



Show Host Information

2019 Marching Band Season

Planning Your Show

- Contact our Marching Band Administrator to secure a date on the schedule
- Invite as many Cavalcade members as possible
- Invite Non Cavalcade bands – for those who attend, you do not need to pay their show fee
- Cavalcade will contact the show host coordinator or band director with show invoices
- Submit Public Service Announcements to the media



Planning Your Show

- Seek community sponsorships for all awards and food, working to have as much donated as possible
- Inform the Cavalcade Communications Coordinator of all performing bands and updates to be placed with your show on the website
- If you would like to close your show at a certain number of bands, inform the Cavalcade Communications Coordinator



Recruitment

- Proper recruitment is a critical component for a successful contest
- Contact bands who attended your show from previous years
- Contact all local bands, no matter which circuit they compete in
- Contact all non competing bands in your area
- Contact local colleges for possible exhibition



Scheduling and Logistics

- All performance times are 15 minutes
- Bands must be scheduled to compete with their Class (Independence with Independence, American with American, etc.)
- You select the class order and band order of your show
- The host band must perform with bands in their class, so their performance score can count towards championship seeding
- **NO Air Grams!** Only flower or candy grams



Scheduling and Logistics

- If a band has travel problems, notify the Chief Judge immediately
- If a competing band is late, the Chief Judge, Cavalcade Administrator and show host will decide performance order and if allowed to compete
- There MUST be a break in the middle of the show, at the end of a class, of at least 15 minutes
- If there is not a break scheduled, the Chief Judge will add one



Field and Track Area

- If possible, please place the announcer on the track
- Provide separate tables and chairs for the judges
- They need to be located outside the 35 yard line and away from the fence, announcer and trophy table
- We are moving to tablets for both judges commentary and scoring. With this, student runners most likely will not be needed. Check with the Chief Judge.



Press Box Area

- If possible, please place the announcer on the track
- The announcer must read from the Cavalcade Official Script given to them by the Chief Judge
- The videographer must not be in the judging area
- The top row of stands, or the side of the press box is a possible location for the videographer
- The tabulator must be located in the press box



Press Box Area

- There are always four 4 to 6 judges and the tabulator located in the press box.
- Ample room, clear writing surfaces and a chair for each judge is needed
- Traffic in the press box must be kept to a minimum
- If the roof is used by judges, tables and chairs must be provided



Pre Performance Logistics

- Warm-up areas need to be far enough away from the stadium to avoid noise
- Make sure bands are facing away from the stadium when warming up
- Allow for enough room for bands to spread out
- Time the walk to the stadium, so you can inform directors how long this takes



Pre Performance Logistics

- When talking or communicating with directors and staff during warm-ups, make sure they are aware of their gate and performance times
- Be there for assistance only, as it is their responsibility to be at the gate on time
- Make sure all volunteers are completely informed to answer any questions
- Be aware of pre show stresses from all involved



Finances

- Create a budget for expenses and income
- Set realistic goals which project a profit
- The Cavalcade show host fee is \$250
- Please give this check to the Chief Judge on show day
- Minimum judges fees are \$1,800 for 14 bands, including your band
- Special award judges are an additional \$450



Finances

- Depending on how many total bands are in your show, this fee will increase by \$10 a band per judge
- Show invoices are emailed 7-10 days prior to your show, to the contact person listed on your contract
- If possible please pay each judge in cash, if unavoidable, pay in check giving all judges payments to the Chief Judge on show day



Finances

- Individual band performance payments are as follows:
 - Freedom - \$150
 - Independence - \$250
 - American - \$250
 - Liberty - \$300
 - Yankee - \$300
 - Patriot - \$300
 - Non Members - \$0



In Case of Rain

- Create a rain contingency plan in advance of the show
- Provide this to all performing bands prior to the show
- This should include:
 - Classrooms
 - Indoor warm-up areas
 - Changing areas
 - Spectator entrances and exits
 - Traffic flow plan for performers and all equipment



In Case of Rain

- Contact Cavalcade Administration no later than noon on your plans, so judges can be notified
- Visual judges are cancelled for indoor shows
- If you have an Auxiliary caption, this now can be optional
- Be sure to have specific areas for tickets, refreshments, candy grams and program sales



General Areas

- Make sure everyone has an emergency phone number, with someone staffing the phone
- Have signs (bright colors) for:
 - Bus/Truck Parking
 - Spectator Parking
 - Handicap Parking
 - Warm-Up Areas
 - Bathrooms



General Areas

- Judges room should be close to the stadium, hospitality and bathrooms
- Communicate constantly, to everyone
- Check the weather forecasts
- Ask any and all questions of Cavalcade Administrators
- **Have a FUN and PROFITABLE show**



Cavalcade Administration

- Marching Band Administrator – **Ken Brown** – klbrown625@Comcast.net
- Administrative Coordinator – **Jim Fulkroad** – fulkroadj@comcast.net
- Communications Coordinator – **Ed Stimson** – estimson@comcast.net
- Executive Director – **Paul Smith** – psmithcavalcade@gmail.com





Thank You