



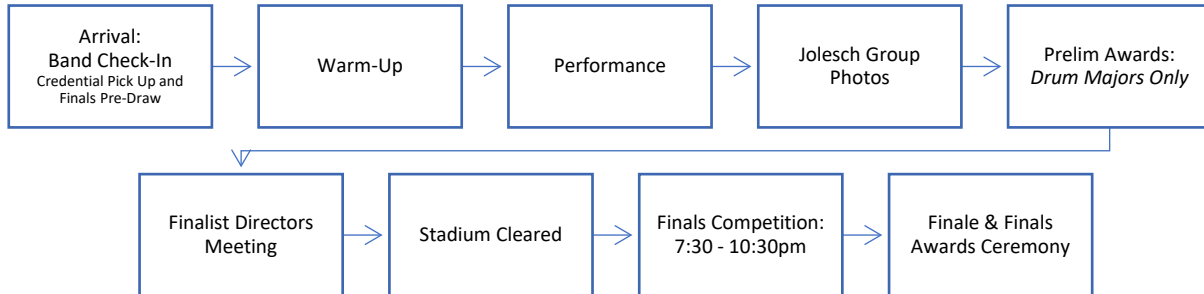
IMPORTANT EVENT PROCEDURES

September 28, 2024 – Northwest High School Stadium – Des Moines, IA



This document contains important details specific to the Iowa 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/

DAY OF EVENT TIMELINE



ARRIVAL AND BAND CHECK-IN

Local Time

- The Iowa Regional Championship will operate on **Central Standard Time**. Please plan your travel and arrival times accordingly.

BAND APP

- Bands of America uses the BAND App for onsite communication and event updates. You are welcome to share this link with members of your staff, but remember anyone who joins this BAND receives updates at the same time.
- Each BAND is event specific. Please join this regional's BAND here: <https://band.us/n/a9a0A6fcK8y7p>

Bus/Truck Parking Passes

- At the Iowa Regional Championship, bus/truck parking passes are \$25 each.
- Bands must complete the parking request form 20 days before your scheduled event.
- Once you complete the online parking pass order, you will receive a confirmation email that contains a link to a Dropbox folder containing the parking pass template. You may only print the number of requested parking passes in the form. **You must put the contact information for the driver of each vehicle on each pass.**
 - If you need to purchase additional passes after your initial request, fill out the form again for the additional passes needed.
- BOA Staff will verify the number of vehicles admitted into the lots.
- **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.
- There are NO staff parking passes for BOA Events.

Bus/Truck Parking Location and Procedures

- Please access the Bus/Truck Parking lot(s) from N 10th St. traveling East on NW Sunrise Drive to N 2nd St. (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 Check-In

- When you arrive at Northwest High School, you will be directed to **Band Check-In**, located on the south side of the school (see Site Overview Map).
- Band Check-In will open 30 MINUTES before 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.

Pre-Draw for Finals Performance Order at Regional Championships

- At Band Check-In, every performing band in Prelims will draw a number to determine Finals order.
- Finals Schedule: 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).

Restrooms and Changing Facilities

- We encourage you to come dressed in uniform or be prepared to change on your bus.
- Restrooms will be available in the stadium. Please use the band re-entry gate on the NE (visitor) stands.
- If you need to use these facilities, please go **IN A GROUP**.
- A limited number of port-a-lets will be available near the Bus/Truck parking lot.

EVENT CREDENTIALS AND EVENT ACCESS

- All bands are guaranteed 31 credentials as part of their enrollment fee – six (6) laminate Director credentials 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.
 - **All credential forms must be submitted 30 days prior to your scheduled event by credit card only.**
 - **A band may purchase up to 10 additional credentials.** The combination of additional laminate director name badges and field passes may not exceed 10. Of those 10, up to 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 and must be visible at all 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.
 - Credentials assigned to your band are for your band only. If you share staff members with another ensemble, they need a separate credential from that band as well.
- Prelims field passes are valid for prelims only. Field Passes for Finalist Bands will be distributed at the Finalist Director Meeting.
- Non-finalist bands may exchange prelims field passes for finals tickets at the Box Office.

- All adults traveling with the group will require credentials valid for that session or a purchased ticket to enter the stadium.

Student Entry/Re-Entry

- Each group will be provided with STUDENT ONLY wristbands at band check-in. Wristbands are not required for the performance but are valid for all sessions for student entry into the stadium as spectators.

