



**DECATUR CENTRAL BAND and**  
**GUARD DEPARTMENT**  
**Method of Operation Manual**  
**“Contest of Champions” MARCHING**  
**BAND CONTEST**  
**September 7<sup>th</sup>, 2019**

**Job Descriptions with set up Saturday (3pm)**

The following jobs will need to be done to run a successful marching contest. I have also included job descriptions for each worker. Please read them carefully and ask me or Gwen if you have questions.

**CONTEST MEETING** – Sept. 4 6:30pm MEETING IN THE BAND ROOM

**DIRECTOR Check-inTable** (2-3 people)

Location: Near the entrance to DCHS Cafe – INSIDE DOOR #29

These people will have direct contact with each band director and staff. These people need to be friendly, know the general layout of the contest and provide information as needed. These people will hand each group director an info packet and let Mr. Cox know when the group has arrived! PLEASE HAVE THEM SIGN THAT THEY GOT THEIR PACKET AND PLEASE CONFIRM THEY HAVE PAID THEIR ENTRY FEES. We are awaiting a few bands money. 2 White tables needed and 4 chairs. DIRECTOR PASSES and COMP. TICKETS are in the / CONTEST PACKET. Plus 1 Walkie Talkie

**Hand Stampers** (2-3people) Entry to BUS LOT

Location #1: In bus parking lot.

Each band member needs to get stamped. **Please DO NOT stamp ADULTS riding the buses.** 1 Person – per bus should stamp. Please be positive and smile. Stamp the back of the Wrist. **FIRST BAND TO ARRIVE will be about 4:00pm I think.** Need the stampers and the ink pad. DO NOT STAMP ANY ADULTS!!

**PARKING COORDINATOR** – Location by the Library - We have a Golf Cart for you to use.

**Please be aware of BACKING UP TRAFFIC on KENTUCKY AVE.**

**You will direct people to either the Bus Lot or towards the stadium. WE WILL HAVE 2**

**POLICE OFFICERS ALL DAY** – they will block traffic on Kentucky Ave. at the end of the show as people exit. Officer Tutsie and Lyday

**Bus Parking / Equipment parking people** (band lot)

Location: The big Bus lot will be for parking. Please keep the buses and Equipment trucks together. Staff may also park with the bus. Leave room for bands to get to the “B” Warm-up by going along the sidewalk. PLEASE USE THE MAPS I HAVE MARKED!

**Need 1 walkie talkie BLOCK OFF THE ENTRANCE INTO THE LOT BY THE MIDDLE SCHOOL WITH YOUR CARS PLEASE!!!!**

### **Car / Spectator Parking** -

Location#1: A person in the **GRASS LOT = LAST RESORT** + a person directing parking in the spots near and behind the stadium

Location #2 : Far Side of Campus by the **Visitor Entrance**. The parking lot next to the pavilion will be extra parking and Pavilion guests. You will need to make sure that bands have the “right of way”. You will handle the **flow of the bands who are on the way to performance (1<sup>st</sup> priority) and the band s returning to the bus lots (2<sup>nd</sup> priority)**. **\*\*TRAFFIC FLOW IS VERY IMPORTANT!**

Location #3: **TENNIS COURT** – Block access to traffic going through Campus – NOTE: We may have to allow a FEW CARS to park in the lot just SOUTH of the Pavilion. ALSO – CARS will be leaving the parking lot BY THE POOL – allow them to LEAVE and help with this – always be KIND when dealing with people.

**Need 1 Walkie Talkie**

### **Music Warm-ups** \_

Location #1: A warm –up is the DMS lot and the bands should face the trees to warm-up. PLEASE DO NOT BANDS face DCHS. Timing the bands and get them in and out on time. **SEE Schedule FOR ALL TIMES**

Location #2: B Warm-up is the lot near the loading dock –near the school. There are actually 2 lots there – one IS VISUAL and the other side is music. T. Depart down the access road leading to the pavilion. **SEE Schedule FOR ALL TIMES**

### **Physical Warm-ups** -

Location A: Parking Lot near DMS –See map –

Location B: Near the HS Music B warm up – - We will set up cones for these areas. We will have you follow the schedule indicated. Mark for timing infractions and please let Mr. Cox know if you have issues. Jam blocks are OK to use but it must be soft. **USE our Schedules**

**Field Starter** - PAIGES REP Matt Hicks will welcome the directors as they come in to the track area. They are to pre-stage in the BLACK asphalt area. Keep pit lined up near the fence on the track. Bands can move into the END Zone in the 3 min. staging time. PLEASE TIME the entrance time / performance time / we won’t worry about the EXIT TIME. **Each band has a total of 15 min. BUT MOST BANDS will only do about HALF of their actual show.**

**Announcer** Aaron Pitman

Location: Press Box

Please announce the bands from the info sheet we will give you.

Other announcements to include: Judges, Concessions, and restroom information.

**Water Table** We will have 2-3 tables to be set up in front of the pavilion (in the road) for band students to get a small cup of water as they go to and from the stadium. Several small Dixie cups will be needed. Over 1000 probably.

