

# GATEWAY BAND CONTEST

1. Coordinator of Facility
  - 1.1. Chair Parking
  - 1.2. Chair Judges
  - 1.3. Chair Grounds
  - 1.4. Starters
2. Coordinator of Bands
  - 2.1. Chair Band Hosts
  - 2.2. Chair Water
3. Coordinator of Publicity
  - 3.1. Chair Ticket Sales
  - 3.2. Chair 50/50
  - 3.3. Chair Candy Grams
4. Coordinator of Concessions (Lower & Upper)
  - 4.1. Chair Concession
  - 4.2. Chair Bake Sale
  - 4.3. Chair Fundraisers
5. Coordinator of Programs
  - 5.1. Chair Ad Sales
  - 5.2. Chair Program Editor
  - 5.3. Chair Program Sales
6. Announcer
7. Money Collectors
8. Sign Maker and Placer

## Detailed Committee Responsibilities

### 1.0 Coordinator of Facility

- Create map of facility showing practice areas, bus parking, band seating and walkways for band members Old one attached/included with this info
- Athletic Office (412-373-5750)
- Maintenance Office – Supervisor Cliff Shearer (412-373-5720)
- Available for any questions at any time and especially the day of the contest.
- Responsible to have the Announcer informed of the day and what will be expected.
- Greet any guests (school officials) that may attend.
- Let money collectors know where people selling items are located, or they can check for themselves on contest day.
- Obtain a safe place for the Treasurer and helpers for money drop off, (last time we used the music library adjacent to the band room).
- Coordinate signage with the ground person for restrooms, concessions, and handicap areas, candy grams, parking, concessions, tickets, bake sale, fundraisers, judges areas and whatever else you can think of that needs a sign
- Arrange for a large sign to be displayed two weeks before the contest on the fence near route 48 if possible. (The sign is in the uniform room on top of the closets.) Haven't been able to find a good place to put sign for last couple of years since Monroeville changed traffic lighting, but we still have the sign and Signs by Tomorrow will update if for a small (?) fee.
- Arrange with secretary, Rika Cleary, in Superintendents office for getting the contest on the Gateway message board on Route 48.
- On contest day : verify that all locations are available and open
  - Press Box doors all unlocked
  - Green Gates unlocked in three places
  - Lights on by 4:30PM at all fields and parking areas
  - All bathrooms are accessible.
- Get golf cart from garage beside front entrance to sports complex, mostly used to shuttle water to place where band requests it and also used to transport handicapped people – must make sure to get key from Athletic Office on Friday before contest. In 2007, we got a second golf cart and it was extremely helpful running food between concession stands and shuttling staff. I would recommend having two for every contest and especially PIMBA.
- Sound system room on third floor of press box open – test sound system power switch on front, wireless mike in the drawer. Make sure have extra batteries for wireless mike.
- Set awards table on the track at 50 yard line
- Arrange to get orange cones from maintenance for parking areas
- Arrange to get shuttle/mini bus (one or two) from Laidlaw – they get a free full page ad in the program for their help.
- Ambulance Service – check with #4 Fire Hall
- Arrange for Monroeville response truck from #1 Fire Hall through Joe Hyzy

