

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

Saturday Contests

January 21st- Preview

January 28th- RMCGA Contest

February 4th- RMCGA Contest

February 11th- RMCGA Contest

February 18th- RMCGA Contest

February 25th- RMCGA Contest

March 4th- RMCGA Contest

March 18th- RMCGA Contest

March 25th- RMCGA Contest

April 1 – RMCGA Championship

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

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

All sites are subject to inspection by a member of the 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 Preview day, you will receive 1/2 of your 2015 membership dues paid and also 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 RMCGA. 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 **November 1, 2014**. No decision will be made on any contest host before this date. The contest schedule will be distributed on December 1st 2016.

2015 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, Regional A, National Regional A, Scholastic A, National 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 1/2 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 | • 1-2 adults to monitor the staging areas |
| • 2 Adults for Unit Entrance | • 2-3 extra adults to be placed in areas around the school. |
| • 2 Adults for Unit Exit | • All items to mark stands and competition floor Complete contest schedule
Wrist bands for unit staff members |
| • 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 Adult for each Warm-up Area – <i>There may be days that the sponsor will need to provide this person due to availability issues.</i> |

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 | • Sound System and operator |
| • Key staff members | • All items to mark stands and competition floor Complete contest schedule |
| • Judges sheets | |

- 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

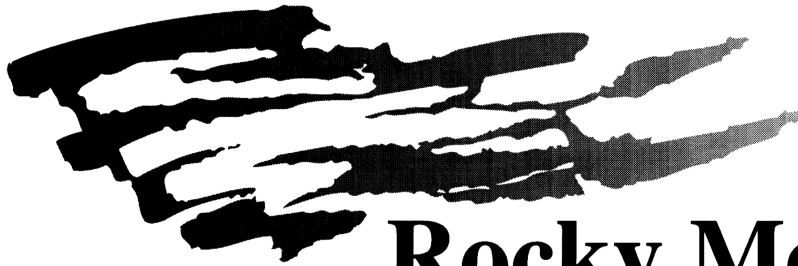
Two Adults to hold doors open for units to exit the gym. **These people need to be available 30 minutes prior to the contest and are done as soon as the last unit leaves the floor.**

Concessions

Handle however you would like.

Judges Meal

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



Rocky Mountain color guard association

Application to Sponsor 2015 Contest

Applications must be complete in order to be considered.

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

**** Page 9 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:

- ____ January 21st- Preview
- ____ January 28th- RMCGA Contest
- ____ February 4th- RMCGA Contest
- ____ February 11th- RMCGA Contest
- ____ February 18th- RMCGA Contest
- ____ February 25th- RMCGA Contest
- ____ March 4th- RMCGA Contest
- ____ March 18th- RMCGA Contest
- ____ March 25th- RMCGA Contest

Print name of Principal/Building Supervisor _____

Signature and Title _____

Signature of Principal or Building Supervisor guarantees use of facilitates 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 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 2015

(the number of units includes the host school)

Units	Host Fee
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