



## **Important Considerations for Directors and Staff**

### **PRE-SEASON**

-Come up with 1-2 fundraisers, World's Finest Chocolate, Snap-Raise, Car Washes, Snack Cart, Yankee Candles, Edda Cakes, Discount Cards, Sponsorship forms, something that can help you raise funds prior to the start of your season. Many winter expenses need to be paid for BEFORE the season even begins, deposits for costumes, designers, purchase of floor, flags, membership fees, etc. Reach out to your band director and parents for help!

-Keep an updated roster of students, contact information of student and parent/guardian- Create a method of communication for team and parents- Band App, Facebook group, Whatsapp group, Email chain, etc.

- Create rehearsal/competition calendar for the season and share with all members/parents/staff/band director. Make sure to build in breaks for everyone!

-Sign up for SFWGA contests or WGI regionals once sign-up is available. Be diligent with due dates and deadlines to avoid being put on waitlists!

-Make sure staff has updated Safesport Certifications, populate CompetitionSuite with your info, staff information, in order to receive announcements and access Judge Feedback. If you are not the primary sponsor, make sure you are able to receive important emails and announcements as well- reach out to SFWGA board.

-School Paperwork/Liability- May require field trip forms/Medical Forms or medication you must take with you- make sure you're aware of any medical conditions of students prior to leaving for competition-You may need to take forms or meds with you to all competitions **Communicate with Band Director!** Independent Groups will also need insurance for their non-profit organizations, make sure this is up to date before rehearsing members, protect your program and members!

## **BEFORE WEEK OF COMPETITION**

-Once schedules are shared, create an itinerary for your group. This will help alleviate any questions on the day of competition. Be sure to leave extra time in transitions, the first time will always take longer to pack up, transition, unload, etc. Make sure to schedule snack breaks and include any rules or regulations set in place by the circuit or school (No outside food, clear bag policy, etc.) It may also be a good idea to mention competition etiquette and how you expect your students to represent themselves and your program.

-Consider parent meeting to explain logistics of season/competition days. Explain what a typical competition day entails. Review your itinerary! They are trusting you with their child, and explaining your day will help them understand why we do things a certain way as well. Try to meet with parents before the season and before big trips or championships!

-Create a parent volunteer team. These people will either need a wristband or would need to purchase a ticket for themselves, it is your choice. However, you may need these parents for carpooling, prop help, or help with managing members throughout performance day.

-**DOWNLOAD THE COMPETITIONSUITE APP** on your phone & login **MAKE SURE TO Update Competition Suite Staff List (Found on Staff Management Tab)- All staff must be re-entered in order to receive important updates and listen to judge feedback.**

**\*\*Important\*\***

-All regular staff/directors should complete Safesport training and send completed certificate to Diane Hauck at [dianehauck@sfwga.org](mailto:dianehauck@sfwga.org) by Sunday, 1/21/24 (For those Units attending WGI events, make sure the staff listed on WGI Director's Dashboard has completed Safesport training and you have digital or hard copy certificates, WGI will be doing random compliance checks at competition)

-Confirm method of transportation for the team- School Buses? Carpooling? This will require additional paperwork- Solidify this with band director at least two weeks prior to each competition.

-How will your floor, equipment and any props be transported to competitions safely? Do you have transportation or a parent volunteering? Who will be "in charge" of floor and props at competition? Set-up- You may want to rehearse set-up before any performance

-Verify the number of badges/wristbands you have and make sure you know who will be receiving wristbands at the show prior to your arrival- this way you can communicate to parents/tarp crew who may need to purchase tickets on the day of competition. Badges are NOT interchangeable

-Create a timeline for costumes, flags, props- companies may be backed up, so try to have a Plan B if costumes or flags are not ready in time- this will give you and members enough time to alter or adjust costumes, tape flags for the week.

-Is there an order or structure to your rehearsals? Does director speak first then tech staff give feedback? What can you do if low on staff to make sure all students are engaged and being worked with?

