



Harrisonville High School

MCCGA Winter Guard Festival

Harrisonville, MO 64701

Dear Directors,

MCCGA and Harrisonville High School are excited to welcome you to the 2020 Harrisonville Winter Guard Festival! We look forward to your participation in the day's festivities. Below, you will find information you will need to adequately plan for today's contest.

** Please refer to the circuit website, www.mccga.org for any changes to the schedule. **

CONTEST LOCATION:

1504 E Elm St
Harrisonville, MO 64701

CONTEST DATE AND TIME:

Saturday, February 15th, 2020
Contest begins at 9:30 am
Contest ends at approximately 7:55 pm
Doors open at 7:30 am

ADMISSION:

Adults: \$7
Students (5-18 years old): \$5
Seniors (60+ years old): \$5
Children Under 5 FREE

- **Payment:** Admission will be sold on a cash basis.
- **Please note:** MCCGA does NOT provide free admission to bus drivers. If you wish to provide your bus driver with admission to the contest, you will need to use one of your 7 staff wristbands or purchase a wristband at the spectator/unit entrance. Wristbands will be sold at the unit check in for additional staff members.

UNIT CHECK-IN:

- Units will check in at the main entrance to the school (Located on the south of campus)
- Units will need to check in no later than one hour prior to their performance time.
- Please be sure to complete your UNIT FACT SHEET online at www.mccga.org prior to your arrival at the contest. We suggest you bring a backup copy with you, just in case.
- Be prepared to declare the number of marching members for each of your groups, at this time. Penalties will be assigned for false declarations.
- All marching members will be given a wristband at unit check-in. They are always required to wear this band while at the contest.

- You will also receive up to 7 complimentary staff bands at Check-In. Directors will be expected to use those bands to take care of their staff, volunteers, and bus drivers. Any additional staff or volunteers (after your complimentary 7) must purchase tickets at the Unit Check-In Area.
- A contest guide can be provided to you at Unit Check-In. They will help you find your equipment storage area and answer any questions you may have about the contest flow. The guide will only be with you at the time you check in until you have arrived in your storage area, they can come back to take you to the holding area for warm up if needed. Maps will be located around the school to help you as well.
- Additional contest information will be provided to you at Unit Check-In (maps, performance & critique schedules, etc.) or you may find these items on the MCCGA website located on the Harrisonville Festival Page.

SPECTATOR ENTRANCE & PARKING:

- All spectators must enter through the Commons entrance on the West side of the school (there will be exterior signage).
- The street entrance to the festival will have people there to assist you with directions
- Spectator Parking will be located on the West Side of the School, outside of the Main Gym (please refer to the attached map for further clarification).

BUS/TRUCK ENTRANCE & PARKING:

- The street entrance for Buses and Trucks, is on the East side of the school.
- Buses will enter on the west side to drop performers off in the circle drive outside of the main entrance and then circle around to their parking.
- Trucks will travel to the northeast corner of the spectator parking to drop off tarps and props - no earlier than 1 hour prior to your performance time.
- Buses will park in a separate lot (NOT Spectator Parking) on the Northeast corner of the campus. (To get to this parking lot, you will turn right at prop loading area - please refer to the attached map for further clarification).
- Trucks may move to the prop loading area 30 minutes prior to their unit's performance time to ensure that props may move immediately to loading. We will only provide temporary holding for props and tarps after performance. If you need a more long-term holding area due to multiple units performing, please contact Amy Wilson to plan arrangements.

SIGNAGE/MAPS:

- Directional signage will be posted outside the school.
- Site and school maps will be available through www.mccga.org and be posted around the school.

ASSISTANCE:

Our goal is to provide you with the best festival possible. If there is anything that my staff or I can assist you with, please let us know. Harrisonville students and parents will be available throughout the day to help. Please feel free to utilize them. They will be wearing name badges and Yellow Festival shirts.

SCHEDULE:

- Warm-Up and Performance Schedules are included in the director's packet (an updated schedule will be available and provided at unit check-in). They will also be posted around the school.
- Please refer to the circuit website: www.mccga.org for the most up-to-date scheduling information and changes.

EQUIPMENT STORAGE:

Space will be available for personal items and equipment storage, but please understand that storage is very limited. Stretching in the storage area may not be possible because of limited space. As a convenience, we will provide a room for units to stretch in. You may use this room no more than 10 minutes prior to your Holding Area report time. There will be no equipment or dance warm up in this room as it will not provide enough space. MCCGA, Harrisonville High School, and Harrisonville contest workers (staff, students, and parents), are not responsible for lost or stolen items.

DRESSING FACILITIES:

- Bathrooms will be available on-site, however, there is very limited space. Units will be directed to these areas at Unit Check-In.
- We ask that you please vacate these facilities as quickly as possible.
- Hair and Makeup can be completed in the hallways around unit storage.
- Please do not leave any items in the dressing areas - MCCGA, Harrisonville High School, and Harrisonville contest workers (staff, students, and parents), are not responsible for lost or stolen items.
- Please do not use the restrooms by the Spectator Entrance to change. These restrooms are reserved for spectators only.

FOOTWEAR & EQUIPMENT PROTECTION:

- All equipment must be padded and taped.
- Any props must be protected so as not to damage the floors.
- Soft-soled shoes do not require additional protection.
- Hard-soled shoes must be taped.
- NO EXCEPTIONS - Any equipment/props that Harrisonville volunteers feel need to be taped, will be required to be taped.

