

# Lee's Summit West Winter Guard Festival

On behalf of our staff, students, and administration, we'd like to welcome you to the Home of the Titans! Please find below the information needed to help you prepare for your day. Please check the website, at [www.mccga.org](http://www.mccga.org) for any changes or schedule updates.

## **Location:**

Lee's Summit West High School  
2600 SW Ward Rd.  
Lee's Summit, MO 64082

## **Date and Time:**

Saturday, March 14, 2026  
Contest begins at 10:00am  
Spectator doors open at 8:30am

## **Schedule:**

A current warmup and performance schedule may be accessed through the website at [www.mccga.org](http://www.mccga.org)

## **Admission:**

\$10 Adults, Senior Citizens & Students (Ages 5 and up)  
Children under 4 FREE  
Cash Only (exact change appreciated)

## **Emergency Contact Information:**

Abby Vanderman - Lee's Summit West Guard Director  
Cell Phone: 816-308-8958  
Email: [abby.bishop@lsr7.net](mailto:abby.bishop@lsr7.net)

## **Unit Check In:**

Be prepared to declare the number of performing members. Penalties may be assessed for false declarations. Performing members, seven (7) staff, and the director will be admitted with no charge. Directors are expected to take care of their staff and bus drivers with the same comp tickets as no extra passes will be provided for these individuals. Units must check in 90 minutes prior to the performance time.

## **Schedule:**

The performance and warm up schedules will be posted online at [www.mccga.org](http://www.mccga.org)

## **Spectator Parking & Entrance:**

Spectators will turn into the school parking lot at the stop light on Ward Rd. Guests should park in the North-West Parking Lots, across from the tennis courts. Guests will enter the building through the Courtyard doors. **Look for Signs & Staff Volunteers.** Remind your guests to not leave valuables in their cars. ***Lee's Summit West is not responsible for lost or stolen items.***

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## **Bus Parking & Entrance:**

Buses will turn into the school parking lot at the stop light on Ward Rd. Buses will take the first left into the parking lot at the front of the school. This is where the Unit Entrance will be located. Buses parking is in the lot next to the unit entrance and overflow will be in the circle drive. **Do not drop students off at the back of the school at the prop/floor drop off!**

## **Equipment, Floor, Props, Loading/Unloading Storage:**

The Prop Unloading/Loading area will be located on the West side of the building facing the football field, two large gray doors will be propped open with event volunteers there to greet you. The majority of props/floors will be kept in the Aux N Gym. Please refer to the festival map document for further clarification. Equipment trucks/trailers should circle back around and park in the lot on the West side near the football field. Please note: buses are also parking in this lot as well.

Please review the Festival Warm-Up document to determine your time to unload props and floor. To make room for other units, please load your equipment, props, and floor as soon as possible after your performance.

Each guard will have a space in the hallways. Space will be available for personal items and equipment bags in the hallway spaces, please understand that storage is limited. If you are traveling with multiple teams and you want their home bases to be together, please notify us ASAP. It might be difficult to change the day of.

## **Floor Folding:**

Floor folding space is available in the Aux North Gym (same as equipment, floor, and prop storage). Please be prepared, as this area is only half of the gym than the performance floor due to the other half being utilized for storage. You will have limited time in the folding area and departure hallway. You should hurry as the next unit may be entering. Please refer to the flow document for further clarification.

## **Dressing Facilities and Restrooms:**

Restrooms are available on site for students to change as needed; however, space is limited. These dressing rooms are located in the hallways where Home Bases are located, please refer to the map. Please clean and leave these facilities as soon as possible to make room for others. Hair and makeup can be complete at your Home Base. Please do not leave items in the dressing areas. ***MCCGA and Lee's Summit West High School are not responsible for lost or stolen items.*** It is requested that the restrooms near the Field House and Cafeteria be used by spectators only. Please notify the volunteers at the Unit Check-In table if a restroom needs attention (i.e. toilet paper, trash cans, etc.)

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## **Footwear and Equipment Protection:**

All equipment tips on rifles, flag poles, and sabres must be padded and taped. Any props must be protected so as not to damage the floor. Soft-soled shoes need no added protection. Hard-soled shoes must be taped. Any equipment/props that volunteers feel need to be taped, will be required to be taped.

## **Music:**

**We request you upload music to our Google Drive by 03/12/2026**

When uploading the music, please title it with the name of the unit and classification. For example: "Lee's Summit West SRA" and drop it into the appropriate classification folder. We will test the music file on Thursday or Friday before the festival and will email you with any complications we find. If you are not able to upload, all performance music should be delivered to the sound table and be clearly marked as above.

