



**Show Hosts
Manual
2012 Season**

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Congratulations and Thank you!

Congratulations on hosting a show for the Ohio Indoor Performance Association! We are very appreciative that you are willing and able to host! This manual should provide you with the information you will need to host a successful show this year!

If you don't find something in the manual, please contact us to find out the answers. Thank you for your hard work!

Sincerely,

OIPA Board of Directors

Contacts:

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Concession Stand

Obviously this area is to provide the competitors and spectators with refreshments during the event. Cold weather food is great (soups, hot chocolate, etc..)

Concession Stand Equipment Checklist

Signage for Menu/Restrooms, etc..

Kitchen materials, utensils etc...

Paper Goods

Many Trash receptacles, maintained throughout the event

Concession Stand Volunteer Checklist

Kitchen workers, etc.. As many as needed. Each school is different, so requirements will vary

Critique Area/Judges' Room

This area should be set up for Judges. It should be used as not only for Judges' hospitality with food and beverages for them, but should also be used for their place to relax and leave their personal belongings during the time they are in the gym/arena judging. This area is also to be used for Critique after the event, so the area should be big enough to have tables set up into 3 stations so the unit directors can discuss their performance with the judges. This area should be a close proximity to the gym/arena if possible (Home Economics and Libraries work the best for this room). NOTE* DO NOT FEED THE JUDGES CONCESSION FOOD.

Critique Area/Judges' Room Equipment Checklist

Food and Beverages for the Judges'. Good food makes "Happy Judges"

Adequate Tables and chairs for Judges and Critique after event

Pencils/pens for Judges

Signage that says "Judges Only" and "Critique"

A Clock for Judges to keep track of time

Updated Schedules

Judges' Caption Sheets (OIPA Provide)

Judges' Tote Sheets (OIPA Provide)

Critique Area/Judges' Room Volunteer Checklist (These numbers are "Per Shift")

Adequate Volunteers to serve food and help judges with any needs (2-3)

Gym Arena

The main area must be the WGI regulation performance area of 60' X 90' with a 5' buffer on both sides (end zone), and the back. This may or may not allow you to open your bleachers on the backside. The doors that performers enter and exit must not have a center bar, or it should be removable.

Gym Equipment Checklist

Basketball hoops raised

Gym Doors – Center bars removed

Tabulation tables (4) and chairs (8)

Electrical source with heavy duty extension cords (1-2)

Sound table (1) and chairs (2)

Trophy Table (1-2) – OIPA will provide table cloth

Tape for taping down floor (blue painters wide tape)

Tape for taping down any extension cords (blue painters wide tape)

Tape to mark off judges' and video tapes areas – OIPA will provide caution tape

Door Signage for “No Flash Photography”

Door Signage for “No Food or Drink”

Door Signage for “Spectator Entrance”

Door Signage for “Performer Entrance”

Brooms to clean tarp – Contest floor should be cleaned before tarp is layed down.

Floor Tarp – You will need your group to unfold the tarp and lay it out on the gym floor

Sound System – OIPA personnel will put it together, but we need helpers for both set up and tear down

Tabulation Equipment – OIPA will need help bringing in and taking out.

Gym Volunteer Checklist (These numbers are “Per Shift)

Spectator Entrance (2 per door)

Performer Entrance (1)

Judge Runner Upstairs (1)

Judge Runner Downstairs (1)

Tarp loading/unloading (6 minimum). Must be at show 2 HOURS PRIOR to start time and then at end.

Custodian (?) Each school is different how they handle this.

First Aid (1) This person should be at Gym area. Provide local first aid numbers.

Gym Runner Description

These individuals are usually volunteers that are assigned a judge or group of judges during the competition. They are to run the assigned judge(s)' recorders and score sheets to the tabulation table. They are also responsible to make the judge feel comfortable by getting them refreshments or anything else the judge may need.

Judges' Lodging

It is the responsibility of the Host to provide the Judges with housing at a Hotel. Hotels must have an in-house restaurant or very close. It must be at least a 3 star hotel, very clean and reputable. Many hotels donate rooms in exchange for "ads" in your program. The Show Host is responsible for booking and paying for 10 Rooms.

Judges' Transportation

It is the responsibility of the Host to provide transportation for the judges' to and from the airport and/or from the Hotel to the Contest site. Make sure you plan ahead for these volunteers. Make sure these volunteers are responsible, safe drivers that would be a great representative of your Host. Please also remember that some judges will be judging all day. They may need to get back to the Hotel during the Contest. Please DO NOT make the judge sit all day! We may want them to come back to your site at a future event.

Outside/School Grounds

Just as there are many things going on inside the school during a competition, there are many things that need attention outside the school. Signage (provided by OIPA) on the school grounds make it easier to route units for check-in, trucks for prop check-in, and parking for buses (bus parking provided by Host school) and spectators (Spectators parking provided by Host school). You don't want spectators parking within the buses, or prop trucks parking too far away from the prop check-in etc...

Outside/Schools Grounds Equipment Checklist

Signage at school Lot entrances (OIPA Provided)
Signage on Door entrances
Signage to school from highway or busy intersections

Outside/Schools Grounds Volunteer Checklist (These numbers are "Per Shift")

Parking Lot Crew (4) – Make sure units going where they are supposed to

Program

All hosts must put together a program for their contest. This could be the best way to make money for this event. It is recommended that you sell "ads" for the program. It would be wise to sell enough ads that you could pay for your OIPA fee. If you can achieve this task, everything else would be profit. This is a crucial step that many Hosts forget about. It is also a task that needs planned out and organized early (1-2 months prior to your show).

