

## SFWGA Presentation

Date: January 16, 2013

Location: JHS Band Room

Meeting called to order: 7:05 pm

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Gene Remillet (Vice President of Operations, [generemillet@sfwga.org](mailto:generemillet@sfwga.org)), Kathy Porter (President, [president@sfwga.org](mailto:president@sfwga.org) or [kathyporter@sfwga.org](mailto:kathyporter@sfwga.org)), and Laura Sorci (Vice President of Finance, [LauraSorci@sfwga.org](mailto:LauraSorci@sfwga.org)) from the South Florida Winter Guard Association attended the January 16, 2013, Band Booster Meeting to present information about hosting the SFWGA Championship Prelims hosted by JHS on Saturday, March 16th.

Gene provided a Contest Host Event Checklist that is attached to the end of these notes.

### **Expected Attendance**

There are 46 groups signed up so far. The capacity of the gym is 2,147, and Gene thinks we will be close to occupancy with attendees and participants.

### **Concessions**

Gene recommended contacting Diane Hauck ([DianeHauck@sfwga.org](mailto:DianeHauck@sfwga.org) or [dmhauck@yahoo.com](mailto:dmhauck@yahoo.com)) from West Broward High School, who is excellent at estimating concession food orders. We want to be sure you don't run out of food!

Gene also suggested staying away from pizza (unless it is donated outright) because you don't make a lot of money from it, and it takes away from other higher profit concessions. French fries are a BIG seller. (West Broward orders 800 pounds of French fries.)

What we want to sell is up to us!

The event will start between 9:00 AM and 10:00 AM and last until 8:30 PM. Our concessions should cover lunch and dinner.

Host locations with the most success set up grills. Some schools are known for special items, such as Taravella sells meatball hoagies, and another school has trays of wings.

We can shadow successful schools; they are usually happy to help. West Broward is probably the most successful in terms of profit.

We can also have additional fundraisers/vendors, such as an ice cream cart, donut machine, funnel cakes, cotton candy, etc. It was suggested that we might be able to get a trailer from Pepsi and sell fountain drinks (in cups) instead of canned soda.

Get donations of food, cups, napkins, coffee, popcorn, etc.

It was suggested that we advertise our menu and vendors on our web site and Facebook page. We can design a flyer to be distributed to participating schools the week before the event.

Breaks are not long, so food should be quick to order and eat.

**Food Tickets vs. Cash:** One advantage of using tickets is that there is a limited number of people handling cash. Also, servers don't have to handle money and food. People tend to spend a little more with the ticket system.

We may want to consider having a separate mini-concession area that sells only drinks and snacks.

Vendors: We can sell flowers, balloons, etc. - whatever we want. All vendors go through us. Many schools do not ask vendors to pay for tables, but instead ask for a cut of the sales.

SFWGA members can set up booths but we cannot charge them money. They should contact us ahead of time if they'd like to participate, but they might not.

We cannot sell tobacco, alcohol or lottery tickets.

We can do a DRAWING, but students cannot buy or sell tickets.

We cannot have a DVD vendor due to copyrighting issues with performance music.

### **Event Ticket Sales**

At most events, schools pay a franchise fee to host, but at the championships, the SFWGA receives 100% of the ticket sales, and the school pays no franchise fee.

The contests usually run themselves!

No one is allowed to bring food onto or prepare food at your campus. There is a \$150 fine for doing so. The only items allowed are water and orange slices.

### **Performance Entrances/Exits**

It is very important that all performance entrances/exits be strictly monitored. No one should be able to enter without a wristband. We will need strong adults at these doors.

### **First Aid Station**

Usually what is seen are sprains, twisted ankles, and lightheadedness. We need to provide an area where patients can lie down, water, Gatorade, ice in quart-size baggies. We can have medication available to give to chaperones/parents, but we cannot distribute medication to students. Students must also administer their own inhalers.

There must be an adult at this station the entire day. The adult should have access to a cell phone or landline for emergencies.