### **WEEK OF COMPETITION & DURING COMPETITION SEASON**

-There are interval time/equipment time minimums for performances. If you are under time, it will result in penalties! Try to have a timeline for your show throughout the season Ex. We will add all flag by this date, perform full show by this date, etc. to help time manage for future seasons. SFWGA and WGI may have different time requirements, make sure to be aware of this in your process.

- Create goals for each rehearsal day/week- if the focus is looking at transitions, keep staff on edges of the floor to look at how we go off and come into floor. Try to maintain the focus depending on what you think is most important. Checklists are great!

-Keep equipment properly maintained and taped- Weapon tips should be taped and flag weights secured. This can be designated to your student leaders to take care of.

-Make sure the correct version of your soundtrack is uploaded onto Competition Suite (Found on Performance Music Tab) for Premiere by Wednesday, 1/24/24. Make sure to update your soundtrack every Wednesday by 11:59pm the week of competition. If you do not have show music ready by Wednesday, be sure to have music accessible to you on separate device that can be plugged in. Sound check is only available prior to the start of the contest and during breaks in between classes.

-Review your itinerary! -Train your members to know what to do on the day of a contest.  
-What is the schedule for the day? -When should they be "show ready?" -Where should they meet on a new school campus? - Will they be going through rotation? What time is rotation and performance? -Do they bring cash, chargers, phones, etc? -How should they behave in stands and around other groups? Etiquette - What do they do to pack up after they perform? - When and where should they be picked up from? - What needs to be done before dismissal? This can all be organized on an itinerary for that competition day

-Assign a parent/staff member to take care of members personal belongings and equipment at a show site. Some schools have other events happening on campus and other people on campus are often unsupervised. (Safest choice may be to leave wallets and phones in trunk of cars until after performance)

-Purchase a bag or cart for sandals/sneakers if performers perform barefoot.

-Have a water plan- will your members need to bring water? Will you provide bottles? It is hot out during the season and you want to make sure your performers are hydrated.

-Make sure you know measurements of your floor and the gym you will be performing in. Gyms in South Florida are not very large and may require you to fold back parts of your floor- Set up your members for success and rehearse this beforehand.

-Label the backside of your floor (FR Front Right, BR Back Right, etc.) to easily identify how your floor is folded.

-Make sure you are aware of which direction to fold the floor and where the entrance and exit are for each contest. These will change at every contest. These details will be posted on Competition Suite. Also make sure your performers know where they will enter from and which side they will be performing to when they enter, and where to exit. New performers can make the mistake of setting up equipment on the wrong side- take time the week of the contest during rehearsal to communicate this to them! This will help ease some performer anxieties if they know these details as well

-Assign a parent/staff member to keep a first aid kit, hair and make-up bag, extra tape, field trip forms, etc. Although there are first aide stations at all contests, it may be more convenient to have your own items in warm up.

-Have a chaperone or staff member assigned to stay with members so they are supervised at a contest. Underage students should not be wandering a show site alone and should always have a buddy.

-Make sure you plan for your students to eat- will they have a snack/lunch break before going to the contest? Do they eat after they perform at the contest? Keep in mind, there is no outside food allowed at contests and members will need to purchase concessions for meals on site. Many hosts will have concessions, food trucks and other vendors at contests.- Try to have a meal break every 4 hours if possible- You can have these details listed on your itinerary!

### **MID-COMPETITION SEASON**

-Critique- Always listen to judge feedback prior to attending critique- this is found on Competition Suite. Try to have 2-3 questions per judge and make notes of anything you need them to clarify to you based on their feedback. A judge may not be able to recall specifics about your show, but if you can ask them about their commentary, they may help you understand what they meant in comments. You can also mention goals you have for your season- Remember that a judge only sees the **performance of that day**.

-Create goals for Premiere, Regionals, SFWGA Championships, WGI Championships- Is there anything that you need to alter for clarity? Simplify? Detail? Risk vs. Reward! Are changes worth the effort? Your rehearsal time is valuable and always create a plan from week to week with specific goals. It will help keep your students and staff engaged.