H.S. Markings.
- NCAA/Texas High School field markings are 60' from the front and back sidelines and 40' apart and will be marked in white paint.
- Traditional H.S. markings are 53'4" from the front and back sidelines and 53'4" apart and will be marked in yellow tape every five yards.
- **Livestream microphones will be placed 1 foot outside the 15-foot line on the 35 and 50 yard lines – PLEASE BE AWARE OF THIS WHEN DETERMINING PODIUM AND SPEAKER PLACEMENT.**

## PERFORMANCE SAFETY REMINDER

Per the BOA Official Procedures & Adjudication Handbook, structures (props, backdrops, screens, or similar objects) built and/or used at Bands of America Championships shall be limited to a maximum total height of twelve feet, including wheels, platforms, safety railings, other equipment, or props placed upon the staging. Additionally, no participant may be placed on any portion of any prop/structure where the participant's lowest point of contact (I.e., feet, hands, etc.) is more than six (6) feet above the playing surface of the stadium, unless appropriate safety railing, safety harness, or protective padding is in place around prop/structure to prevent injury. Please consult the [Bands of America Official Procedures & Adjudication Handbook](#) for more details.

## GENERAL INFORMATION:

## 12 Band Regional Finals

All 2022 Bands of America Regional Finals will include the top 12 scoring Bands, regardless of class. Any Class Champion Band, if not among the highest scoring Bands, will be invited to perform in exhibition, at the opening or closing of the Finals competition, as well as participate in Finale.

### Pre-Draw for Finals Performance Order at Regional Championships

- When you arrive at Band Check-In, every performing band in Prelims will draw a number to determine Finals order.
- The Regional Championship Finalist performance schedule will be finalized based on a pre-draw conducted at Band Check-In prior to Preliminary Performances. The top six (6) scoring Bands from Prelims will be assigned the last six (6) performance times in numerical order according to the pre-draw. The next six (6) will be assigned the first six (6) performance times in numerical order according to the pre-draw. In the event of a 12th place tie, the draw will be adjusted to top six (6), second seven (7) (or similar, according to the number of finalists).
- Immediately following the announcement of Finalist Bands, a required meeting for the Director or representative(s) of each band competing and exhibiting in Finals will be held. It is encouraged to bring Drum Majors, as logistics for Finale will be discussed.

### Audio Commentary General Information

- BOA utilizes CompetitionSuite for adjudication scores and commentary. You will receive an email at least two (2) weeks prior to your event 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.
- Shortly after your Prelim performance, the primary director on the account will receive a text message alerting them that your commentary files are beginning to upload for you to review.
- Open the CompetitionSuite mobile application or website 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.
- Your post-event judging questions and concerns should be directed to BOA Chief Judge Team Leader Richard Saucedo (richard.s@musicforall.org).

### Restrooms and Changing Facilities

- If your band needs to change into and out of uniform, restrooms will be available in the stadium.
- If you need to use these facilities, please go IN A GROUP.
- A limited number of port-a-lets will be available at the north end of the Bus/Truck lot near warm-up.

### Picnic Location and Procedures

- The designated picnic area is located in the grassy area to the west of the Pan American Center (see enclosed map).
- Please remind your students to appropriately dispose of their trash.
- Eating is **NOT** allowed outside of vehicles in the bus/truck parking areas.
- Outside food and beverages are **NOT** allowed to be brought into the stadium.
- **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.

### Participant Hydration

- Bands of America will provide a post-performance water station near the Band Exit Gate.
- **Each participating band should plan appropriately for the care of its students throughout the duration of the event.** Supplies and the provision of water service itself are ultimately the responsibility of the participant.

### Student Entry/Re-Entry

- Each group will be provided wrist bands, valid for all sessions, at band check-in for **STUDENT** entry into the stadium.

- Student groups will proceed to the Band Re-Entry Gate to enter.
- Adults traveling with the group will require credentials valid for that session, or a purchased ticket to enter the stadium.
- All other ticketed patrons will need to enter at the primary gate.

### Local Time

- The New Mexico Regional will operate on Mountain Time. Please plan your travel and arrival times accordingly.

### Spectator Parking and Information

- The spectator lot is the south end of the Bus lot and north of the stadium. Vehicles may access lot from Stewart Street via S. Triviz Rd. See attached maps for further information.
- There is a \$10 charge for spectator parking.
- In and out privileges will be available.
- Outside food and beverage are **NOT** allowed in the Stadium. Please share this with your parents and boosters in advance.

### Bag Policy

- Bands of America encourages spectators **NOT** to bring bags into venues.
- 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.

## PHOTOGRAPHY, MERCHANDISE, EVENT LIVESTREAMS

### Photography

- **Jolesch Enterprises** will be on-site taking action photos on the field level. Ordering information is available online at [www.joleschenterprises.com](http://www.joleschenterprises.com).
- Use of cameras of any kind is **NOT ALLOWED** on the field (field, sidelines, stadium floor) for any BOA event. Please communicate this to your parent/booster group.
- **Still cameras (digital or film, professional or otherwise) are allowed in 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.
- See the [BOA Official Media Policy](#) here.

### 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 <https://shop.musicforall.org>.
- Championship Patches are available for pre-order at the online store to allow for easy pickup at the event.

### Live Streaming of all Bands of America Championships

- All 2022 Bands of America Regional, Super Regional, and Grand National Championships will be live streamed, powered by BOX5 Media, the leader in scholastic marching band streaming video.
- Subscribe to the whole season or watch by event at [BOALive.tv](http://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” that cannot be professionally recorded and is 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. **Both a ticket purchase and an educational videographer badge are required for entrance into the stadium to film.**

- Educational Videographers may use any public area in the general seating. BOA is unable to provide access to the Press Boxes, Suite Level, etc. for educational copies.

## **HEALTH AND SAFETY**

**Bands of America is committed to providing safe and secure events.** 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 with your fans, and please contact us to discuss any specifics for your students.

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.

### **Weather**

Bands of America defers to the weather policies and safety protocols of the facilities in which we operate. On-site updates will be provided via the BAND app for each specific show.

### **COVID-19**

Bands of America continues to work with each venue to follow specific protocols for bands, spectators, and event staff. Bands of America will defer to CDC (Centers of Disease Control), State, and Local guidelines and venue guidelines for safety and enforcement of policies.