## 1.1 Parking

- Create parking map showing, handicapped, dignitary, pit trailer and pit truck parking. This map is included in the packet for the visiting band directors. Sample included with this packet.
- Use large sign at main entrance to high school to direct buses and trailers, band hosts will be there so parking doesn't need to station any parking people there, save for somewhere else. Large welcome sign is in one of the band room practice rooms right now.
- Provide flashlights to parking people
- Provide orange and reflective vests to parking people. (We previously borrowed these from Joe Hyzy #3 Fire Hall, but should look into getting a few cheap ones)
- Create signs for shuttle pick up area with flags or balloons so people can find the bus stop
- Can use golf cart to transport handicapped
- Direct Buses and Trailers to appropriate spaces, using signs as much as possible to reserve people for other areas
  - See if want to leave all equipment trucks in student parking lot because drivers leave the trucks and can't always be found to move them if they are blocking another truck.
  - CAREFULLY plan the parking in the Sports Complex parking lot to make enough room for all to get in and out.
  - No cars on the permitted up by the sports complex or auditorium, in 2007 did use for handicapped parking area.
  - Road by auditorium is band walkway ONLY. Roadway blocked with large welcome sign.
  - Assist with bus parking in sports complex
  - Assist with pit trailers in student lot along MSMS field edge or along tennis courts
  - Assist with handicapped parking in student lot small section next to Moss Side Elementary
- Designate shuttle bus pick up spots
- Mark Handicap Parking using cones from maintenance
- Can use parking at Moss Side Middle, Moss Side Elementary, Senior Citizen Center (make sure there are no events planned for that night) and Monroeville Library
- Parking for Gateway Booster staff will be out of way of way behind cafeteria/loading dock area in back of school
- If we expect many people, in the past we have arranged with the Medical Arts Building to use their space and used Laidlaw shuttle bus to transport across the intersection. Could check with Teen Oasis.
- Could possible use parking at Teen Oasis if they agree
- Make sure Facility coordinator has requested at one or two shuttle buses from Laidlaw, our school bus transportation company (they get free full page ad in program book)
- **Number of People Needed 10-12.**

## 1.2 Judges

- Set up the press box for judges and make sure equipment is returned.
- Parking should direct judges to park behind cafeteria close to green gates so they can get to press box area easily.
- Meet and show judges where they will be. Director will know what time they are coming.
- Purchase refreshments for judges area, sandwich ring, pasta salad (Sam's Club) and cookies from bake sale
- Show judges where they will be to judge, conference room for critique, bathrooms in the press box., can use elevator to transport
- There are two rooms as well as two outside areas available on the top level
- Have a two or three runners (students) for the judges tapes, to transport tapes and sheets to and from lower levels to the judges area on middle floor of press box.
- Find out where the critique area will be (second or third level conference room in Press box) for after the performances and inform sign making person
- Use large cooler in press box second floor for cold beverages
- Set up coffee maker or hot drinks as needed (coffee and hot chocolate are popular in cold weather)
- Find out if need to pick up any judges at the airport
- **Workers 2, plus 2 or 3 student runners (6<sup>th</sup> grade and older) for tapes**

## 1.3 Grounds

- This person can be same as Facility Chair and must coordinate with that person.
- Responsible for the setting up of all table and chairs; these can be set up on Friday night before the contest if we don't have a conflict with a football game
- Assign the Bands seating areas – will need number of those in each band
- Make signs for band seating in stadium – have taped them to seats before
- Make seating map of stadium – will be included in the packet for visiting bands
- At the end of the night take down all of tables and chairs and have them where maintenance will retrieve them. – usually by lower concession stand
- Secure the back entrances if necessary.
- Set up reserved seating, about 8 seats, for staff viewing in folding seats at top of bleachers under press box, using yellow caution tape and/or signs.
- Designate some area for handicapped seating
- The chairperson should coordinate contact with the fire and ambulance present
- Ask where to get high stools for the ticket booths. They are not kept in the ticket booths.
- **Workers needed 6. People can early and late even if do another job during contest.**
  
- **Suggested list of tables and chairs needed**
- ORDER FROM MAINTENANCE (412-373-5720) TWO (2) WEEKS PRIOR,
- CALL 2 DAYS PRIOR TO CONFIRM

We can request what we think we will need, but will have to take whatever they can find for us. We may have to get some on our own to make up what we need.

• Awards at 50 yard line on track	2 tables	0 chairs
• Judges (near gate opening, by 50 yard line)	2 tables	4 chairs
• Cookie sales (top)	2 tables	2 chairs
• Cookie sales (bottom)	2 tables	2 chairs
• Raffle	1 tables	2 chairs
• Baskets/Button/shirt sale/fundraiser	1 tables	2 chairs
• Candy Gram Sales	1 table	2 chairs
• Program Sales(gate)	1 tables	2 chairs

## 1.4 Starters

- Need **two** people to be starters to coordinate bands moving on and off field with the Timing and Penalty Judge.
- May need one alternate for relief, could be someone who is hosting an early band.
- These two people are located on the track where the band and pit come onto the field and assist them in starting onto the field at the correct time.
- Starters must be available to talk with Timing and Penalty judge prior to the contest to get their instructions
- Recommendation from previous coordinator: Walkie-talkies would be helpful to coordinate with parking and band hosts so they know who is coming and when.
- **Workers needed 2 minimum, third for relief. Can get someone who hosted an early band to come over later to give first two starters a break.**