The nature of the injury should be assessed quickly to determine if the paramedics should be called. The paramedics must be called for anyone who lost consciousness at all, has difficulty breathing or who is disoriented.

### **Hospitality Room**

This room is for judges and staff to relax on breaks. The room should be close to the gym.

This room must be monitored - no instructors, parents or students are admitted. Badges are distributed to indicate who can be in the room.

### **Parking**

There should be separate parking areas for:

1. Prop Trucks - close the entrance of the gym
2. Buses
3. Paying spectators
4. Contest Staff/Judges (about 7 spots) - should have good access to the gym because they need to move 7,000 pounds of equipment to the gym - should be labeled "Judges Parking"

We will need people to direct incoming traffic to make sure they park in the right place.

All parking is FREE - we cannot charge for parking. We can ask for donations if we like.

## **Escorts**

It is good to have people walk with school groups from arrival until they are done performing. Check-in is approximately one hour before the performance time.

Printable schedules with rotation times are available on the SFWGA web site.

Adult volunteers should be in the warm up areas to monitor the time given to each group.

## **Custodians/Security**

We must arrange for whatever custodial and security staff required by Jupiter High.

## **Judges/Staff**

We will provide a light lunch and full dinner to all judges and staff. We will be reimbursed up to \$700.00 by SFWGA. This is NOT concession food, but usually catered or restaurant food. We can cook our own if we like, and we can choose the menu.

It was suggested we contact the culinary academy at the school.

The judges arrive about one hour before the first performance, so we might want to provide a light brunch/breakfast, coffee and juice in the Hospitality Room.

Lunch is usually something light - soup, sandwiches, etc.

## **Facilities**

We should consider placing the grills close to where the food is sold so people can smell the food.

Staging Area: should be located under cover between the prop trucks and the gym

Floor Folding Area: needs to be lighted

Gym: bleachers should be fully extended. There should be tables placed under the basketball goals, including a table for the trophies. Electric is needed for the performance floor with a 25-foot extension cord.

Should we look into borrowing a protective mat from John I Leonard or Santaluces to protect the gym floor? How would we get it here?

It would be helpful to get an aerial map of the school and mark the facilities for the event.

We should keep areas needed for the event under cover as much as possible in case of rain. Shannon can help determine where areas should be because he knows the flow of these events.

## **Event Programs**

We can provide a program to give at the door or sell for \$1-2. We can raise money by selling ads or happy-grams printed in the program. We could provide an advertising form on our web site and Facebook page.

We cannot do happy-grams during the event; there is no time in between groups.

## **Signage**

The SFWGA provides signs to all events so participants are used to seeing them.

## **Video/Flash Photography**

The SFWGA pays a licensing fee for all music played at their contest events, and that license states that shows cannot be recorded. We need volunteers to monitor this during performances. We don't want to get into any confrontations, but if spectators are really obvious (tripod, iPad, etc.), we need to address the situation.

Each group receives one video pass.

No flash photography is permitted for the safety of the performers.

### **Volunteers**

It was suggested that all volunteers have the same or similar shirts. We could make up ID tags and/or purchase cheap shirts for volunteers.

Can we request that all band students volunteer for a four-hour shift?

We should set aside the band room for use by our volunteers.

### **Weekly Planning Meetings**

We will start meeting weekly on Thursdays at 7:30 PM to plan this event.

## Contest Host Event Checklist

### STAFFING

The SFWGA will be responsible for staffing:

- Ticket window
- Unit Check-in table
- Tabulation, announcer, DigTab operator, sound system and operator, Contest Director, Judges

Jupiter Band Organization will be responsible for staffing:

- Judges Runners, two at all times (may be students) <sup>responsible</sup>
- Two adults for each spectator entrance door - check for wristbands
- One Adult for each of the contest floor entry and exit doors - check for wristbands
- One Adult for the First Aid station at all times
- One or two adults to oversee the Judges/Contest Staff hospitality room (inside)
- Monitor and supervise parking (may be students with adult supervision)
- Concession Stand and any other fund-raising activities
- Performer Escorts to direct performing units through warm-up (may be students) - walkers
- Custodians and security, as required by your Administration