Regardless of your music delivery method, please still come to do a sound check! The sound table is located on the upper level of the gym. Sound check will be provided 1 hour prior to the contest start time and during breaks (at the discretion of the contest director). We will provide a CD player and a 3.5mm Aux Cord. Music should be of good recording quality with CDs marked as to which track. CDs will be ripped to the computer. If using the aux cord, units are responsible for any adapters they may need to connect the aux to a device.

It is encouraged that you have a backup of your music and that a representative from your unit stays with the Sound Engineer during your performance. We are not responsible for any sound errors that may occur.

## **Warm Up Area:**

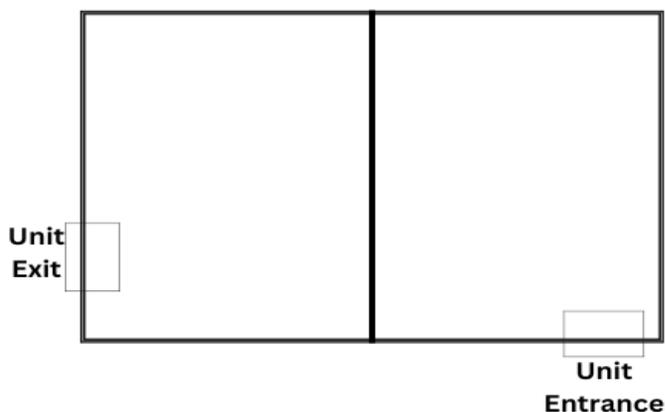
The Aux South Gym is located next to the Prop/Floor Storage and Floor Folding gym. It will be split into A/B sides, your location is indicated on the warm-up schedule. Please do not utilize other areas of the school to warm-up on equipment prior to your actual warm-up time. If you choose to use music during warm-up, you should bring your own speaker/device and be respectful of the other units warming up in the gym as well.

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## Performance Area and Timeline:

We will utilize a **vertical timeline**. If looking at the floor from the spectator's perspective, the units will **enter from the back left and exit to the back right**. You will cross the hallway and go directly into the Aux North gym for tarp folding and prop loading/unloading. Please load props, equipment, and floor immediately after your performance. Refer to the contest flow document for further clarification.

## Spectator Seating



## Videotaping:

WGI and MCCGA have adopted a **No Videotaping Policy** at all festivals. This is due to the continued Copyright Infringement issues that WGI deals with. Any liability associated with unauthorized recordings will rest with the individual or organization making the recording.

## Concessions:

Concessions will be available throughout the day, from when the doors open til the final awards. Cash and card will be accepted. The concessions area is located in the Cafeteria by the Spectator Entrance into the gym. We will offer a variety of food and drink options. **Outside food and beverages are not allowed into the contest. No food or drinks are allowed in the gym. Lee's Summit West is a smoke free building and campus.** Please utilize the tables in the Cafeteria for eating and drinking and help us by cleaning up after yourself.

## Tabulation and Judging Areas:

These areas are off limits to everyone except authorized personnel. Please be respectful to these taped off areas in the stands.

## Score Sheets and Judges Commentary:

All MCCGA festivals will use Competition Suite for tabulation purposes and commentary processing. Through Competition Suite is where you will be able to access all recaps and judge comments from the festival once they are processed and posted. Lee's Summit West does not offer public wifi.

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## **Retreat:**

Captains will report to the Aux South Warm-Up Gym and line up in performance order. During awards ceremonies, the number of **unit representatives is limited to 3 performers per unit**. More information will be shared the day of the show by our Site Directors.

## **Judges Critique:**

Judges critique will be located in the Judge's room downstairs in room 117. Units will pass by this room on their way to warm-up.

## **Photos:**

Professional pictures will be taken by BJohnson Photography and can be found at:

[www.bjohnsonphotography.com](http://www.bjohnsonphotography.com)

Group photos will be offered at our competition this year. Belinda will be set up in the refolding Aux Gym, please utilize this time after your performance to get a group photo! Printing and Pickup will be located in the Aux Gym as well.

## **Respect of Properties and "Off Limits" Areas:**

We ask that you please instruct your students to be respectful of others' property in the hallways. Please do not prop any doors open. Some areas of the school are off-limits. Do not enter the posted or locked areas.

## **Assistance:**

Lee's Summit West parents, students and staff will be available throughout the day to assist you. Please feel free to ask any of them to help you. There should be someone at Unit Check-In for almost all of the day. Volunteers will be wearing a yellow lanyard with a Volunteer Badge.

Best of skill to all performing units!

- Abby Vanderman