Medical Staff

- BOA will provide an onsite medical crew for the duration of the event.
- A maximum of two (2) Band Medical Staff passes can be requested 30 days in advance on the Director Credential Form.
- 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.).**
- 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.**

WARM-UP INFORMATION

Band Warm-Up

- Warm-up is located on the baseball fields south east of the high school (see Site Overview Map). All warm-up areas are grassy surfaces.
 - Please do not warm up on the baseball field dirt.
- **You are responsible for reporting 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.
 - At the Iowa Regional Championship, battery may also choose to warm up with the pit and follow the pit warm-up schedule, including the report time to the stadium.

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 directly east of the high school (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

- **Wireless microphone transmitters, wireless networks, and audio and/or lighting control devices 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 18.06 the [BOA Adjudication Handbook](#).

Instrument Repair

- A small instrument repair kit and limited number of loaner instruments will be available.

PERFORMANCE INFORMATION

Motorized Vehicles

- **Off-road mechanized vehicles (defined as golf carts, 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 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 11' wide and 14' tall.
 - This is the only performance entrance to the field at Northwest High School Stadium.

Field Markings

- The Performance Field is marked with: Traditional High School Field Markings
- High School field markings will be in White Paint, 53'4" from the front and back sidelines and 53'4" apart. These are marked every yard.
- **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.

Evaluation 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.**
- A reminder email with the link to access your commentary and recaps will be sent by Tuesday after the event.
- Your post-event judging questions and concerns should be directed to BOA Chief Judge Team Leader Richard Saucedo (richard.s@musicforall.org).
- Please see the Bands of America Official Procedures & Adjudication Handbook (found at marching.musicforall.org/adjudication) for more specific information about BOA adjudication, procedures, and the philosophy of competition.

Educational Video Recording

BOA will provide you with a link to an educational video copy of your BOA performance through BOX5 Media. “High Camera” vantage point videos will be shared so you can use it as a teaching tool and an evaluative resource.

- The link to the performance recording for one download, or online playback 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, and can be found on the Educational Video Policy found at marching.musicforall.org/fallfinalpackets

Group Photography

- Jolesch Enterprises will be on-site taking group and section photos of each band immediately following the prelims performance. They will also take action photos on the field level and awards photos. Ordering information is available online at jolescenterprises.com

PRELIMS AWARDS AND DINNER BREAK
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Prelims Awards

- Each participating band is encouraged to remain for the Prelims Awards Ceremony.
- Due to the number of participants, this is a DRUM MAJORS ONLY ceremony.
 - Report time and location will be shared at Band Check-In.
- For more information, please refer to the Regionals Awards Walkthrough found at marching.musicforall.org/fallfinalpackets

Finalist Director Meeting

- 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.
 - The location of the meeting will be shared at Band Check-In.
- Directors are encouraged to share any operational challenges from the day, and if feasible, allow for BOA to adjust to provide the best possible experience.

Picnic Location and Procedures

- **The stadium will be cleared, and concessions will be closed during the dinner break between Prelims and Finals.**

- The designated picnic area is located directly behind (west) of the home stands and stadium (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.
- Please review the Picnic Information document for more details.

FINALS INFORMATION

Twelve Band Regional Finals

- All 2024 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, and participate in the Finals Awards Ceremony.

Finals Award Ceremony

- This is a full uniform, full-band Olympic Style retreat, with all competing bands and class champion exhibition groups.
 - Instruments and equipment are optional.
- At the Finalist Director's Meeting, each band will be given a Retreat map with exact lineup locations and meeting times for each band.
- For more information, please refer to the Regionals Awards Walk Through found at marching.musicforall.org/fallfinalpackets

SPECTATOR INFORMATION – *Share with your parent group!*

Spectator Information and Parking

- Most venues operated by BOA have gone cashless. This includes ticket booths and concessions.
- The spectator lot is directly west of the high school. Vehicles may access the lot from N 10th St. See attached maps for further information.
- There is no charge for spectator parking.
- 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. **Only clear bags and emergency bags will be permitted.**
- Bag policies are effective in expediting 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

- 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 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 cameras.
- 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 shop.musicforall.org
- Championship Patches are available for pre-order at the online store.

Live Streaming of all Bands of America Championships

- All Bands of America Regional, Super Regional, and Grand National Championships will be livestreamed, powered by BOX5 Media, the leader in scholastic marching band streaming video.
- Subscribe to the whole season or watch by event at BOALive.tv.

HEALTH AND SAFETY

Participant Hydration

- **It is the responsibility of each band to ensure proper hydration of its members throughout the duration of the event.**
- Bands of America will provide a post-performance water station near the Band Exit Gate.
- **NEW FOR 2024:** These water stations will be equipped with water horses, and continuously flowing water. Bands of America will **NOT PROVIDE CUPS AT WATER STATIONS.**

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.

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.