## 2.0 Coordinator of Bands

- Invitation to band is via the PIMBA website and we would only invite non-PIMBA members at the Gateway Band Director's (GBD) request.
- Obtain Booster Information from GBD through the PIMBA website.
- This coordinator can also serve as one of the chairs in this area, Host Band Chair, if needed

## 2.1 Host Bands

- Set up Welcome Station at first stop sign where busses arrive
- Be there early. Some bands come 1-2 hours before warm-up time.
- One host per band will meet the Bands as they arrive and stay with them until they are done performing and escorted to their seats.
- Ask where bands want their water delivered after their performance.
  - Choices are their designated seating area or their busses.
  - For the last two bands performing who may not sit in their seats, they may want their water in the field end zone area once they come off the field.
  - Call water delivery person and let know where each band wants water delivered.
- Host will:
  - **Politely keep them on schedule**
  - Stay with the marching members
  - Escort them to their practice/warm-up area
  - Escort them to the field
  - Make sure they get their water after their performance
  - Escort where they want to go. (Seating or buses).
- If second host is available they could accompany the pit to their location and stay with them
- Early hosts may host a second band or relieve other workers in other areas of the contest – **MUST ALLOW** at least **TWO HOURS** until second band.
- Keep extra copies, at least one per band host, at welcome station
- Pass out a packet to the visiting band director and **SMILE**, they may be very stressed.
- Keep all packets at Welcome station – make an extra packet to keep at Welcome Station
- Packet contains:
  - Map of the area showing warm-up areas, bathrooms, pit unloading and practice area, concession area, critique area, staff viewing area
  - Schedule detailing arrival, warm-up and performance times – from PIMBA website
  - Location of post performance seating
  - Complimentary program
  - Location for picking up judges tapes
  - Critique location
  - Gate Passes for staff, pit crew and chaperones and bus drivers – OR used hand stamps last year.
  - Hand stamps (bingo stampers) are located in box in uniform room closet
- **Number of workers 12 (at least as many as we have bands attending, although early hosts may also host a later band)**

## 2.2 Water

- Obtain the Water – get totals needed for bands from Contest Coordinator
- If possible can chill water, previously we used one of the refrigerators in the high school cafeteria.
- Take along large pull tie garbage bags for disposal of empty bottles
- Find out where the Bands want their water from the host bands chair person.
  - Water may be delivered wherever director chooses, the stands, buses, or trailer at the band's director or representative's choosing
- Check-in with parking chair once in a while to see if anyone needs a ride
- Chair is responsible for Golf Cart from Athletic Office (AO), permission from Athletic Director (should be included with the building forms, but AO doesn't always include the golf cart , they seem to want that as a separate request)
- Need to get the key from the Athletic Office on Friday while office is still open.
- Also responsible for clean up of empty water boxes and extra bottles and boxes at end of the event.
- Can get clean up helpers to help with water bottles.
- **Number of workers 2 minimum, 3 better.**

### **3.0 Coordinator of Publicity**

- Posters throughout the Communities placed about 1 month prior to the contest. The posters can be given to each family for distribution.
- Consider wire and plastic step on yard signs
- Newspaper
- TV/Radio
- We have a large sign that used to go over Rt. 22; dates on the sign were changed by “Signs by Tomorrow.” However, the new design (since 2004) of the traffic light over Rt. 22 doesn’t permit hanging the sign. If there is another place to put the sign we can still use it.
- Contact Gateway Video Club – Juanita Kollar (412) 372-5300 – for them to tape the show for broadcast on the GMCCTV channel if band director wants it.
- Usually each band gets a video of their performance, check with our band director
- Notify the Webmaster of information about the contest to go onto the band’s website as it becomes available.