### **BAND Guides:**

**Here is what is required to be a Contest Guide:**

1. BE AVAILABLE for 2-3 hours that day!
2. Have a great attitude and be friendly
3. Strong ability to be ON TIME and ***walk around campus***
4. Willingness to help others

**You will guide each band from warm-up to performance and back to their busses.**

**Specifically:**

1. Be at director Check in 30 min. before your band arrives.
2. GO AND Meet the band director and /or seek them out near their buses in the BAND LOT
3. Please know the exact times your band has for warm-ups / etc. – ***You will have to communicate*** with the Director as to which warm up they are going to so they know which way to “block – up” their band!
4. Please know which warm up your band is in (A or B)
5. **Please know how to get to each point:** Warm ups, Band entrance into the stadium and the exit point to get out of the stadium and how to get back to the buses. Once they get to a warm up area wait near where they will EXIT that warm up to go to the stadium – **the Director will NEED YOU TO LEAD THEM to the stadium and OUT of the stadium all the way back to their buses. YOU MUST USE THE MAP I have provided and LEAD the band back. Do not let them just “go back on their own”. Please keep track of them!**

**Press Box Manager** Location: Press Box (Juli Thomas will also be there to help)

This person is to make sure that all judges have what they need and are happy. This person will also communicate with the announcer, tabulation, as needed. Have a great personality and knowledge of the marching band activity.

This person is to gather DVD into the packet with the judge's sheets (after they have been recorded by the tabulation person). Then place them at the end of the press box on the table and hand them to the directors as they come up to get them. A director staff person must sign that they have taken the sheets. Please coordinate with the tabulation person.

**Tabulation (1) person** DAVID BEX Location: Press Box

This person need a lop top and the ISSMA Tab program. Should be familiar with entering scores

**Judge's Assistant /Runners** (1-2 people) Location : -1 one on the field and 1 in the press box. 1 will run to get all sheets. I suggest a rotation system to be worked out between the 3 people. All sheets go to the tabulation person.

YOU WILL ALSO be switching out the DIGITAL RECORDERS! THE ISSMA

**DVD People** (Covered by ISSMA workers!) Location: On top of the Press Box

These people will video each group. Please record the band marching onto the field, warming up, and the entire performance. All shots are wide angle and the performance should be priority. Try to keep the camera still and capture as much of the band as possible during the performance. This may mean that you have to move the camera slightly during the performance. **2 LARGE Tables are need on top of the press box**

**PERFORMER ENTRY GATE** (2-5 people) Location: Main Gate area + **Spectator crossing**

I think all the pit equipment will need to enter the MAIN Gate (just as we do for football games) The visitor side entrance has bars that can not be removed. These people will make sure that the pit moving to the field has the right of way. These people will also inspect for hand stamps. The spectator crossing will need to be a person that can allow people to cross over the pit access to get to the bleachers (think crossing guard).

**Spectator Ticket Booth** (2-5 people – MORE FROM 6-7 THAT IS THE CRUSH OF PEOPLE)

Location: Home ticket booth.

Sell tickets (\$7.00) each \$5.00 for students and Pre-school)) each. Make Change Programs are \$1.00 – please hand these out when you sell the tickets.

**Band ENTRY Gate People** (2-5 person)

Location: Visitor Gate and Gate to the field.

Prevent NON band people from getting in. Make sure the bands know where to enter. Because our Visitor side entrance has “gates” we will need to have all of these OPEN and point out that the posts don’t move!

The Gate to the field is extra wide – but it would be great to have a band person there to help with FLOW!

**BAND EXIT GATE** (1-4 person)                      Location: ALL exit to the band to the back parking lot. Then back to the buses.

**Concessions** (10-12 people ) Location: HOME side AND VISITOR SIDE

**Award Presenter** – DCHS Drum Majors / Asst. Sup - Mrs Hofer and Tim Cox -We will have ONE AWARDS ceremony.

**End of Contest Trash / Clean up-** (all band kids) go through the stands and pick up all trash – Pylons- timers – etc. should take no more than 25-30 minutes! All students have been assigned! We will need TRASH BAGS from the School!!

**Hospitality Room:** (2-5 people) **IN THE MEDIA CENTER**

Monitor the amount of food that needs to be ready for the contest. Judges / Directors / Staff (and that may include a few little kids – that belong to DIRECTORS. Encourage – be pleasant / positive. Welcome all to enjoy.

**Hallway Monitors:** (2-4 people)

We will have a few strategic locations for these people. These people will need to help the students / adults from other schools locate bathrooms / find the Aud. Lobby – and thus access to the stadium.

Location 1 – CAFÉ area – please sit in the lobby area located near the ICE OFFICE / GRAND STAIRCASE. We must keep the NOISE TO A MINIMUM in this area. Point out the restrooms near the Café.

Location 2 – Aud. Lobby (main hall) be active in pointing out the restrooms near by and the access to the stadium outside of door #12. DO NOT STUDENTS USE THE DOORS that lead to the BAND LOT!

Location 3 – End of the main hall near the main gym. Point out restrooms near the gym – as they are not able to be seen from the main hall.