



IMPORTANT EVENT PROCEDURES

September 16, 2023– Cardinal Stadium– Louisville, KY



This document contains important details specific to the Kentucky Regional Championship and is a supplement to the General Event Procedures document released earlier this season. Please review the General Event Procedures document: marching.musicforall.org/directorinfo/

PRE-PERFORMANCE FLOW:

Band Check-In

- When you first arrive at Cardinal Stadium, your buses and trucks will access the parking lots from Floyd Street/Park Blvd (Gate D). You will then be directed to **Band Check-In**, located near the Bus 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 (lamine name badge credentials, field passes, 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) laminate director credential and 25 field passes. Laminate Name Badge Credentials are valid for both prelims and finals. Names for credentials 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 **30 days prior to your scheduled event by credit card only**. The combination of additional laminate director name badges and field passes may not exceed 10. Of those 10, a maximum of four (4) may be laminate director name badges.
- Additional credentials will NOT be available for purchase on-site.
- Credentials and field passes are **ONLY** valid for access to the performance zone (flow areas and field) during your band's scheduled times.
- Credentials and field passes allow entrance into the spectator zone (stadium concourse and general admission seating areas) and 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.
- Prelims field passes are valid for prelims only. Field Passes for Finalist Bands will be distributed at the Finalist Director Meeting.
- **NEW FOR 2023:** Non-finalist bands may exchange prelims field passes for finals tickets at the Box Office.

Student Entry/Re-Entry

- Each group will be provided **STUDENT ONLY** wristbands, valid for all sessions, at band check-in for student entry into the stadium.
- Adults traveling with the group will require credentials valid for that session, or a purchased ticket to enter the stadium.

Medical Staff

- BOA will provide an onsite medical crew throughout the duration of the event.
- 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 provide access to the performance zone during the band's performance only.
- **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.).**
- **NEW FOR 2023:** Medical passes allow entrance into the spectator zone for both prelims and finals.

Bus and Truck Driver Wristbands

- 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 to the spectator zone.
- Driver wristbands are **NOT** valid for field access or reserved seating.
- Bands of America (BOA) does not provide bus driver or staff hospitality areas.

Bus/Truck Parking Passes

- At the Kentucky Regional Championship, bus/truck parking passes are \$25 if purchased ahead of time and \$30 if purchased onsite.
- **Bands must complete the parking request form 30 days prior to your scheduled event.**
- 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 to purchase additional passes after your initial request form is submitted, please fill out the form again requesting the additional passes.
- **NO VEHICLES will be admitted to the lot without the appropriate pass prominently displayed.**
- Bus/Truck parking passes may NOT be used in personal vehicles, RVs, or campers.
- **NEW for 2023: There are NO staff parking passes for BOA Events.**

Bus/Truck Parking Location and Procedures

- Please access the Bus/Truck Parking lot(s) from Floyd Street/Park Blvd (Gate D) (See Site Overview Map for more information).
- 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. Please utilize the Band Picnic Area if outdoor space is needed.

Band Warm-Up

- Warm-up is located on Parking Lot A (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.
- If you arrive late for your warm-up time, you cannot stay past 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 your designee at 15 minutes, five (5) minutes, and two (2) minutes before you must be clear of the warm-up area.
- **Your group will begin moving out of the area with two (2) minutes remaining in your time.**
- 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.**

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 report to the Entrance Gate 15 minutes prior to the rest of your band.**
- A separate pit percussion warm-up area is located in parking lot K, north of the Stadium (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.

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.**
- Wired instruments including guitars, keyboards etc. may be used in warm up at reasonable volumes or while not amplified.
- Wireless systems may be tested during scheduled show breaks per rule 3.05 and 3.06 in the [BOA Adjudication Handbook](#).

Instrument Repair

- A small instrument repair kit and a 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 and exit gates are **12' 6" tall by 12' wide.**
- **Props must move from the loading area to the stadium by passing under Central Ave. Oversized props must use the underpass to the west, while all other props and band members may use the main underpass that is centered.**

Field Markings

- 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, 60' from the front and back sidelines and 40' apart.
- High School field markings will be in Yellow Tape, 53'4" from the front and back sidelines and 53'4" apart.

- **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 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 12 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 [BOA Adjudication Handbook](#) for more details.

GENERAL INFORMATION:

Twelve Band Regional Finals

All 2023 Bands of America Regional Championship Finals will include the top twelve-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 commentary files are beginning to upload for review.
- Open the CompetitionSuite mobile application or website to listen to your commentary.
- **All scores and recaps will be held until the end of the finals awards ceremony and 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 at Gate 4, on the south end of the Stadium.
- If you need to use these facilities, please go IN A GROUP.
- A limited number of port-a-lets will be available near the Band Warm-up.

Picnic Location and Procedures

- The designated picnic area is located in Parking Lot C, south of Bus/Truck parking (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.

Local Time

- The Kentucky Regional Championship will operate in the Eastern Time Zone. Please plan your travel and arrival times accordingly.

Spectator Parking and Information

- **NEW FOR 2023:** Most venues operated by BOA have gone cashless. This includes ticket booths and concessions.
- The spectator lots are south of the stadium. ADA Parking is on the west side of the stadium in Parking Lot J. Vehicles may access the lot from Floyd Street. See attached maps for further information.
- There is \$20 charge for spectator parking WITH in and out privileges for the day (spectators will receive a pass).
- 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 to not bring bags into venues. **Only clear bags and emergency bags will 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 group and section photos of each band immediately following the prelims performance. They will also be taking action photos on the field level and awards photos. Ordering information is available online [at joleschenterprises.com](http://at.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.

Live Streaming of all Bands of America Championships

- All 2023 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.

Educational Video Recording

NEW FOR 2023: We are pleased to announce that BOA will provide you with a link to an educational video copy of your BOA performances this year.

- The link to the performance recording for online playback only will be emailed to you as soon as possible after your performance.
- Details on the procedure to access your educational video online will be provided in a separate email prior to the event.
- By providing a professional educational recording, **BOA will no longer permit band videographer to record their band's performances.**
- **No band videographer passes will be provided this year and no recording of performances will be allowed.**

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.