### **3.1 Ticket Sales**

- Order the Tickets or print ourselves (about 120 in 2007)
- Decide on who will get a complimentary ticket and have list of comp ticket receivers at main ticket booth.
- Determine price for tickets based on Gateway Band Directors recommendation and PIMBA website, in 2007 \$7 adult and \$4 student ( grade-high school and college) and seniors 65+, prices are higher for PIMA Championships (\$10 adult and \$5 )
- Offer, if want to, discount price for alumni band members that we have contacted prior to the event.
- No one to enter contest unless have stamp. Previously we included passes for each bands chaperones, pit crew, and staff in the packet given to director when band arrives.
- Setup Sales locations with Grounds Chair, previously at lower gate and upper gates by band room and back gate.
- Signs are to be made listing the price of the tickets –coordinate this through the ground person
- Sell tickets at ticket booths
- The ticket booth is to remain open until the last band (host band) enters the field.
- Get hand stamps needed for entry – located in box in Uniform Room
- Collect tickets at entrance gates and stamp hands for reentry, recycle tickets back to booth.
- Assist Handicap at top gate or lower gate wherever they choose.
- Presale to Boosters at meetings – adult tickets only at \$1 less than gate price.
- There are aprons to assist sellers, in Uniform Room
- **Number of workers – 7**

### 3.2 50/50 Raffle

- Sell the 50/50 chances to raise money.
- Extra tickets from previous year located in Uniform Room closet.
- Make signs listing the price of the tickets and place at entrances
- All tickets torn in the amount to be determined prior to contest, can tear strips Friday night or Saturday morning.
- Sold tickets for 20 for \$5 and \$1 for 3
- Workers had badges that read “50/50 Raffle \$5 for 20 \$1 for 3”
- Use aprons to collect money (located in Uniform Room) and Collection cans to hold sold stubs.
- Determine selling locations
  - Entrance gates, lower and upper
  - In stands between shows sellers walk the stands with the tickets, sitting when a band comes on, and then resuming where you left off.
  - Pit/band entrance area to give the visiting bands and their chaperones, as well as all of our helpers, an opportunity to purchase tickets
- Sell one color at a time if choose.
- Set times when colors will change have everyone come in and that will be money exchange time.
- Get a timely report to the announcer on the status of the money taken in will ensure a good take.
- Sell tickets until the last call is made by the announcer (usually when the last band – host band – leaves the field).
- Startup money of \$50 per person worked okay in 2007.
- **Workers needed 8-12.**

### 3.4 Candy Grams

- Have forms for candy grams at all entrances and upper level near concession area
- Make signs listing the price of the messages and post at entrances
- Have pens and pencils
- Sell candy for \$1 each piece, can put multiple pieces in the bag for each student.
- Workers had name tags that read “Candy Grams \$1/piece”
- Purchase and set up candy (see below)
  - Used Sarris Pretzels for one of the choices,
  - Rest of candy purchased from Sam’s Club
- Per previous chair recommendation: Set up long/large table in assembly line fashion where can start with the bag, put in candy they want and get form to fill in name and pay at the end of table. This will keep it moving better and not get as jammed up.
- Set up collection boxes with name of each school to deliver to stand (or other locations) at end of each band’s performance.
- Need very large boxes or bags for candy, small boxes were not enough (Have garbage bag available to keep from getting wet if rain.
- Had many requests for air grams and when those were not available they decided to buy candy grams.
- Needed two staplers with over 1000 staples
- **Number of workers 5 +2 runners**

#### **4.0 Coordinator of Concessions:**

- Responsible for overseeing of the set up and sales of food and fundraisers.
- Arrange for the keys for the football boosters (upper) concession stand
- Coordinate Menus with concession chair (Often this person is the same as the food concession chair)
- Give menu information to Program Editor to include in the program book to help increase sales.
- See if Don Birr would help by cooking food on outdoor grill across from upper concession stand, (He did this in 2007) and he grills for the home football games.

