

***All parents should have a name tag and students should wear their student ID.***

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***Radios will be stationed at the guard entrance if anyone needs to contact Mr. Finger.***

## **Unit Check In**

- Have members stand in a straight line and hug the left side.
- Do have their spiel sheet? Check your list. Note the number of performers.
- Give the unit director their information packet. Point out the map.
- The most popular questions will be “Where can we change?” “Where do we put our tarp and backdrops?” “Where do I take my music/MP3?” (Answers are Bathrooms, equipment unloading area, sound table in gym)
- Remind them to get their music/MP3 (and spiel sheet if needed) to the sound table. Sound table is in the rear of the gym and then can get there from the athletic hallway. Tell them that sound check can be done before the festival starts or during a break.
- Point out the prop door entrance
- They will meet their escort at their storage spot.
- PERCUSSION: All percussion will be unloading at the marked unloading area.
- Point out the equipment unloading area.
- Remind them that all equipment will exit the building IMMEDIATELY following their performance.
- Count members. Each unit gets their performers, unit director (with MCCGA ID), and 7 additional in free. This includes bus drivers. All others must go pay the admission. Sometimes, the crew or additional staff will not come in at the same time as the performers—count all the performers, stamp or tag them, and make a note of how many of their remaining “Free 7” have yet to be checked in.
- Stress that equipment can come in the building one hour prior to their performance. Equipment includes backdrops, tarps, and percussion instruments. Flags, rifles and sabers may enter at the same time as the performers but CANNOT BE USED IN THE BUILDING UNLESS IN THE DESIGNATED WARM UP AREA.
- Direct the school to their personal storage area.
- As equipment comes in, check that all pole caps are taped. Any props must be taped enough so that damage will not occur to the floor. All wheels need to be clean and free of rocks, as well as unlocked. Any carts larger than 67” need to stay outside. You don’t have to measure each one; only if it looks too wide. Example: our pit carts would not be acceptable.
- **No outside food or drink is allowed in the building.** Concessions is part of our profit plan!
- Be polite, helpful and not too intense. You are the first contact a school has with our festival. We only get one chance to put them at ease.

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## **Door Monitors**

- Your main goal is to keep the doors from being banged up and to keep people from going into areas that are not to be accessed. Any damage that you see, make a note of the school and tell a parent so they can contact Mr. Finger. See below for each door description:
    - Ticket sales: **No outside food or drink is allowed in the building.** Concessions is part of our profit plan!
    - Guard Entrance: Assist with the parents at guard check in.
    - Band Hallway: This hallway is only to be accessed by performers who need to use the bathroom for changing and Nixa parents and workers. **NO SPECTATORS DOWN THIS HALLWAY!!**
    - Performance Exit: You will hold one door open while the escort holds the other door open for exiting performers. They will be coming through quick so watch yourself and watch for any damage.
    - Back band room: Supervise the room and make sure that it is cared for. During the guard portion of the day, no exit or entrance from that door. During the percussion part of the day, some groups will be coming in and out of that door. Make sure they are all stamped. Prop the door for them with stands as they come in and out with equipment. The middle bar will need to be removed. As they come in, please watch for mud. That grassy area doesn't have much grass. Keep the front band room doors closed once percussion begins.
    - Band lobby: Hold doors for groups getting their equipment out of the building. Watch for damage. No entrance except for performers with stamped hands. All spectators must use the front entrance, even if their hand is already stamped. Every person that sneaks through cost us money.
    - East Athletic: During guards, this is primarily supervision to keep people from either entering or exiting. No one should be using this door. Once percussion starts, some groups will be coming through with equipment. Make sure everyone is stamped. Hold doors for them. Check for damage if you see carelessness.
    - Warm up: One person and the incoming escort hold the doors for both the outgoing and incoming performers. No props should be in this area.
    - Performance Entrance: You and the escort will simply hold the door for the incoming guard as they go into the gym as well as for their props. Watch for damage.
    - Prop Entrance: Hold the doors props move into the staging area. Watch for damage.
- \*\*This may seem like a minor job but we have saved much \$\$ by following this method.**

