



Rocky Mountain color guard association

Show Sponsor Application Instructions - 2010

Application Checklist

(Incomplete applications will not be considered)

- ❑ Completed application form with two signatures. One application for each date applied for. (Make as many copies as necessary.)
- ❑ \$100 Check. One check is fine if your unit has multiple choices (ie 1st, 2nd, 3rd date options). A separate check will be required if applying for more than one show in a contest season. (Checks will be returned if your unit does not get a show.)
- ❑ COPY READY Floor diagram filled out.*
- ❑ COPY READY Diagram showing the flow from warm-up areas to performance area.*
- ❑ COPY READY Map to school from all major highways.*
- ❑ Pictures of the performance gym and warm up areas. The pictures must show any obstructions in these areas. *

*Items only need to be returned if the school has changed since the last RMCGA hosted contest or if the school has never hosted an RMCGA contest.

Updates to this packet have been made as of September 21, 2009.

New for 2010

A 25% late fee per day will be assessed for all sponsors who do not pay the required sponsor fee within the given 1 week timeframe.

2010 Dates

Jan 30 – RMCGA Contest

Feb 6 – RMCGA Contest

Feb 12 – RMCGA Contest

Feb 20 – RMCGA Contest

Mar 6 – RMCGA Contest

Mar 13 – RMCGA Contest

Mar 20 - RMCGA Contest

Mar 27 - RMCGA Championship – Site TBD

All shows will be run by The Rocky Mountain Color Guard Association Contest Director and will follow WGI Rules. The Board must approve all exceptions.

Shows will go to the location with the best bid, as determined by the Board in conjunction with the Task Force.

All sites are subject to inspection by a member of the Board. Every attempt will be made to ensure that all units submitting applications get a show, even if it means changing the format for that contest to work in that school. However, good facilities will get first rights on all contests.

Submit applications for each date you may possibly take. Checks will be returned for those applications that do not get shows. Submitting multiple **complete** applications is the surest way to get a show. If you would like to host two contests, please submit two separate applications and note which date is your first choice.

The deadline to submit applications is **October 21, 2009**. No decision will be made on any contest host before this date. After this date any unit wishing to host two contests will be given that chance. The contest schedule will be distributed at the November 8 Membership Meeting.

Details of Show Agreement 2010 RMCGA Contests

Keep this page for reference. You are responsible for understanding the contents of this page before signing application.

Financial obligations of Sponsor

\$100 non-refundable application fee (Checks will be returned to units not getting a show)

Remaining Show Sponsor Fee: To be paid within one week following the contest (checks or bingo transfer will be accepted.)
NEW AS OF 2010 a 25% interest per day late fee will be assessed. Fees will be determined by the attached schedule.

A completed financial statement returned to the Contest Director within one week following the contest.

Awards - Awards are required for the top three in the following classes: Middle School, Novice, Regional A, Scholastic A, and Scholastic Open. Awards are optional for all other classes. Awards must be a minimum of a framed certificate. Sponsors have the option to make more elaborate awards if they wish.

Judge/Staff Meal - Sponsors will provide one full meal for working and trialing judges and official staff (about 30 people). (example: main dish, salad, drink and dessert.) The meal will need to be provided in two stages: 1) approximately 1½ hours prior to the contest for staff 2) 1 hour prior for judges. Consideration should be given that some people are trying to avoid eating meat, please allow for a vegetarian option as well.

Concession - Sponsor always has full concession privileges.

Souvenir Booths - Sponsor may sell whatever they like at their own contest. Other vendors will need to be approved through RMCGA and pay the RMCGA fee. Sponsor will not be able to collect any other monies from these vendors.

Programs - Sponsor has all program privileges.

The Sponsor may not use the Rocky Mountain Color Guard Association name or logo without prior written consent from the Board.

Sponsor Provides

Area for contest at least 70 x 100' with ample space surrounding to permit spectators to move about without encroaching on the floor.