#### **4.1 Food Concession Committee**

- Set up **FULL MENU** at both **upper** and **lower** concession stands
- Order Food and Drinks
- Preparation of Food
- Pricing and Serving of Food
- Give menu to Program Editor to put into the program
- Put up price sheets on front of concession stands by the counter.
- Set up schedule of workers to cover set up, prep, sell and cleanup.
- Staffing 2 Concession stands and any auxiliary stands for beverages, popcorn, grilled food or whatever seems appropriate
- Make and put up signs reflecting prices.
- Can close concession stand when Gateway performs. This has been done in the past (3 years ago), it is up to concessions coordinator and workers.
- **Suggested number of people 20-25.**

#### **4.2 Bake Sale Committee**

- Two parts to bake sale – **MAKE TWO SEPARATE SIGN UP SHEETS**
  - Obtaining containers, receiving cookies and filling cookie containers in the morning of the contest
  - Selling cookies at contest
- Obtain donation of containers, if possible or buy the containers. Last year Marva got box of ?? for \$50 and we used half for contest outdoor and other half for indoor winter contest
- Set up time and location for cookie delivery. Make cookie drop off time same as report time in the morning. Drop off cookies in the high school cafeteria.
- Make up and distribute flyer to families, or use the band's internet message board, about how many cookies needed and when and where to drop them off. (Was 2 dozen by 10AM to school cafeteria)
- Last year 3 doz per family too much for our contest with 14 bands. We will need less for our contest with only 5 bands and more for PIMBA which is all day.
- Place cookies in containers.
- Sold cookies for \$ 3/box and some single or double bagged cookies at concession stand for \$1 or 50¢
- Sign for price of cookies at each location where selling
- Workers had name tags that said "Bake Sale \$3/box"
- Have workers to sell cookies.
- **Number of workers needed 12 workers in AM and 4 sellers in PM**

### **4.3 Fundraisers committee**

- Determine what will be sold by coordinating with booster fundraiser chairs
- Previously sold tickets for several theme baskets for which boosters supplied donations
- Baskets placed at lower level along sidewalk toward bleachers.
- Other items we have sold include
  - Mardi gras necklaces of schools colors
  - Buttons (band mom, my director likes me best, flutes are great, band bus driver, low brass is the wall ...),
- **Number of workers varies with number of fundraisers, at least 2**

## 5.0 Coordinator of Programs

- Coordinating the ads and the program information necessary, and assisting program editor in putting together the program for copy and sale
- Set prices for ads with director and booster board
- Print up sheets for ad sales for business, family and patron
- Get ad sale sheets out to band members and post on website
- Find coordinator for ad sales
- Find coordinator for program editing
- Get senior wills from the graduating seniors who want to include a will in the program (our contest of champions, only) and require that they email it already typed. We reserve the right to edit the anything offensive or ask senior to shorten if it is overly long.
- Get letters from school officials, band director and borough officials to put in program
- Facilitate the information from website to program editor concerning the school descriptions to go in the program
- Can find someone to type the info for the program and the program editor will only have to reformat the text instead of typing it all
- Can get bids for program printing cost. – have been using Don Birr from Mellon to print. Turn around time is fast and cost is not expensive, plus he does a good job.
- Coordinate with program editor about cover design, usually features drum major(s) and seniors where possible.
- Track names of businesses to ad for acknowledgements in program book.
- Laidlaw get free full-page ad for free shuttle buses at competition.

## 5.1 Ad Sales

- Receive ad forms from band families and businesses.
- Encourage electronic ads emailed to AD Sales chair. That way have one person to collect ad form payment and electronic ad.
- Forward electronic ads to the program editor
- Set up turn in dates, although most wait until the end. An easy times to collect money is at home football games
- Collect Ads and give to Program Editor as they come in
- Set early turn in date and award families who turn in ads early 10 bonus points.
- Give Money collected to Treasurer as it is collected.
- Tally distribution of money collected so the band members get 50% of ad sales credited toward their student accounts and 50% to the general fund, giving this info to financial secretary.
- **Number of workers needed 1.**

## 5.2 Program Editor

- Decide upon the format of the book, including binding style and paper size
- Get three bids for duplication and assembly of the program book (unless using Don Birr from Mellon – he is fast and relatively inexpensive)
- Receive ad information for the program book from the Ad Sales Coordinator.
- Receive information about attending bands from the PIMBA website
- Receive names of businesses and people to include in the acknowledgements

