



# Rocky Mountain

color guard association

## Show Sponsor Application Instructions - 2016

### Application Checklist

(Incomplete applications will not be considered)

- ❑ Completed application form with two signatures.

If a unit only wishes to host one contest, then only submit one application and one check. If a unit wishes to host two separate contests, submit two applications and two checks.

- ❑ \$100 Check. One check per application; multiple checks are only needed if applying for more than one show in a contest season.
- ❑ ELECTRONIC diagram of the gym floor.\*
- ❑ ELECTRONIC School Map\*
- ❑ ELECTRONIC Diagram showing the flow from warm-up areas to performance area.\*
- ❑ Pictures of the performance gym and warm up areas. The pictures must show any obstructions in these areas. \*

\* If you have hosted a show in the past, contact the contest director to see if your specs (gym floor diagram, school map, flow diagram, pictures) are on file. If they are not on file or have changed in any way, you will be asked to resubmit them before being considered.

Bingo units will not be allowed to transfer funds as a way of providing a contest host deposit. Everyone must send a paper check to secure their postmark date.

## 2016 Dates

### Friday Show

January 29, 2016  
February 5, 2016  
February 12, 2016  
February 19, 2016  
February 26, 2016  
March 4, 2016  
March 11, 2016  
March 18, 2016  
March 25, 2016

### Saturday Show

January 23, 2016 – Evaluation Show

January 30, 2016

February 6, 2016

February 13, 2016

February 20, 2016

February 27, 2016

March 5, 2016

March 12, 2016 – WGI Regional

March 19, 2016

March 26, 2016

RMCGA Championships – DU – April 2, 2016

All shows will be run by The Rocky Mountain Color Guard Association Contest Director and will follow WGI Rules. The RMCGA Board of Directors must approve all exceptions.

Shows will go to the location with the best bid, as determined by the Board of Directors.

All sites are subject to inspection by a member of the RMCGA Board of Directors. Every attempt will be made to ensure that all units submitting applications get a show, even if it means changing the format for that contest to work in that school. However, good facilities will get first rights on all contests.

If you would like to host two or more contests, please note which date is your first choice.

- If you can host the Evaluation show, you will receive ½ of your 2016 membership dues paid and priority on hosting another contest, if competing sites are comparable.
- If you can host the WGI Regional, compensation will be discussed and agreed on between the site and the RMCGA Board of Directors. You will also receive priority on hosting another contest if competing sites are comparable.
- This will allow the sponsor of these contests the opportunity to have fund raiser as well as help RMCGA host these two important, but not traditionally profitable, events.

The postmark deadline for applications is **December 1, 2015**. No decision will be made on any contest host before this date. The contest schedule will be posted on the website by December 15.

## 2016 RMCGA Contest Agreement Details

### Ticket Prices

RMCGA contests will charge the following admission prices (These prices do not include Evaluation, Championships or WGI Regional):

Adult - \$10

Student with ID/Over 65 - \$5

Children 5 and under will be admitted at no charge

### Financial obligations of Sponsor

**Fees:** \$100 non-refundable application fee (Checks will be returned to units not getting a show).

- Remaining Show Sponsor Fee, to be paid within one week following the contest (checks or bingo transfer will be accepted). If it is late a **25% interest per day, late fee** will be assessed. Fees will be determined by the attached schedule.
- A completed financial statement, returned to the Contest Director within one week following the contest.

**Awards:** Awards are required for the top three in the following classes: Novice, Cadet, Regional A, Scholastic A, Scholastic Open and Scholastic World. Awards are optional for all other classes. Awards must be a minimum of a framed certificate. Sponsors have the option to make more elaborate awards if they wish.

**Judge/Staff Meal:** Sponsors will provide one full meal for working and trialing judges and official staff (about 30 people), example: main dish, salad, drink and dessert. The contest director will work with you two weeks prior and go over meal times and the selection. Consideration should be given that some people are trying to avoid eating meat, please allow for a vegetarian option as well. Concession food is not acceptable.

**Concession:** Sponsor always has full concession privileges.

**Souvenir Booths:** Sponsor may sell whatever they like at their own contest. Other vendors will need to be approved through RMCGA and pay the RMCGA fee. The sponsor will not be able to collect any other monies from these vendors. See Procedure document for any other information on this.

**Programs / Schedule:** Sponsor is to provide the program and/or schedule for spectators. The sponsor has all program privileges. The Sponsor may not use the Rocky Mountain Color Guard Association name or logo without prior written consent from the Board.

### Sponsor Provides

An area for the contest at least 70 x 100' with ample space surrounding to permit spectators to move about without encroaching on the floor.

At least one indoor facility for warm-up (if school has a small gym, it should be used). Two warm-up areas are preferred.

Complete access to facility at least 3 hours prior to event. This means no unit may be practicing in the gym at least 3 hours prior to the performance time of the first unit.

