

MCCGA Contest Checklist for Percussion Directors/Instructors

1) Be sure to submit your “Unit Fact Sheet” online (once link is available) prior to your first festival. This sheet can be found on schedule page. Only one needs to be submitted for the entire season. If you need to make a change or update, re-submit via link on ***MCCGA.org/schedule page for festival***.

2) *Competition Suite*--Each unit must be registered with Competition Suite in order to receive their commentary. Instructions on how to update and/or revise their registrations is listed in the director forum on the MCCGA website. Competition Suite has been updated with the 2016 unit names and classes.

3) 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. Please share that there is a “**No Flash Photography**” rule at events. Spectators should not talk or 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.

4) To avoid problems and delays, make sure your props and equipment 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.

5) 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. Check the schedule frequently during a show week.

6) 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 check in together at each contest with their unit director.
- 2) Check in members plus seven 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) Spectator Restrooms should not be used as changing areas unless absolutely necessary. Performing members should not "take-over" spectator restrooms for show preparation. Discuss and plan ahead with your members how to avoid these common complaints/concerns by spectators.
- 6) For the safety and health of your unit, performers should wear footwear (shoes/flip flops, etc.) inside and outside show site. Footwear is not required during your performance. If you are not wearing footwear, consider having a storage container to collect shoes prior to entering the performance floor.
- 7) 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.
- 8) Pre-Warm up area - Please be professional and respect other units 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 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.

9) Official Warm-ups & Inspection - These are your 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.

10) Tapping and Padding - According to WGI Percussion rules:
“For the protection of the wooden competition floors, all equipment must be properly taped or otherwise be prepared to assure that damage to the floors will not occur. Inspection will occur at all Regionals and Championships. Damage to the floor such as may occur by dragging the tympani; wheels on carts locking, etc. will be the responsibility of the ensembles and is subject to penalty.”

Clearly this is a vague and broad definition and the subsequent penalty is as well (.1 up to disqualification at the discretion of the Chief Judge). The rationale for the rule is that any item that may cause damage to the floor must be taped or padded to provide protection. It is important to note that the rule allows for penalties for damaging the floor, not for not taping or padding equipment.

So, it is not against the rules to not tape or pad equipment, but it puts the unit at risk for not doing so and, as an MCCGA policy to protect our festival hosts, the following items must be taped or padded prior to entering the performance area (regardless of whether the unit uses a tarp or not):

- Timpani pedals (where the tympani pedal rests on or near the floor)
- Vibraphone, chime, or other pedals (where such pedal may touch and damage the floor)
- Music stand bases
- Wheel locks that may contact the floor (if they are long enough to do so if overextended)
- The bases of any props
- Additionally, all wheels on carts and equipment must be in good working order

This list is meant to be an exhaustive list. If there is an item that a festival host believes may cause damage to the floor, it is imperative that the Festival Director be advised immediately so that the festival is not delayed. Only the Festival Director may prohibit a piece of equipment from entering the performance area.

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) Announcement Procedure:

- Prior to the ensemble entering the floor to setup, the Timing and Penalty judge will announce the start of the interval time. During this time, music may be played through the PA system.
- As the ensemble is setting up, the Timing and Penalty judge will periodically announce the setup time to the director. The Timing and Penalty judge will also monitor the judges to be sure they are ready for the start of the performance. During this time, music will be played through the PA system.
- If at any time the judges are not ready, the interval time will be suspended and the ensemble will be notified of the suspension of the interval time by the Timing and Penalty judge.
- If the ensemble has any pre-show music, the house music will be faded out at the start of the pre-show music.
- When the ensemble is ready, the director will notify the Timing and Penalty judge and he/she will cue the announcer. The music will be faded out and the announcer will say: "Please welcome from (city and state/country), (name of ensemble). (Pause) Performing their program (program title), MCCGA is proud to present (name of ensemble)."
- At the conclusion of the performance, the announcer will say, "(Name of ensemble) from (city and state/country), under the direction of (director's name)." Music will fade in as the ensemble leaves the floor. MCCGA announcer will make no other announcements.
- Ensembles must plan on this announcement as part of their interval time.

14) 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.

15) Critique Reservations-Critique is not required, but highly recommended. You must sign-up if you wish to attend Critique. This sign-up appears several weeks before the event on the MCCGA website. Below is an example of the web hierarchy to access show schedule, critique sign-up and tons of information:

[Forums](#) > [Reserved Area](#) > [Director/Instructor Board](#) > [Festival Information](#) > [2016 Festivals](#)
2/20/16 Edwardsville HS (Guard and Perc)

16) How to 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 Music, Visual and Effect (with both effect judges)...this may change, stay tuned.
- This is a great opportunity provided for your unit to receive educational input that will benefit them the rest of the season. Take notes.
- More on Critique, <http://www.wgi.org/resources/perceducation/CapitalizingonCritique.pdf>

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

MCCGA has 2 facebook pages. Mid-Continent Color Guard Association and MCCGA Education. Both pages have valuable information.