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## **Commons (trash)**

- This too may seem like a minor job. But the end of the day clean up goes so quick because we are cleaning up through out the day.
- As trash cans get ½ full, empty them before they get to the top.
- Take the whole can to the dumpster. This will keep people from putting trash in the can while it doesn't have a bag in it. It will also keep liquid from spilling out of bags that may have holes in them. **Don't drag the can!**
- If you see spills, mop it up.
- Check the bathrooms. If the floors are messy, clean it up. Any toilet problems, report to a parent or a director.
- Supervise the area. There should be no performers spinning any equipment or drummers drumming on the tables or floors. If you see this, tell any adult to ask them to stop.

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## **Escorts**

- **BE POLITE AND HELPFUL!! YOU WERE PICKED FOR THIS JOB ON PURPOSE!!**
- Make sure you know where your schools area is located. The cave, commons as well as the library hallway is used.
- Be at your schools area 5 mins. before your meet time.
- The most popular questions will be "Where can we change?" "Where do we put our tarp and backdrops?" "Where do I take my music?" (Answers are Bathrooms, equipment unloading area, sound table in gym)
- When the unit director arrives, introduce yourself. You are to stay with them from this point until after their performance. If the unit director doesn't show up to meet you at the designated area
- It is your job to keep them on schedule. Be polite. If they are hateful and ignore your instructions of when to move to the different areas, simply report them to Mr. Finger.
- If a group shows up late, we must stick to the schedule. If YOU cause them to be late, we will have to honor their full warm up time. This puts the whole contest behind because of you.
- You will take your group down the athletic hallway to the warm up room. Stay to the right; there will be other groups coming the opposite direction. Percussion: If your group is warming up in the band room, they will go through the small gym (quietly!) and into the band room.
- As your group enters the room, please hold the door for both the exit guard and your entering guard. The parents will direct the performers where to go.
- Once in the warm up room, a parent will be keeping time. Guards: They can only use music the last ½ of their warm up time. Schools that are shaded will be on the side closest to the band room. Keep the area where the bleachers normally pull out clear for transition. Percussion can use their time in any way they like.
- Once leaving the warm up room, take the group down the hall to the gym, staying to the right. Percussion that are in the band room will proceed out the back door, down the sidewalk (not through the mud) over to the athletic hallway. Door monitors will let you in and you take them down that hall into the staging area. They will meet up with their props and tarp at that point.
- As the performers enter the gym, hold the doors for both them and their equipment. The parents and timing judge will guide them from there.
- Go over and watch their show from the spectators side.
- After the performance is finished, hurry quickly to the exit door. The performers and the equipment will be coming at you quickly. Hold the door and tell them to go down hall out of the building. Their equipment should go straight outside. If we use the band room for tarp folding, they must do so quickly before the next group comes out. If they are the last group before a break, they should be able to use the gym to fold their floor.  
PERCUSSION: Since the band room is being used for a warm up area, they should fold their tarp outside. Or they can wad it up outside and move it back into the building and fold it at the conclusion of the festival.
- Tell the unit director good job and you are finished with this group.

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## **Warm Up Room**

- **IMPORTANT!! The warm up time includes set up, their warm up, and tear down.**
- As groups enter, one parent help hold the doors so that groups can come in and out with ease. Watch for and report any damage.
- GUARDS: Groups that are shaded should be on the south half of the gym.
- Their warm up time begins when they enter the room.
- They can only use music the last half of their overall time. Directors should be notified when the first half is over and they can use their music.
- Try to keep them on schedule. If they get in the room late, they still get their full warm up. PLEASE NOTE: Warm up times are different for regional groups and scholastic groups. Make sure you know how much time they have.
- With about 5 mins. left, tell the unit director that fact. Some director's will request different time warnings (such as 2 minutes left, etc., please accommodate their requests)
- Groups should start leaving in time so they have their area cleared by the end of their warm up time.
- PERCUSSION: If in the gym, the same rules as above apply. They are able to use the whole gym and can use their time for whatever they would like. If in the band room, a parent will need to slide over and move the group out at the appropriate time. This should work since the times are offsetting.
- As groups are exiting, please help with the doors.