Two meeting or class rooms for critique and meal.

Three tables and six chairs in the gym **prior** to RMCGA arriving on site.

1 table and two chairs for both the Unit Check-in and Spectator entrance.

Signs directing performers and spectators to appropriate areas, both **inside and outside the school**, as well as on the **surrounding streets**.

Signs with each unit name. These signs are to be hung in the school hallways at least 2 ½ hours prior to the first performance time. **Please contact the Contest Director if you wish to hang them prior to RMCGA arrival on site (we have a science to the order we put them up).**

Badges for **all** workers, except RMCGA Staff. Anyone without a badge should pay to gain access to performance area.

2 rubber stamps and stamp pads (or some form of entry identification) for all spectators and performing members.

### Personnel

- 2 Adults for Spectator Entrance
- 2 Adults for Unit Entrance
- 2 Adults for Unit Exit
- 2 Adults for Spectator Tickets Sales
- 2 Adults for Unit Check-in Table
- 2 Adults that will be available to monitor the flow in/out of warm-up areas if RMCGA personnel are not available
- 1-2 adults to monitor the staging areas
- 2-3 extra adults to be placed in areas around the school.

Adults are defined as Parents or responsible high school students. Any position above which requires an adult cannot be manned by anyone under high school age.

### Association Provides

- Judges and their salaries, travel and housing
- Key staff members
- Judges sheets
- Sound System and operator
- Protective floor covering
- All items to mark stands and competition floor
- Complete contest schedule
- Wrist bands for unit staff members
- 1 Adult for each Warm-up Area – *There may be days that the sponsor will need to provide this person due to availability issues.*

## General Job Descriptions for Personnel provided by host

### Unit Check In

Check units in as they arrive. *This position is the most visible point of contact for units; please pick people with knowledge of the school layout.* The people assigned to this table must have complete knowledge of where the closest restrooms are, how to get to and from the warm up areas and gym location. The Contest Director will give you all the information necessary for each unit along with maps and a schedule. Check in people will be handing each unit a packet that contains pertinent information for this contest and other necessary information as well as directing the units to their staging area. Any questions or problems should be brought to the Contest Director's attention immediately. **These people need to be available 2 hours prior to the contest and are done as soon as the last unit checks in.**

### Ticket Sellers

Two people should work together at the gate. RMCGA suggests that any member of a schools administration be allowed admittance at any contest at no charge. **These people need to be available 2 hours prior to the contest and are done when the last unit takes the floor.**

### Spectator Door Security

As soon as a unit begins their exit from the floor, let paid spectators have free access in and out of the gym. Leave it open until the announcer asks the next unit if they are ready. **At that time close the door.** Contest officials are the ONLY people who may have legitimate business, which requires them to enter or exit during a unit's performance. BE FIRM BUT HAVE COMMON SENSE. Care must be taken to ensure that only paying spectators, unit members, association officials are allowed into the performance area. NO ONE SHOULD BE ALLOWED TO ENTER FREE OF CHARGE. Proceeds from admissions go to the host unit. **These people need to be available 2 hours prior to the contest and are done as soon as the last unit takes the floor.**

### Warm-up Monitor(s)

1-2 adults may be needed (if RMCGA personnel are not available) to keep time and monitor the flow in/out of warm-up. They will be provided with a schedule so they can indicate when a unit can enter the warm-up area, has 2 minutes left, and when they need to exit the warm-up area. **These people need to be available 30 minutes prior to the contest and are done as soon as the last unit exits warm-up.**

### Guard Entrance

Two Adults to hold doors open for units to enter the gym. This position will be responsible for ensuring that everyone entering through this door has proper credentials for that contest. **These people need to be available 30 minutes prior to the contest and are done as soon as the last unit takes the floor.**

### Guard Exit

Two Adults to hold doors open for units to exit the gym. **These people need to be available 30 minutes prior to the contest and are done as soon as the last unit leaves the floor.**

### Concessions

Handle however you would like.

### Judges Meal

Prepare, serve, and clean up meal for judges and officials.



Application to Sponsor  
2016 Contest

Applications must be complete in order to be considered.

