



2026 TOURNAMENT INDOOR ASSOCIATION SHOW HOST GUIDE

I. WHERE TO START:

1. Secure a date for your contest with your region coordinator as well as complete contract and registration fee.
2. If you have a website for your band and/or unit program, add contest details to that website (entry form, directions, concession menu, etc.).
3. 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).
4. Meet with school administration:
 - A. Are you required to pay for custodial staff?
 - B. Make sure your date is on the school usage calendar.
 - C. What other areas around the grounds are available to use for warm-up areas for bands
 - D. Is your cafeteria available for concessions? Will you need to pay for cafeteria staff?
 - E. Will you be able to use classrooms to house units within your building?
5. Set up committees within your booster organization (planning, concessions/cafeteria, hospitality, volunteer coordination, program, traffic, etc.)
6. Set up a contest planning meeting schedule within your booster association.

II. ALONG THE WAY:

1. As units commit to your show, direct them to register on the NJA/TOB website
2. Update your band/unit 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!!
 - 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 of Bands 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. Trophies/Awards. Get sponsors for these (senior parents, local business, etc.)
9. Concessions: Are you going to use the cafeteria? If not, what are you doing? How are we getting food? How many people do we need to run the area? Contact local businesses to set-up shop if you would like to have more options for spectators. (Kono Ice, Brusters, etc)

TIP: Get as much donated to your cause as possible (food, trophies, baked goods, etc.). Advertise for those to be donated. Local businesses, parents, school staff maybe willing to donate these items.

10. Admission Charge.
11. Unit Check-In Desk: Have a separate entrance if possible for units away from the spectator entrance
12. Who will sing/play the National Anthem?

Logistics:

1. Questions to Ask:

- A. Where will the buses enter/park? Where will the spectators enter/park?
- B. Where will the units be housed? In the hallway, classrooms or auditorium?
- C. Where will bands props, equipment be held prior to their performance?
- D. How many students will you need to be band escorts throughout the event?
- E. Warm-up areas:
 1. Guard/Twirlers: Separate body and equipment warm-up
 2. Dance Teams: Only body warm-up
 3. Percussion: If possible, provide an indoor warm-up area for percussion. When choosing this area, keep in mind logistics of moving percussion equipment (i.e. stairs). Also measure door widths to ensure equipment can fit.

Note: If you are unable to provide an indoor warmup for percussion, please communicate this with your region coordinator and percussion units attending the show ahead of time.

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.

- Traffic/parking – someone to meet the buses and/or spectators and tell them where to park.
- Unit Check-In – Parents or escorts should stamp all students, staff and chaperones on the bus so they can enter/exit event as needed. Have the escorts available at the Unit Check-in area so the bands have an escort upon arrival. Escorts should know the layout of the building and have a copy of the schedule.

- Ticket sales area.
- Program book sales.
- 50/50 ticket sales.
- Judge hospitality room – a room close to the gym. This will house the judges for the day and where the post-contest critique will be held. Hospitality with food/drink is appreciated. The judges' room can be used as the same room for hospitality.
- Band staff/bus driver (if offered) hospitality area.
- Miscellaneous sales table(s) – bake sale, candy grams, etc. (No air grams will be permitted during the TIA season)
- Unit warm-up areas – 1 to 2 people assigned to each area to ensure the smooth transition from one unit to the next.
- Unit entrance into gymnasium – this person will work with the chief judge to usher units onto the performance floor.
- Announcer – Works with the chief judge to keep the show festive and on schedule.
- Concession/cafeteria staff.
- Crisis intervention/problem solver/last minute person or people.

Things You Need:

1. You will need to provide several tables and chairs on the floor for the chief judge and trophies. You will need a table, chair, and power source for the tabulator. You will 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.)
2. EMT/trainer/first aid service. It is not necessary to pay EMS/Ambulance if you have a qualified trainer/first aid person available.

Things to Consider:

1. As a courtesy to visiting staff members, you may wish to designate an area in the bleachers for viewing their unit(s) performance.
2. If your contest is later in the season, make a note of things other contest hosts are doing that seem to be popular.
3. Hospitality area: Will you offer one for staff members and/or bus drivers? This is optional.

III. FINAL DETAILS:

TWO WEEKS BEFORE SHOW:

1. Double check facility use
2. WIFI/wireless – find out if the tabulator can login to the schools wifi
3. Finalize performance schedule with Region Coordinator – Guard, Twirl, Percussion & Dance
4. Finalize judge pay amounts (cash) with Region Coordinator
5. If you pay by check, the Region Coordinator must have it two weeks prior
6. Review awards - Various classifications
7. Post performance schedule on TIA website, region website and your band website
8. Staff/Director Information:
 - a. Map/Directions of building
 - b. Floor diagram with enter/exit/power
 - c. Food stand menu for kids
 - e. Any special notes about building
 - f. Emergency contact number day of show – Share with Regional Coordinator so it can be shared out to bands.
9. Finalize program with printer
10. Finalize booster workers/schedules
11. Invite school administration to attend
12. Trophy/Award order finalized
13. Tab/Judge area in gymnasium with power, table, chair.
14. Announcer Location? – not mixed in with judges

ONE WEEK BEFORE SHOW:

1. Reminders to all volunteers
2. Walk through with boosters so everyone knows what/where things are
3. Meet with announcer – review script
4. Check with units – arrival time?
6. Radio check with devices you plan to use the day of the event
7. Plan area for 5-7 judges in bleachers
8. Table and 2 chairs on floor with power
9. Remind administration to attend
10. National Anthem – who will perform?

SHOW DAY:

1. Weather? Touch base with Regional coordinator. This could impact rehearsal space outside for percussion and how groups get in and out of your gym.
2. Your rehearsal – end prior to arrivals
3. Band Guides walk through – warm-up, unit entrance, cafeteria
4. Post directional signs (Critique, cafeteria, unit entrance, warm-up, unit housing)

- locations, travel signs to performance location
5. Radio communication
 6. Units will start to arrive 2 hours prior
 7. Judges arrive 1 hour prior to show, tabulators often 1.5 hours early – they will report directly to judges room/critique
 8. WIFI/wireless system turned off!
 9. Assistance with moving tab/tech equipment
 10. Power source on the floor
 11. Judge pay (cash) in envelopes to Chief Judge by intermission
 12. Staff/Administration to welcome bands
 13. Staff/Administration to thank each band

THE WEEK AFTER THE SHOW:

1. Thank you to band directors, feedback?
2. Thank you to boosters, feedback?
3. Thank you to school staff, feedback?
4. Notes for the future

ANNOUNCER NOTES:

1. NOT located with judges
2. Use supplied script
3. Follow cues from Chief Judge
4. Be enthusiastic!

TABULATOR/TECH SET UP FOR WINDI SYSTEM

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!

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 school's 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– so we need to plan in advance – not the day of the show!