

Francis Howell North High School
MCCGA Festival
February 29, 2020

Dear Director:

Francis Howell North High School is excited to host the twelfth annual “Art in Motion” winter festival and would like to welcome you, your staff, students, and parents to Howell North for this event.

Included in this document is all the necessary information to help make your day run smoothly. Should you have any questions, please don’t hesitate to call my coach, John Tocco, at 636-328-4451 or e-mail him at jtocco@turnkeytec.com.

Thanks,
Megan Hamilton
Director, FHN Guard

Contest Location: Francis Howell North High School
2549 Hackmann Rd
St. Charles, Mo. 63303

Emergency Numbers on day of event:

John Tocco, FHN Guard: 636-328-4451
Rob Stegeman, Director of Bands, FHN 618-910-7061

Contest Start time: 9:30am

Unit Check-in doors open: 8:00am. Please do not arrive prior to 8am

Admission: \$7.00-Adults
\$5.00 for Senior Citizens and Students up to age 18
Children under 5 admitted free

Schedule: The schedule may be accessed at www.mccga.org. For planning purposes, you should plan on arriving at Howell North no later than 1 hour prior to your performance time.

Unit Check-in: Unit check-in will be located at the main entrance to the school and will open at **8:00am**. Please do not plan on arriving prior to 8:00am. Units must check in at least one (1) hour prior to your performance time. Unit directors should be prepared to declare the number of performing members. Penalties will be assessed for false declarations. Performing members plus seven (7) will be admitted at no charge. Any additional staff, prop people etc. above the seven (7) complimentary tickets will be charged the regular admission price- **NO EXCEPTIONS!** Unit Directors should complete the spiel sheet on line at www.mccga.org Units **MUST** check in prior to unloading props. No one will be admitted into the building without the proper wristband.

PLEASE NOTE: Unit check-in is located on the upper level of the school. The performance area is located on the lower level. Props/tarps etc. will not be allowed into the unit check-in area. A separate prop entrance located on the lower level will be utilized for this purpose. **No outside food or drink will be allowed into the school.**

Guides: Each unit will be escorted from unit check-in through the end of your performance.

Storage/Dressing Facilities: Each unit will be given a space in the upper level hallways to store their equipment/personal belongings. Several restrooms are located on the upper level of the school and may be utilized as dressing facilities. Please do not bring any valuables into the school and do not leave any items in the restroom. Howell North and MCCGA are not responsible for any lost or stolen items. **Please make sure your personal storage area is clear of trash when you remove your belongings.**

Footwear, Equipment and Props Protection: Please refer to the WGI and MCCGA documents regarding the proper padding of footwear, equipment and props. All equipment/shoes will be inspected prior to your warm-up time.

Prop Entrance: The prop entrance will be located on the lower level of the school. Due to the limited amount of storage space, props will be allowed entry one (1) hour prior to your performance time and all props will be inspected (including tarp carts) prior to gaining entrance into the building. Any props not properly protected per MCCGA and WGI rules will not be allowed into the building. Any damage to the school will be the financial responsibility of the unit. All props will be removed from the building immediately following your performance.

Performance Area/Interval timeline: We will be utilizing a horizontal timeline for this event. **Units will enter and exit through the same door. (This is to alleviate the need to go directly outside immediately following your performance).** From the judge's perspective, units will enter the performance area from the lower right hand corner of the gym, making their way to the back of the gym to begin their pre-performance set up. At the conclusion of the performance, units will push forward toward the stands until all equipment, tarps etc. are in front of the horizontal timeline. Basketball hoops will be raised.

PLEASE NOTE: A tarp will cover the entire performance area. The front sideline will be marked with a 6" piece of tape as well as the interval timeline. The 5' safety zone will also be marked. Please make sure your performance area is within these boundaries to avoid penalties.

Due to the size of the festival, all performing members will be asked to sit on the back sideline. Please make your performers aware of this.

Tabulation: Located on the back side of the performance gym. Unit Summary Score sheets may be picked up at the tabulation table approximately 30 minutes following the end of your class.

Sound Checks: Sound checks may be completed prior to the start of the contest beginning at 9:00am, during breaks, and if needed immediately prior to your performance. It is suggested that a representative from each unit stay at the sound table during the performance. CD's will be returned to you along with your judge's sheets which may be picked up at the tabulation table. Please remember if you are using an MP3 device for your music, someone from your unit must start/stop your music.

Bus/Equipment vehicle parking: Buses and equipment vehicles will be parked on our upper parking lot.

Spectator Parking: Spectator parking will be located on the west side of the school.

Warm-up areas: *Guard warm-up* will be held in the small gym. Each unit will have one-half of the gym floor and double the warm-up time (body and equipment warm-up time combined) Due to the close proximity of the warm-up gym to the performance gym, music may not be played during your warm-up.

Critique: Please refer to the schedule for critique times.

Concessions: We will have a concession stand in the gym lobby for quick snacks. We will also have a wide variety of food on hand in our concessions area located in the cafeteria on the upper level of the school. Please remember that the money raised at concessions during most festivals is used to fund the winter programs, so please plan on visiting our concessions area.

Prop exit: Units will be directed to the wrestling room immediately following their performance. Tarps may be folded in this area, and props will exit through this door to be reloaded immediately following your performance.

