



YOUR 2009 TOURNAMENT OF BANDS SHOW GUIDE

TWO WEEKS BEFORE SHOW:

1. Double check facility use
2. Finalize performance schedule with Chapter Coordinator
3. Finalize judge pay amounts with Chapter Coordinator – review awards
4. Post performance schedule on TOB website, chapter website and your band website
5. Band Director Information:
 - a. Map/Directions to stadium
 - b. Stadium diagram with enter/exit/power
 - c. Schedule
 - d. Show tickets per TOB - \$400/\$450
 - e. Food stand menu for kids
 - f. Any special notes about stadium
 - g. Emergency contact number day of show
 - h. THIS CAN BE POSTED ON YOUR BAND AND/OR CHAPTER WEBSITE
6. Finalize program with printer
7. Finalize booster workers/schedules
8. Invite school administration to attend
9. Trophy/Award order finalized

ONE WEEK BEFORE SHOW:

1. Reminders to all volunteers
2. Walk through with boosters – use your band
3. Double check field line request with hash marks and front/back yard markers
4. Meet with announcer – review script
5. Check with bands – arrival time for planning?
6. Radio check
7. Arrange copier for tabulator
8. Label tapes by band/group/division(each band gets 6 tapes for basic show or 9 tapes for expanded show)
9. 4 runner for tapes/sheets(2 for up and 2 for field) – these should not be performers
10. Remind administration to attend
11. National Anthem – who will perform?

SHOW DAY:

1. Weather?
2. Your rehearsal – end prior to arrivals
3. Band Guides walk through – warm-up, gate, off field
4. Double check field lines, hash marks, and front/back yard markers
5. Radio communication
6. Bands will start to arrive 2 hours prior
7. Judges arrive 1 hour prior to show – have room available with light snacks, water, etc
8. Don't forget copier
9. Gate person meets with T&P judge for cues
10. Announcer meets with T&P Judge for cues
11. Runners meet with T&P Judge for info
12. Judge pay in envelopes to Chief Judge by intermission
13. Staff/Administration to welcome band
14. Staff/Administration to thank each band

THE WEEK AFTER THE SHOW:

1. Thank you to band directors, feedback?
2. Thank you to boosters, feedback?
3. Thank you to school staff, feedback?
4. Notes for the future

RUNNERS:

1. Do not use performers
2. Pick up tapes/sheets from pressbox
3. Pick up tapes/sheets from field
4. Sheets to tabulator
5. Tapes to director pick-up(bag?)

GATE:

1. Band crosses goal w/ T&P signal
2. Pit equipment enters as previous clears
3. Keep gate area clear