

2024 TOURNAMENT INDOOR ASSOCIATION SHOW HOST GUIDE



September/October 2023

Send in registration for your show date and pay registration fee.

October 1, 2023

Paid Show registrations open up for participation.

December 1, 2023

Show registration fee increases \$100.

January 2024

WHERE TO START:

1. If you have a website for your band program, add contest details to that website (entry form, directions, concession menu, etc.).
2. Go to www.njatob.org and then to "Winter", "Events", find your contest and make sure the contact information is correct (website included if applicable).
3. Meet with school administration:
 - A. Are you required to pay for custodial staff?
 - B. Is the cafeteria available for your use? Will you need to pay cafeteria staff?
 - C. Will you be able to use classrooms to house units?
 - D. Make sure your date is on the school usage calendar.
4. Set up committees within your booster organization (planning, concessions/cafeteria, hospitality, volunteer coordination, program, etc.)
5. Set up a contest planning meeting schedule within your booster association.
6. Arrange for a professional quality sound system for the day and people to run it.

ALONG THE WAY:

1. As units commit to your show, direct them to register on the NJA/TOB website
 2. Update your band website with additions to your schedule or any detailed information (include a site map if possible)
 3. Start planning your program book:
 - A. Have your students visit local businesses and get ads
 - B. When asking for ad purchase, be sure to tell businesses how many people will be viewing their ad.
 - C. Request information from participating units as the contracts come in (pictures, show information, etc.) Don't forget to include your unit(s)!!
 - D. Once your show order of appearance is set, include this in your program.
 - E. Think about creative giveaways (if your program has a blue star on page 20, you have won!!)
 - F. Trophy sponsor information.
 - G. Tournament Indoor Association information (contact Region Coordinator to obtain this).
 4. Begin to contact local media and ask for advertising (radio, television, newspapers, shoppers guide).
 5. Post flyers throughout the community.
 6. Have contest information posted on city/community websites.
 7. Ask booster members to post flyers at their places of employment.
 8. Begin to organize the logistics of your show:
 - A. Where will the busses enter/park? Where will the spectators enter/park?
 - B. Where will the units be housed (classroom vs. auditorium).
 - C. Where will unit props, equipment be held prior to their performance?
 - D. Warm-up areas: Guard/Twirlers need a body warm-up and a separate warm-up. Dance Teams need only a body warm-up. Percussion can warm up on a stage although some units will be moving large musical instruments that may be difficult to climb up stairs etc. Also measure door widths in your considerations. or in a band/chorus room.
 - E. Trophies/Awards. Get sponsors for these (senior parents, local business, etc.)
 - F. Concessions: Are you able to get in the cafeteria? How are we getting food? How many people do we need to run the area?
 - G. Hospitality area: Will you offer one for staff members and/or bus drivers? This is optional.
 - H. Admission Charge.
 - I. Unit check-in desk: Have a separate entrance if possible for units away from spectator traffic.
 - J. EMT/trainer/first aid service. It is not necessary to pay EMS/Ambulance if you have a qualified trainer/first aid person available.
 - K. Who will sing/play the National Anthem?
 - L. Show staff/volunteers: Identify these people on show day with shirts, hats or ID tags.
- Ask Alumni, band students, band parents, non-performing students, etc.

1. Traffic/parking – someone to meet the busses and/or spectators and tell them where to park.
 2. Unit hosts – when a unit checks in, have a host take the unit to their assigned housing area. From there, offer the instructor a tour of the building so they know how to get to warm-up areas.
 3. Ticket sales area.
 4. Program book sales.
 5. 50/50 ticket sales.
 6. Judge hospitality room – a room close to the gymnasium if possible. This will house the judges for the day and where the post-contest meeting will be held. Hospitality with food/drink is appreciated. The judges’ room should NOT be used as the same room for hospitality.
 7. Band staff/bus driver (if offered) hospitality area.
 8. Miscellaneous sales table(s) – bake sale, candy grams, etc. (No air grams will be permitted during the TIA season)
 9. Unit warm-up areas – 1 to 2 people assigned to each area to ensure the smooth transition from one unit to the next.
 10. Unit entrance into gymnasium – this person will work with the chief judge to usher units onto the performance floor.
 11. Announcer – Works with the chief judge to keep the show festive and on schedule.
 12. Cafeteria/concession staff.
 13. Crisis intervention/problem solver/last minute person or people.
- M. You will need to provide a table and a chair for the chief judge in the gymnasium as well as a table, chair, and power source for the tabulator. You will also need to need to tape off 2 separate areas in the center of the bleachers for the judges. (Chief judge will clarify these positions on the day of the show.)
- N. As a courtesy to visiting staff members, you may wish to designate an area in the bleachers for viewing their unit(s) performance.
- O. If your contest is later in the season, make a note of things other contest hosts are doing this seem to be popular.
- P. Get as much donated to your cause as possible. (food, trophies, baked goods, etc.) Advertise for those to donated.