At least one indoor facility for warm-up (if school has a small gym, it should be used). Two warm-up areas are preferred.

Complete access to facility at least 3 ½ hours prior to event. This means **no unit may be practicing in the gym at least 3 ½ hours prior to the performance time of the first unit.**

One or two meeting or class rooms for critique and meal.

Three tables and six chairs in gym 3 hours prior to event.

Signs directing performers and spectators to appropriate areas.

Signs with each unit name. These signs are to be hung in the school hallways at least 2 ½ hours prior to the first performance time. These spaces should be arranged so that units in the same class are not next to each other. The Contest Director will provide assistance with this.

Badges for **all** workers except RMCGA Staff. Anyone without a badge should pay to gain access to performance area.

Personnel

2 Adults for Spectator Entrance

2 Adults for Unit Entrance

2 Adults for Unit Exit

2 Adults for Spectator Tickets Sales

1-2 Adults for Unit Check-in Table

1 Adult to inspect all equipment (Optional)

2-3 extra adults to be placed in areas around the school.

Adults are defined as Parents or responsible high school students. Any position above which requires an adult cannot be manned by anyone under high school age.

Association Provides (the list does not include Regional or Super Shows)

Judges and their salaries, travel and housing

Key staff members

Judges sheets

Sound System and operator

Protective floor covering

All items to mark stands and competition floor

Complete contest schedule

1 Adult for each Warm-up Area – There may be days that the sponsor will need to provide this person due to availability issues.

General Job Descriptions for Personnel provided by host

Unit Check In

Check units in as they arrive before they are granted access to the school. The Contest Director will give you all the information necessary to do this. This may include handing each unit a packet that contains pertinent information for this contest and any other necessary information, direct the units to their “hang out” spot and anything else that may come up. This position is the most visible point of contact for units with questions. The people or person assigned to this table must have complete knowledge of where the closest restrooms are, how to get to and from the warm up areas. Please pick people knowledge of the school layout. Any questions or problems should be brought to the Contest Director’s attention immediately. **These people need to be available 2 hours prior to the contest and are done as soon as the last unit checks in. The prop door must remain with the middle bar out until one hour after retreat has ended or the last unit has removed props from the school.**

Ticket Sellers

Two people should work together at the gate. RMCGA suggests that any member of a schools administration be allowed admittance at any contest at no charge. **These people need to be available 2 hours prior to the contest and are done when the last unit takes the floor.**

Unit Inspector

An adult that will inspect all equipment and props in the staging area. RMCGA contest staff member will provide information as to what to look for the day of the contest. Any questions should be directed to the Contest Director immediately. **This position is optional. RMCGA is not responsible for any damage to the contest floor or warm up area(s).**

Spectator Door Security

As soon as a unit begins their exit from the floor, let paid spectators have free access in and out of the gym. Leave it open until the announcer asks the next unit if they are ready. **At that time close the door.** Contest officials are the ONLY people who may have legitimate business, which requires them to enter or exit during a unit’s performance. **BE FIRM BUT HAVE COMMON SENSE.** Care must be taken to ensure that only paying spectators, unit members, association officials are allowed into the performance area. **NO ONE SHOULD BE ALLOWED TO ENTER FREE OF CHARGE.** Proceeds from admissions go to the host unit. **These people need to be available 2 hours prior to the contest and are done as soon as the last unit takes the floor.**

Guard Entrance

Two Adults to hold doors open for units to enter the gym. This position will be responsible for ensuring that everyone entering through this door has proper credentials for that contest. **These people need to be available 2 hours prior to the contest and are done as soon as the last unit takes the floor.**

Guard Exit

Two Adults to hold doors open for units to exit the gym. **These people need to be available 2 hours prior to the contest and are done as soon as the last unit leaves the floor.**

Concessions

Handle however you would like.

Judges Meal

Prepare, serve, and clean up meal for judges and officials.