Return To: **Peggy Sparks – Treasurer, 1789 Lansing St, Aurora, CO 80010**

**\*\* Page 6 must be returned if this is your first time hosting, or your specs are not on file with the Contest Director. \*\***

Name of active sponsoring unit: \_\_\_\_\_

Facility for Contest \_\_\_\_\_

Facility Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Contest Coordinator: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Date of show applying for – please indicate first, second and third choices:

**Friday Show**

- \_\_\_\_\_ January 29, 2016
- \_\_\_\_\_ February 5, 2016
- \_\_\_\_\_ February 12, 2016
- \_\_\_\_\_ February 19, 2016
- \_\_\_\_\_ February 26, 2016
- \_\_\_\_\_ March 4, 2016
- \_\_\_\_\_ March 11, 2016
- \_\_\_\_\_ March 18, 2016
- \_\_\_\_\_ March 25, 2016

**Saturday Show**

- \_\_\_\_\_ January 23, 2016 – Evaluation Show
- \_\_\_\_\_ January 30, 2016
- \_\_\_\_\_ February 6, 2016
- \_\_\_\_\_ February 13, 2016
- \_\_\_\_\_ February 20, 2016
- \_\_\_\_\_ February 27, 2016
- \_\_\_\_\_ March 5, 2016
- WGI Regional - March 12, 2016
- \_\_\_\_\_ March 19, 2016
- \_\_\_\_\_ March 26, 2016

Print name of Principal or Building Supervisor \_\_\_\_\_

Signature and Title \_\_\_\_\_

Signature of Principal or Building Supervisor guarantees use of facilities on date stated. It also indicates the event will be placed on the official school and district calendars.

Unit/Band Director Signature \_\_\_\_\_

Director's signature indicates understanding of and agreement to all provisions outlined in show agreement, detailing duties of sponsors.

Date of application \_\_\_\_\_ Application fee of \$100 – (Note check #) \_\_\_\_\_

Checks should be made payable to **RMCGA**.

**Applications MUST contain signatures from Building Personnel and Unit/Band Director.**

## **Additional Information**

This page must be filled out and returned with your application. This information will be posted on the website so all units know exactly what to expect when signing up for each contest. Applications will not be considered complete until this page is returned.

### **Competition Area Information**

Measurement from side wall to side wall (length of entire gym): \_\_\_\_\_  
Measurement from front of bleachers to back wall, or to front row of the back bleachers (width of entire gym): \_\_\_\_\_  
Number of rows in Spectator side of bleachers: \_\_\_\_\_ Seating capacity: \_\_\_\_\_  
Approximate ceiling height: \_\_\_\_\_ Any stairways to contend with? \_\_\_\_\_  
Any permanent obstructions above the competition floor (hoops, lights, etc)? \_\_\_\_\_  
Are there separate Entry & Exit doors for Spectators? \_\_\_\_\_  
Is the Unit Entry door separate from Unit Exit? \_\_\_\_\_  
Do you enter the Competition Area directly from outdoors? \_\_\_\_\_  
Unit Entry door width (inches): \_\_\_\_\_ If there is a center bar, can it be taken out? \_\_\_\_\_  
Is there access to electrical power for units' use? (wall socket is adequate) \_\_\_\_\_  
Do you exit Competition Area directly to outdoors? \_\_\_\_\_  
Unit Exit door width (inches): \_\_\_\_\_ If there is a center bar, can it be taken out? \_\_\_\_\_  
Is there enough room for participants on the backside? \_\_\_\_\_  
What indoor area is available to stage props prior to competition? \_\_\_\_\_  
Is there an indoor area to fold floors after performance? \_\_\_\_\_

### **Warm-up Area Information**

Distance to Competition Area: \_\_\_\_\_  
Are there separate Warm-up Areas for Body & Equipment? \_\_\_\_\_

#### **Body Warm-Up**

Where: \_\_\_\_\_  
Measurement of side wall to side wall (width of entire area): \_\_\_\_\_  
Measurement from front of area to back of area (length of entire area): \_\_\_\_\_  
Any obstructions **IN** the Body Warm-up (gym equipment, etc)? \_\_\_\_\_  
Can any sound in Warm-up Area be heard in Competition Area? \_\_\_\_\_

#### **Equipment Warm-Up**

Where: \_\_\_\_\_  
Measurement of side wall to side wall (width of entire area): \_\_\_\_\_  
Measurement from front of area to back of area (length of entire area): \_\_\_\_\_  
Approximate ceiling height (VERY IMPORTANT): \_\_\_\_\_  
Any obstructions above the Warm-up Area (hoops, lights, etc)? \_\_\_\_\_  
Any obstructions **IN** the Equipment Warm-up (gym equipment, etc)? \_\_\_\_\_  
Can any sound in Warm-up Area be heard in Competition Area? \_\_\_\_\_

## Show Sponsor Fees for 2016

(the number of units includes the host school)

<u>Units</u>	<u>Host Fee</u>
1-15	\$560
16	\$580
17	\$600
18	\$620
19	\$640
20	\$660
21	\$680
22	\$700
23	\$720
24	\$740
25	\$760
26	\$800
27	\$840
28	\$880
29	\$920
30	\$960
31	\$1,000
32	\$1,040
33	\$1,080
34	\$1,120
35	\$1,160
36	\$1,200

\*\* an additional \$40 is added for each unit beyond 36 \*\*

*Championships and WGI Regional not included*