TWO WEEKS PRIOR TO THE CONTEST:

1. Verify facility usage details with school administration.
2. Finalize the performance schedule and post-contest critique schedule with the Region Coordinator.
3. Update performance schedule on www.njatob.org (Your Region Coordinator will handle this) and your band’s website.
4. Finalize judging fee payment amounts (based upon number and types of units participating) with the chief judge/Region Coordinator.

5. Review trophy order based on show participation.
6. Finalize contest program with printer.
7. Finalize booster/staff/volunteer schedule.
8. Contact local media with information regarding your contest.
9. Post flyers in school.
10. Send invitations to school administration.
11. Confirm sound system.
12. Send the following information to units participating:
 - A. Map/Directions to the school.
 - B. Gymnasium diagram with entrance/exit and power source information.
 - C. Performance schedule.
 - D. Cafeteria/concession area menu/pricing.
 - E. Information regarding any special events you may be coordinating with your contest.
 - F. Any special notes about your school/gymnasium.
 - G. Emergency contact information for the day of the show.
13. Announcer pack to announcer- comes from Region Coordinator

ONE WEEK PRIOR TO THE CONTEST:

1. Reminders sent out to all volunteers.
2. Walk through with boosters/staff/volunteers. Coordinate with your unit director(s) to use your unit(s).
3. Remind administration to attend.
4. Finalize National Anthem performer(s).
5. Start to prepare directional signs to assist units upon arrival to and around your facility.

DAY OF THE CONTEST:

1. Weather – if inclement, set a time to “call the show” and notify participants (typically at least 8 hours before the beginning of the contest). Work with region coordinator on this.
2. Post directional signs (bus entry/parking, spectator parking, spectator entrance, unit check-in, spectator entrance to gymnasium, performer entrance to gymnasium, cafeteria, etc.)
3. Your unit(s) rehearsal – coordinate with unit director(s) so rehearsal ends prior to arrivals.
4. Unit guide walk through – check-in to housing area, travel to warm-up area(s), travel to performance entrance.
5. Sound system setup in gym.
6. Tape off areas designated by chief judge in the bleachers for judges.
7. Work table and chair in the gymnasium for chief judge and table, chair, and power source for tabulator.
8. Cafeteria/ticket sales/program sales/parking attendants – units will begin to arrive at least 2 hours prior to the beginning of the contest.
9. Judges’ room – judges will report at least 1 hour before the contest.

10. Please give the judges' pay envelopes to the chief judge.
11. Please have any media personnel (TV station, newspaper, etc.) meet with the chief judge to discuss what is permitted during the contest.
12. The chief judge will meet with the following people prior to the start of the show:
 - A. The person running the performance entrance.
 - B. The announcer.
 - C. The sound system attendant.

THE WEEK AFTER THE SHOW:

1. Thank you note to participating units. Ask for feedback.
2. Thank you note to boosters/volunteers. Ask for feedback.
3. Thank you note to school staff. Ask for feedback.
4. Keep a log of notes for the future.

TABULATOR/TECH SET UP FOR WINDI SYSTEM

2020 January 2024



INFORMATION:

All Tournament events will use the state-of-the-art Wireless Information Number Digital Integrated – WINDI – system for voice files and scores at every contest. This system creates a LAN on site and allows adjudicators to send digital voice files as well as scoring through the wireless network to the tabulator via iPads. Score sheets and cassette tapes have been eliminated!

With this new system, there are changes in the way we set-up, place and run our TABULATOR TECHNOLOGY STATION for all TIA events in 2024.

Each Tabulator/Tech Judge will arrive about 90 minutes prior to the start of your event to set up and prepare for the show. Assistance moving equipment both in and out is appreciated as they will be traveling with a laptop, printer, router, and a set of iPads for the judges.

WINDI requires a password protected connection to WIFI. If the school is able to provide this access with password protection, it will be used to transmit audio files to our dedicated server. If the school is unable to provide this, we will run the show in a local based format. This will require no WIFI on the schools end. We prefer to use the schools WIFI when possible.

All recaps are printed by group, so a copier is not required.

Your Region Coordinator, familiar with your facility, will discuss with you the best location to locate the TABULATOR TECH STATION for your event. Please keep this in mind for 2020 – so we need to plan in advance – not the day of the show!