- Set up and publish program book – get help with typing or anything else if needed
- Get senior wills from graduating seniors – if they want to include them in the program book.
- Scan ads for program book and type in program information, basically create the program book
- Include score sheet , previously in a different color if possible or else in center of book or ...
- Prior to publishing the program have the printer run a copy to proof as printer setups may be different from the computer on which the program book was designed. Have a second person or the contest coordinator proof the program for last minute changes
- Send program for printing, in the past we have printed 250 up to 500 – 375 to 400 might be about right depending upon the number of band coming and expected number of attendees.
- Printed 350 in 2007 and had some left.
- Will need two score sheets for a PIMBA Championship program, as there are two separate contests.
- **Number of workers 1**

### 5.3 Programs Sales

- Pick up programs from the printer or the Program Editor
- Program sold for \$5
- Workers had badges that read “Programs \$5”
- Judges get 2-3 free programs in the judging area
- Band hosts get one free program per band plus one extra to keep at welcome station.
- Plan areas where programs will be sold
  - Ticket areas
  - Concession areas
  - Walking in the stands, using pocket aprons for money collection Sellers are to walk the stands with the programs, sitting when a band comes on, and then resuming where you left off
  - Band entrance area for pit crew, chaperones and staff.
- Put up signs for program sales
- Pick a secure location for extra programs to keep control of inventory where sellers can go to get more programs – last year used some in uniform room and most in lower ticket booth
- As soon as programs are printed get one to the announcer
- Have people in the crowds selling programs even after last performance when people may want it to write down scores.
- The sale will end when the sale of 50/50 tickets ends (usually when the last band – host band- leaves the field and the announcer announces last call for programs and tickets).
- Have free programs available for any and all patrons that would like to see their ads.
- Discussion in previous years about selling to parents first (so they get them) or later (just in case we run out) After much thought , we should sell to our parents whenever they want them, whose kids are they anyway and we should be glad if we sell out and don't have any left as they cost a bung to print. Our parents put

the ads in the book and this would make much less bookkeeping for program sales.

- Start up money works well with \$50 per person.
- **Number of workers needed 10**

## 6.0 Announcer

- Get a copy of the program book as soon as it comes from printer
- Announce beginning of program
- Announce judges names and positions
- Encourage audience support for all bands attending the competition, read several times during the event)
- Announce acknowledgements
- Announce each band, director name(s), drum major(s) ...
- Announce items for sale
- Announce 50/50 amounts to increase sales
- Announce awards at end of evening
  - Dignitaries ( Superintendent and/or Senior High Principal) and graduating seniors will present trophies to receiving bands
- Obtain necessary info from Contest Coordinator
- See list in Appendix section for example of announcements

## 7.0 Money Collection

- *Band Booster Treasurer* is the money counter/verifier at the designated spot, previously, the music library
- *Treasurer will get requested amount of start up money to each chair who needs cash.*
- Meet with the Contest Coordinators to form collection times.
- Set up envelopes with names of money collection places
  - Concessions upper
  - Concessions lower
  - Programs
  - Tickets
  - 50/50 raffle
  - Bake sale
  - Fundraisers
  - Air Grams (Not in 2007)
  - Candy Grams
- Go around to previously designated locations where money is collected (for safety, it is recommended you travel like raptors...in pairs, that is)
- Count money with designated counter at each location and both sign envelope
- Return money to central location and sign it in.
- Get any change needed obtain and record.
- **Number of workers – 2**

## 8.0 Sign Maker and Placer

- Contact all Chairs and see what signs are needed.
- Make all necessary signs, laminate them and hang a few hours prior to event.
- Collect and store all signs at the end of the event
- **Number of workers - 1**

## Points for Contest of Champions

POSITION	POINTS
Contest Coordinator(s)	100
Coordinator of:	
Facilities	60
Bands	60
Publicity	60
Concessions	60
Program	60
Committee Chairperson of:	
Parking	40
Judges	40
Grounds	40
Host Band	40
Water	40
Ticket Sales	40
Ticket Presale to Boosters	40
50/50 Raffle	40
Candy Gram	40
Food Concession	40
Bake Sale	40
Fundraisers	40
Ad Sales	40
Program Editor	40
Program Sales	40
Money Collection	40
Announcer	40
Sign Maker	40
Workers	20