When considering how many program booklets to produce, a possible formula to use is as follows: (# of units) X 10. If you have 20 units attending your contest, make 200 programs. You will use extra programs to stuff in unit's check in envelopes as well as for judges. You will also need to put into your program the Circuit's advertisers as well as sponsors for traveling trophies and scholarships. You can obtain this information prior to putting your program together from Brian Sheehe (bsheehe@findlaycityschools.org).

Check with your school's newspaper to have them prepare the program for a project. You could also look to your local copying store to see if they would donate time or product for your program in exchange for a "free ad" in your program.

Prop Check-In

This is the area to which the units will unload and load their props for their performance. OIPA will provide outside signage to direct groups and/or drivers. You should have an area to “stage” the props in “show order”. Signage posted on the wall will help to identify which props go to the specific unit.

Prop Check-In Equipment Checklist

Updated Schedule
Signage to label props for units in the staging area
Tape (Duct tape)
Gloves (In case you need to move equipment)

Prop Check-In Volunteer Checklist (These numbers are “Per Shift)

General Help and Direction (4) One person should be in charge to help coordinate groups

Spectator Entrance

Make sure to have plenty of start up cash on hand for change. OIPA sets the price for tickets \$8.00 per person. Make sure to have a stamp that is different than what OIPA uses. This will be run by Host Volunteers.

Tarp Folding Area

There should be an area to re-fold a tarp after a unit’s performance (about 50’ X 70’ approx.).

Unit Check-In

This is the area to which the units will “check-in” to the show. This is the first impression you will make when units first walk in the door. Organization is imperative to your success.

Unit Check-In Equipment Checklist

Maps of school
Map of Unit assigned spaces
Copies of Schedules (OIPA will set schedule)
Tables (2) and Chairs (3)
Access to copy machine
Misc. Information (i.e. Police, Hospitals, Ambulance, Towing/Mechanic etc..)

Unit Check-In Volunteer Checklist (These numbers are “Per Shift”

Runner (1-2)

Unit Housing

This is the area(s) that you will place the units for the duration of the competition. It can be either a classroom (preferred), or part of a hallway. Some schools utilize a hallway so as to not disturb classroom equipment. Others utilize classrooms to house a unit which allows them to have more privacy for uniform changing, show preparation and for show critique by staff. This is NOT required. We need to know ASAP if you are doing Unit Housing or not.

Unit Housing Equipment Checklist

Signage for specific units to be placed outside a classroom or part of a hallway
Map of school, with specific attention to bathrooms, concessions and gym/arena
Garbage bags for trash
Release form (to hold the unit liable for damage)
Gift bag (optional: i.e. sanitizer, Q-tips, makeup remover etc...)

Unit Housing Volunteer Checklist

Chaperone (At least 1) – this way someone is there if something is needed

Warm up Areas (2)

These are the areas that the units warm up. Each warm up area has a designated time allowance, provided by the OIPA schedule.

Warm up Areas Equipment Checklist

Updated OIPA Schedule
Signage to designate area

Warm up Area Volunteer Checklist (These numbers are “Per Shift”)

None – OIPA will provide timing volunteers

Ways to Make Money on your Contest

Proper planning will not only make your show run smoothly, but could also make it a very profitable event for your organization. The following information may be helpful in setting up a profitable event.

Make sure to see enough ads in the program that will pay for your costs in the show.

Try to get Restaurants/grocery stores to donate food items. You can turn this around and sell for profit.

Get Restaurants to donate goods/meals for the judges'. This is less for you to pay and prepare, plus gives the judges' a better quality meal.

50/50 Raffles

Silent Auctions

Sell Flowers that people can buy for performers

Bake good sell really well at a show

Sell "Shout outs" that the announcer will announce between performing units

Coat Check

The bottom line is "making money" and running a great show!

Ways to Make Money – Finances

There are several things that need to be ready when it comes to Money

Entry Fees: The Host gets all the money at the door. It is important that someone is put in place that is very accurate with money.

There needs to be a check made payable to "Ohio Indoor Performance Association" in the amount of what the Contract fee requirements is for your show. This needs to be given to Caren Davis, Treasurer upon arrival at your show site.

Your Helpful Hints

The following are just some simple thoughts that could help you plan your event. These are things that have been tried and developed by past Show Hosts.

Have all phone numbers readily available for anyone. Contest Coordinator, Show Host, First Aid numbers, Police, Fire, Hospital, Towing Service etc...

Have all your volunteers visibly noticed. Have them wear a name tag. Have them wear a band shirt or brightly colored T-Shirt etc... Performers and Spectators will all have questions, and generally do not like to read signage. If they see a bright T-Shirt, they are more likely to ask them for information.

Make sure to have plenty of start up cash on hand for change (Spectator Entrance/Concessions/50/50 etc...)

Make sure all your volunteers know exactly what their job responsibility is and how to perform the task. It is unsettling for a unit or director to have someone that doesn't know what is going on as a go to person.

Custodians are your friends. Make sure you communicate the exact times they will be needed and a list of tasks that need to be done.

The more signage the better.

Communication. Walkie talkies are great!

As we work hard to set up the show, don't forget about the clean up.

"Thank You" cards sent to all who help and/or donate to you is needed. You want them to donate/volunteer at the next event.

You can't advertise enough. Go to the local radio, newspaper, etc... Place flyers all around town at the groceries, restaurants, banks. Announce it at your school's athletic events etc... You will make more money if you fill the gym.



2012 Season Schedule

Jan. 15th	Wapakoneta HS
Jan. 21st	Central Crossing
Jan. 22nd	Olentangy Liberty
Feb. 4th	Firestone
Feb. 5th	Firestone
Feb. 18th	Springfield
Feb. 19th	Springfield
Mar 4th	Richmond
Mar 17th	Guard OIPA Championships
Mar 18th	Percussion OIPA Championships