Application to Sponsor
2010 Contest

Applications must be complete in order to be considered.

Return To: Kendra Welchel
Rocky Mountain Color Guard Association
1475 W 78th Cir
Denver, CO 80221
Fax 303-265-2903
Kendra@rmcga.org
Pages 6 and 7 must be returned – (Page 7 must be returned only if the school has changed since last RMCGA show was held)

Name of active sponsoring unit: _____

Contact Person _____ Phone _____

E-mail: _____ Fax _____

Facility for contest: _____

Facility Address _____ City, State, Zip _____

Date of show applying for – please indicate first, second and third choice:

____ January 30 ____ February 20 ____ March 13
____ February 6 ____ March 6 ____ March 20
____ February 13

Print name of Principal or Building Supervisor _____

Application fee of \$100 – (Note check # or bingo transfer) _____

Director's signature indicates understanding of and agreement to all provisions outlined in show agreement, detailing duties of sponsors.

Director Signature _____

Signature of Principal or Building Supervisor guarantees use of facilities on date stated. It also indicates the event will be placed on the official school and district calendars.

Signature and Title _____

Date of application _____

Checks payable to RMCGA

Submit separate application and check for each dates you are willing to sponsor. Checks for shows for which you are not chosen will be immediately returned. Applications MUST contain two signatures.

Additional Information

This page must be filled out and returned with your application. This information will be posted on the website so all units know exactly what to expect when signing up for each contest. Applications will not be considered complete until this page is returned. If you returned this page after 2006, you will not need to provide it unless the school has changed.

RMCGA contests will charge the following admission prices:

(These prices do not include Championships, Regional or Evening Super Show)

Adult - \$8 Student with ID/Over 65 - \$6 Children 5 and under will be admitted at no charge

Competition Area Information

Measurement of side wall to side wall (width of entire gym): _____

Measurement of front row of bleachers to back row of bleachers (if used): _____

Number of rows in Spectator side of bleachers: _____ Seating capacity: _____

Approximate ceiling height: _____ Any stairways to contend with? _____

Any permanent obstructions above the competition floor (hoops, lights, etc)? _____

Are there separate Entry & Exit doors for Spectators? _____

Is the Unit Entry door separate from Unit Exit? _____

Do you enter Competition Area directly from outdoors? _____

Unit Entry door width (inches): _____ If there is a center bar, can it be taken out? _____

Is there access to electrical power for units' use? (wall socket is adequate) _____

Do you exit Competition Area directly to outdoors? _____

Unit Exit door width (inches): _____ If there is a center bar, can it be taken out? _____

Is there enough room for participants on the backside? _____

What indoor area is available to stage props prior to competition? _____

Is there an indoor area to fold floors after performance? _____

Warm-up Area Information

Distance to Competition Area: _____

Are there separate Warm-up Areas for Body & Equipment? _____

Body Warm-Up

Measurement of side wall to side wall (width of entire area): _____

Measurement from front of area to back of area (length of entire area): _____

Any obstructions **IN** the Body Warm-up (gym equipment, etc)? _____

Can any sound in Warm-up Area be heard in Competition Area? _____

Equipment Warm-Up

Measurement of side wall to side wall (width of entire area): _____

Measurement from front of area to back of area (length of entire area): _____

Approximate ceiling height (VERY IMPORTANT): _____

Any obstructions above the Warm-up Area (hoops, lights, etc)? _____

Any obstructions **IN** the Equipment Warm-up (gym equipment, etc)? _____

Can any sound in Warm-up Area be heard in Competition Area? _____

Show Sponsor Fees for 2010

<u>Units</u>	<u>Host Fee</u>
1-15	\$560
16	\$580
17	\$600
18	\$620
19	\$640
20	\$660
21	\$680
22	\$700
23	\$720
24	\$740
25	\$760
26	\$800
27	\$840
28	\$880
29	\$920
30	\$960
31	\$1,000
32+	\$1040

State and WGI Regional not included