TARP/PROP/EQUIPMENT UNLOADING & STORAGE:

- Guards will be allowed to unload their tarp, props, and equipment NO EARLIER than 1 hour prior to their unit's performance time. The prop entrance is located on the north side of the school and will be marked with exterior signage.
- Have your tarp crew meet in the hallway by the warmup gym NO EARLIER than 7 minutes prior to your unit's performance time. There is not a lot of room in this hallway, and we need to accommodate performers entering/exiting the Warm-Up and Performance Gyms.
- Units will be expected to reload their tarp, props, and equipment immediately following their performance.
- Please refer to the CONTEST FLOW document for further clarification.

MUSIC:

- A laptop for CDs, an aux cord, and dongle will be provided for your use, or you may utilize your own deck and plug it in to the system we have provided.
- Please deliver your music to the sound table, located on the north side of the Performance Gym, prior to your unit's performance. *It is strongly suggested that you have a backup format of your music.*

- If you provide a CD with multiple tracks, you must notify the Sound Engineer of the correct track.
- It is a requirement of MCCGA that a representative from your unit stay with the Sound Engineer during your performance.
- Sound Check will be provided 1 hour prior to the contest start time and during breaks (at the discretion of the contest director). Please plan your arrival to ensure you have enough time to complete a sound check prior to your performance.
- Unit directors may pick up their music next to the Sound Table, shortly after your unit's performance or during a break.

WARM-UP AREA:

- Body and equipment warm-up will be located in the Auxiliary Gym, with no movement between the two. Performers will transition **to a holding area** prior to their warmup time. Refer to the Contest Flow Map and warm-up schedule for times.
- Guards warm-up location will be indicated on the warm-up schedule.
- Please do not utilize other areas of the school to warm-up on equipment prior to your actual warm-up time.
- Music will not be allowed during warm-up, as the Warm-Up Gym and Performance Gym share a wall.
- As a convenience, we will provide a room where units can stretch before their performance. It is first come, first serve. Units with an earlier performance time should take precedent for room use. There will be no equipment or dance warm up in this room as it will not provide enough space.

PERFORMANCE AREA/INTERVAL/TIMING LINE:

We will be utilizing a vertical timeline at this contest. If looking at the floor from the spectator's perspective, Units will enter from the lower left and exit from the upper right. Please refer to the CONTEST FLOW document for further clarification.

DIRECTORS AREA:

We are providing a room for Directors/Bus Drivers **ONLY**. This space is meant to be a quiet area for you to listen to comments before critique, or just relax after your performance. It is located by the Tarp Folding Area. We will have a few small pre-packaged snacks and water available. You may feel free to charge tablets or phones while you are present. There will be a contest worker available, however, they are not responsible for looking after personal items. Please do not leave personal items in the room for storage. MCCGA, Harrisonville High School, or contest workers are not responsible for lost, stolen, or damaged items. Please refer to the attached map for location.

TABULATION & JUDGING AREAS:

These areas are off limits to everyone except for authorized personnel.

VIDEOS:

No video cameras will be allowed in any contest venue and no authorized space will be provided for groups to record their performance. Any liability associated with unauthorized recordings will rest with the individual or organization making the recording. MCCGA does not condone, nor accept any liability for, any unauthorized recording during the event.

TARP FOLDING:

- Tarp Folding space will be available in our Multi-Purpose Room (refer to the CONTEST FLOW document for further clarification).
- Tarp folding will be on the far side of the area. This area will be shared with concession but should still provide adequate room for folding.
- Props will travel to the loading area from this area which is straight down the hall by the tarp refolding space.

CONCESSIONS:

Our Concessions Stand will be in the south corner of the Multi-Purpose Room. This stand will serve Hamburgers, Hot Dogs, Candy, Pretzels, Nachos, Soda, and Water. We ask that you please do not bring any outside food into the contest. All profits from this stand, go toward funding the Harrisonville Band and Guard program.

JUDGES COMMENTARY/SCORE SHEETS:

- All MCCGA Festivals will utilize Competition Suite for commentary processing.
- Please make sure to sign all your staff up to receive this commentary (instructions available in the director's forum on www.mccga.org) prior to the day of the festival.
- Unit directors may access recaps through Competition Suite after the retreat for that class.
- If you have questions about how penalties will be assessed, please consult the MCCGA rules and procedures manual.

If you have more specific questions regarding penalties or boundary lines on the day of the contest, please ask the Timing and Penalties Judge when you enter the gym for your performance.

RETREAT:

- Captains retreat for Scholastic Cadet, Scholastic Regional A, and Independent Regional A guards will begin at 3:00 pm.
- Captains will line up in performance order, in the Warm-Up Gym, after the final unit in this group performs.
- Captains retreat for Scholastic AA, Scholastic A, Independent A guards will begin at 7:55 pm.
- Captains will line up in performance order, in the Warm-Up Gym, after the final unit in this group performs.

CRITIQUE:

- You were required to sign up for critique on the circuit website at www.mccga.org, no later than 4 weeks prior to the date of the festival.
- Please refer to the schedule for critique times. We will also provide a critique schedule at Unit Check-In.
- Critique will take place in the Library – Located in the center of the school by concessions (refer to the CONTEST FLOW document for further clarification).
- Critique for Scholastic Cadet, Scholastic Regional A, and Independent Regional A guards will begin at 3:15 pm
- Critique for Scholastic AA, Scholastic A, Independent A guards will begin at 7:55 following retreat.

RESPECT OF SCHOOL PROPERTY and "OFF-LIMITS" AREAS:

We ask that you please instruct your students to be respectful of others property in the hallways. Anyone found defacing or destroying property will be asked to leave, their school will be required to repair the damage, and their team will be recommended for disqualification to the chief judge of the festival.

- Please Note: Some areas of the school will be off-limits. Please instruct your students and staff to please not enter these areas for any reason (including restrooms).

If there are any questions, please feel free to contact me. We look forward to seeing you at our festival on February 15th!

Sincerely,

Amy Wilson

Guard Director

Harrisonville High School

Cell #816-679-0629

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