



Festival Host

Checklist

The following are considerations for hosting a festival. Not all festivals will have the same concerns; therefore you may not require everything shown. Check the list for your specific areas of concern.

SITE CONCERNS

Seating (spectators & guard members)
Area for Judges in stands
Area for Staff viewing
Area for Unit video taping
Crowd flow into seating area
Front sideline - at least 5'
Equipment/prop areas
Unit Entrance/Exit
Warm-up area
Ample supply of trash cans
Roping off secure areas
Room temperatures
Housing and/or practice facilities
Posting scores (prelims/finals only)

Announcer/sound area:
Variable-speed cassette deck (**required**)
CD player (**required**)
Quality speaker System
Backups for CD & tape players
Speaker placement/wire cover-up
Electrical source
Table/chairs

Tabulation area:
Tables/chairs
Electrical source
Security

Judges Room:
Coffee/Cokes/water
Food/snacks
Tables/chairs

PEOPLE (*Nice Ones-Please do not use students younger than high school age*)

Guard Entrance to gym (2)
Guard Exit from gym
Spectator Entrance
Parking/Traffic control
Prop area
Warm-up area
Dressing area
Tabulator (2-3 adult preferred)
Announcer (adult preferred)
Announcer's assistant
Floaters
Ushers for stands/bleachers
Judges runners (2)
Guard check-in (2)
Housing and/or practice facilities
Ticket salespeople
Air-Gram salespeople
Food people (Servers, Sellers, Clean-up, Preparation)

TABULATION AREA

Computer & printer (if available, if not MCCGA will provide one)
Large Manila Envelopes (one for each unit performing)
Paper/poster board
Pens/pencils/Markers/Erasers
Paper clips/Stapler/extra staples
White-out
Scissors/Tape/etc.
Calculator
Copy machine (for recaps)
Table/Chairs
Trash can

OTHER NEEDS

Radios (walkie-talkies)
Badges (so workers can enter gym quickly & easily)
Trash collection
Storage for sound equipment
Souvenir area (if desired)
Photo area (if desired)
Access keys
Maps/floor plans
Parking flow
Medical personnel
Police
Sound system/back up
Hand stamps
Ad book/program (if desired)
Judges' food/snacks/drinks
Extension cords for percussion

GUARD CHECK-IN

Hand stamps/stamp pads
Schedules (updated)
Unit Fact & Declaration Sheet (extras)
Entry = Marching members +Director +7
Radio (if available)
\$Change (\$ for tickets & concessions)
Extra (Blank) Unit Fact & Declaration sheets
Pens/pencils/markers
Tables/chairs
 Workers (at least 2 at all times)
 Extra Maps: Critique location
 Managers meeting location

SIGNS TO MAKE

Guard Entrance/Check-in
Equipment storage area
Prop storage area
Boys dressing area
Girls dressing area
Inspection area
Body warm-up area
Competing Unit Entrance to gym
Competing Unit Exit from gym
Spectator Entrance
Tab area - Keep Out
Sound area
Judges' Room
Critique Room
Off Limits (*areas you don't want people in*)
Photo area (if applicable)
First aid
Washrooms

MISC. POSSIBLE NEEDS

Floor tape (painters tape)
Orange cones
Usher ropes
Judges sheets/tapes
Paper
Mark-off judges area in stands
Tape for speaker wires
Sound system/back-up system
Radios (if possible)
Staff viewing area
Mats to cover wires
Tables/chairs
Badges

CONSIDERATIONS

Ample supply of trash cans
Roping off secure areas
Room temperatures
Posting scores (prelims/finals only)

INFORMATION TO HAVE HANDY

Hospitals
Medical Centers
Police
Ambulance
Gas/Service stations/Towing
Bus repairs
Restaurants/Fast food
Florists
General Merchandise (K Mart, Walmart, etc.)
Phone Numbers:
 Emergency # at festival site
 Festival Director

POSSIBLE EXPENSES

School facility or sound rental
Refreshments for judges
Concessions/Food outlay
Medical personnel
Police
Tabulator
Announcer