### FACILITIES and SET-UP

The following facilities are needed beginning one-hour prior to the first performance, and ending 90 minutes after the final performance:

- First Aid station, near the performance floor exit door - signage
- Hospitality Room for Judges and SFWGA Staff
  - Food and beverages for approximately 16 people, consisting of light lunch and full dinner (the SFWGA will reimburse up to \$700 for judges and staff food)
  - Snacks and beverages available the entire day
- Equipment warm-up room, supervised by an adult or student (Auditorium)
- Body warm-up room, supervised by an adult or student (Chorus Room)
- Concession Stand and grilling area
- Staging Area, where units can assemble their equipment and props prior their performance
- Floor folding area for use following each units' performance, lighted after dark
- Gymnasium
  - Three 6-foot tables for tabulation and sound system, along one side of the gym. Cables will be run from the tabulation table to the four speakers located along the Performers (back-side) seating. Place the tabulation area so that the cables do not cross the spectator entrance and exit paths.
  - 120 VAC power access to the tabulation table, and at the front of the performance floor.

## REVENUE AND EXPENSES

- The SFWGA will provide and be responsible for:
  - Trophies and awards, tabulation and sound equipment, internet equipment, Judges and SFWGA staff fees and compensation, judges airline fares, judges hotel accommodations, judges ground transportation to the contest site, entrance wristbands and passes for spectators, instructors, and performers.
  - The SFWGA will reimburse the Host up to \$700 for Judges and SFWGA staff food and beverages, and one-half of the cost of custodians and security.
  - The SFWGA will be entitled to all revenue from admission ticket sales.
  
- The Host will provide and be responsible for:
  - Stocking and operating the concession stand and spectator food and beverage sales
  - One-half of the cost of custodians and security
  - All other contest expenses not specifically mentioned elsewhere
  - The Host will be entitled to all revenue from food, beverage, and concession stand sales, as well as any additional fundraisers the Host operates.

This is an outline of Host and Promoter responsibilities. Please refer to the Contest Host Agreement for complete terms.



# JUPITER HIGH SCHOOL BAND

500 North Military Trail  
Jupiter, Florida 33458-5797  
(561) 744-7921

To Whom It May Concern:

My name is Michael Larkin and I am the Director of Bands at Jupiter High School. I am writing you to ask for your help in support of an upcoming event. We are hosting a winter guard competition at Jupiter High School on March 16, 2013, at which we are expecting about 2,500 people to attend. We are asking for any donations from you that you may be able to help us with in order to produce our event.

The South Florida Winter Guard Association is one of the largest winter guard circuits in the world. We are very pleased that we were awarded a contest to host. This means that we have potential to raise a large amount of funds for our band program. We are attempting to run the show through the use of donations from the community so that we may have the greatest profit margin. This can be anything such as monetary donations, supplies, food, or drinks.

The Jupiter High School Band is a big supporter of the community, its events, and its businesses. You may have seen our students at events such as the holiday parade, grand openings, town events, the public library, or at local restaurants. Not only do we support our community locally but we also represent the community at the regional and state level. We call ourselves the "Musical Ambassadors" of the town of Jupiter. Our program is only as successful as the community that supports us and we need your help. Please consider making any of the type of donations above. Anything helps.

All donations and contributions are tax deductible. Our tax identification number is 85-8013897253C-1. I would also like to let you know that in lieu of any donations, we will add you and/or your business to our concert program as a sponsor of the Jupiter High School Band. Please contact me via email at [michael.larkin@palmbeachschools.org](mailto:michael.larkin@palmbeachschools.org) should you require further information about the event or our program. Thank you for your time!

Michael Larkin  
Director of Bands  
Jupiter High School

Cheryl Alligood  
Principal  
Jupiter High School

