

# **MCCGA Contest Checklist for Directors/Instructors**

1. Be sure to submit Unit Fact Sheet online (once link is available) prior to your first festival. Will be found on schedule page, page will be updated when your form has been submitted. Only needs to be submitted one time. If you need to make a change or update, re-submit via link on [MCCGA.org/schedule page for festival](http://MCCGA.org/schedule page for festival).
2. Educate parents/staff/members about contest etiquette. Make sure parents know that there is an admission charge for all events and tell them to arrive early so they don't miss your performance. Tell them that there is a "No Flash Photography" rule at events. Spectators should not talk/be distracting during performances. Spectators should not enter or leave during performances. Spectators should encourage all performing units on the floor with cheers and applause.
3. To avoid problems and delays, make sure your props can fit through a standard door prior to arrival. It's a good idea to practice with your floor crew prior to your first performance, and discuss how to load and unload props for performances. Make sure you know if there will be prop storage and where it is at show sites, times for unloading/loading props, and times for props at the ready line - communicate this with your floor crew.
4. Always check the MCCGA web site for last minute announcements, performance times, maps, etc. Schedules are subject to change due to promotions during the season, so check the schedule frequently during a show week.
5. Download the Information packet from the website to familiarize yourself with the contest site, pay special attention to the timeline to assure your floor is folded properly. Information will be in the Director's Forum. If you have questions, contact the Festival Host.

## **CONTEST SITE INFORMATION**

- 1) UNIT CHECK-IN. All unit members should be checked in together at each contest with Director.
- 2) Check in members plus 7 floor crew members. All others will need to purchase a ticket. Director's Badges will be issued at the beginning of the season

and should be worn to all shows. If a unit director does not wear/loses Director Badge, you should be prepared to utilize one of your floor crew passes.

3) Unload equipment, props, etc. and store in designated area. Park buses and truck/trailer in designated or appropriate area.

4) Unit storage area (sometimes in hallways, designated classroom) is where your group will put belongings. Host sites are not responsible for security. It is recommended to have one of your parents monitor your area at all times. Remind your students to not bring valuables. Floor covering/prop storage may be in a different part of building.

5) Bring your music to the sound table. You will only need to bring your music to the sound table once, unless you change your music. Designated times may be allocated for sound checks. The sound technician and the Contest Director will be responsible for volume controls.

6) Spectator Restrooms should not be used as changing areas unless absolutely necessary. Performing members should not “take-over” spectator restrooms for show preparation (ie.. hair/make-up etc). Discuss and plan ahead with your members how to avoid these common complaints/concerns by spectators.

7) For the safety and health of your unit, performers should wear footwear (shoes/flip flops, etc.) inside and outside show site. Consider having a storage container to collect shoes prior to entering the performance floor. Footwear is not required during your performance.

8) Contest Flow - Familiarize yourself/your staff/crew with the flow of the show. If there is a question or concern, contact the Contest Director or Festival Host. Verify the time-line, to make sure your floor covering, props, etc., are organized and ready to go.

9) Pre-Warm up area - Please be professional and respect other units if you pre-stretch or utilize movement warm-ups prior to the established warm-up schedule. There may not always be hallway space to accommodate your group at all events. There should never be any pre-warm-up equipment spinning, tossing etc... in hallways, classrooms or other indoor common areas at a show site. Units may pre-warm up in areas out site of the performance building. Be aware of safety and weather conditions.

10) Official Warm-ups & Inspection -These are your timed body and equipment warm-ups. Times are found on the detail schedule of each show. There may be a host guide who will meet you and make sure you are at this checkpoint on time. Always arrive a few minutes early. If you are late, you will NOT get extra time in this area. Equipment and props will be checked for appropriate padding. All

wood/metal/hard surfaced edges must be taped/padded. Your unit will be responsible for any damages caused at the Contest site.

11) Ready line - This is your staging area prior to performing. Please keep this area organized and quiet. Director's are responsible for your group being at this checkpoint on time. Make sure you have a current schedule and the correct time.

12) Performance Area - The Timing & Penalty Judge will signal your group to begin set up. You will need to stay behind the "time-line" until the T&P Judge signals your group to cross. This will begin your interval time.

13) Beginning of Performance - Once set-up is complete, the Announcer will ask if the unit is ready. Set-up crew (staff, parents, floor crew) must leave the floor at this time to avoid penalties. Your unit must give a signal to let the T&P Judge know you are ready. Please refer to the MCCGA Bylaws and Rule Book for all rules, penalties, etc.

15) End of Performance - At the conclusion of your performance, your unit will need to clear the "time-line" to stop your unit's performance time. Be cautious of the exit door, as this area can be dangerous. There is no "ballooning" of floor covers during exit. Again, refer to the MCCGA rulebook for specifics.

16) Exit - After your performance, your unit will need to vacate the area as soon as possible. It is recommended to load your floor/props/equipment immediately following your performance. This will help alleviate congestion and delays at the end of the show day.

17) Retreat - Each Unit should have at least one and no more than three members present for the awards presentation. These members will need to report to the designated area immediately following the last competing group's performance.

Members should give a short salute or acknowledgement when the announcer calls your unit name.

18) Critique

- Make sure that you have listened to the judges comments prior to the critique.
- Make notes as to the comments from the judges for dialog when meeting.
- The T&P judge will notify you when it is time for your unit to enter
- Critique is usually divided into 3 areas: Equipment and Movement, Design Analysis and General Effect.

-This is a great opportunity provided for your unit to receive educational input that will benefit them the rest of the season. Take notes.

18) Cleanup/Departure - Make sure your storage area is clean. Always double check to make sure your unit has not left equipment, costumes, music CD, floor covering, props, etc.