

UWGA



Utah Winter Guard Association

NOW:	Check with the UWGA Board to get a list of Guards that have committed to your show
	Order Blank CD's and CD Labels (check with other show hosts to see if you can consolidate)
	Order wrist bands in 2 colors - one for spectators and one for participants
	Set the volunteer schedule with exact shift times
	Purchase 9X12 Envelope and small brown paper bags (one for each competing unit, but make sure you have extras)
	Determine vendor spaces and make a floor plan to make assigning spaces easier
	Organize the transfer of the circuit floor from the previous show host
	Contact each unit to obtain their show information and announcement sheets (as well as to confirm their attendance at your show)

1 WEEK BEFORE:	Determine who will be handing out plaques (plaques ordered and paid for by UWGA)
	Obtain program and have it printed (Generic program made by UWGA- just need to provide schedule insert before printing)
	Confirm donations and delivery dates/times
	Reserve tables, power strips and chairs for the competitions (including Judges, Announcer, Sound Table, Admissions, check-in, T&P and Tabulation Judge)
	Confirm security, first aid, and custodial personnel and schedule
	Confirm judge's snacks, meals, housing, and transportation arrangements
	Make sure all volunteer slots are filled and the people know their duties and obligations
	Acquire 2 cash boxes and change (spectator tickets and concessions)
	Confirm information for all checks needed (T&P, Tabulator)
	Print CD labels (NOTE: Don't apply labels to the CD's until AFTER they are burned at the show)
	Put together UNIT CHECK-IN PACKETS (make sure each one has a schedule and map)
	Make at least 15 copies of "SPIEL SHEETS" available at check-in, in case someone forgets theirs
	Contact Judges via email to let them know who will be picking them up - and where (hotel or airport? Etc...)
Meet with volunteers to make sure everyone knows their duties and understands how the show will run	

DAY BEFORE:	Performance Gym	Raise Basketball Hoops
		Pull out risers
		Set up 1 table/1 chair, 1 microphone/soundsystem, and extension cord for announcer
		Set up 1 table/2 chairs, 1 printer, 1 power strip, and extension cord for Tabulator
		Set up 1 table for Awards
		Set aside 1 cooler for judge's drinks
		Hang signs (Warm up #1, #2, Critique, Performance Gym, Spectator Entrance, Unit Entrance, Unit Exit, etc....)

Concessions	Move all products into concession area
	Double check supplies and service items (napkins, cups, condiments, etc...)
	Double check that you have enough heating and cooling appliances for food items
	Make signs listing prices Hang Signs
Guard Check-In	Set up at least 1 table/2 chairs
Judge's Room	Set up tables and chairs
	Set tables for buffet
	Decorate Room
	Double check that you have service items and cooler for drinks and place settings
School	Walk through and check all school facilities to make sure they are clean and put together (Bathrooms have paper towels, TP, etc...)
	Pick up programs from printing
	Make sure hallways are clear and clean for easy access and use
	Make sure all warm up and hospitality rooms are clean, clear and set up.
Critique/Digital Room	Set up tables and chairs for each judge to be able to converse with directors during critique
	Set up 1 table/2 chairs, 1 PC LAPTOP with cd burning capabilities, and 1 power strip, and extension cord for DIGITAL TRANSFER STATION (In a QUIET room like critique or judges room)
DAY OF:	
Performance Gym	Tape off judges area in stands
	Put up signs (in/out, welcome, etc..)
	Set up Retreat Tables with plaques
	Tape off sound area
	Set up sound table with schedule, program, extension cords, chair, etc...
Spectators Tickets	1 table with cash box, change, programs, chairs, and wrist bands for spectators
	Prep area (cash box with change, supplies, etc...)
Concessions	Have volunteer schedule with copy of program at the concessions area.
	Set up tables for patrons/condiments
	Start up the food that needs to be heated