



TOURNAMENT

www.njatob.org

TOURNAMENT OF BANDS

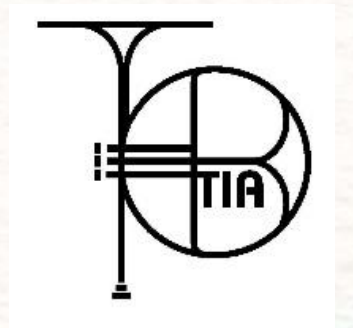
Show Host Guide



TOURNAMENT

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1. Planning
2. Recruitment
3. Schedule
4. The Press Box
5. The Field
6. Warm-Up/Staging/Entrance
7. Budget
8. Weather
9. Follow Up



CAN YOUR TOB SHOW RUN AS A CLOUD SHOW?

The newest version of WINDI skips LAN router

TOB STADIUM/OUTDOOR FACILITY:

TOB events will have 8 adjudicators and 5-20 teams per event.

A TOB performance lasts between 7-10 minutes with uploads occurring after each performance.

Wi-Fi access must be available through the entire stadium area – full football field, pressbox, bleachers, etc.

TECH REQUIREMENTS:

Minimum upload speed of 25 Mbps to transfer MP3 files and data/scores after each performance throughout the entire event.

A password protected Wi-Fi portal – one not available to general public during the event.

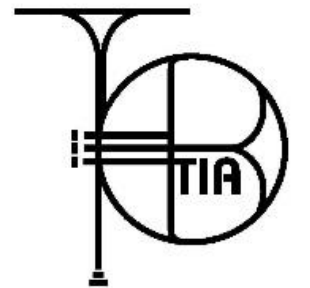
This avoids interference as well as data/score and MP3 file transfer slow-downs.

CHECK WITH YOUR SCHOOL TECH STAFF AND YOUR REGION COORDINATOR!

PLANNING AHEAD:

"A good plan is like a road map: it shows the final destination and usually the best way to get there." H. Stanely Judd

1. Your contract opens your show for registration in WINDI
2. Reserve Stadium and Auditorium/Gymnasium(weather plan)
3. Program Book and Ads - boosters
4. Press Information – boosters
5. Food Donations – boosters
6. Community Groups to Volunteer – boosters
7. Announcer – familiar with TOB events helps



YOUR PROGRAM BOOK:

This not only informs your audience about each band competing – with a write up, picture and honors, but also provides information about your band, your program, your school and community.

Program Ads – full page/half page/quarter page – provide options for local business to support and participate

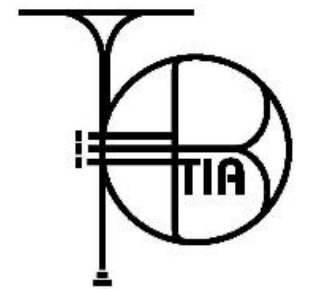
Program Ads can introduce business, provide a coupon, or even support a band member employee

IDEAS: Where do you get instruments? Where do you purchase supplies for props?
Where do you send students for private lessons? Where do your uniforms get cleaned?
Where do boosters buy camp snacks?

GOAL: Cover the cost of your event BEFORE the gates open on show day

COMMUNITY SUPPORT & INVOLVEMENT:

1. Volunteer Groups to assist: Scouts, Service Club, School Clubs
2. Donations for snacks: volunteers, judges, band directors like snacks as they visit
3. Donations for your food stand: cuts cost of purchasing for food items
4. Invite donators to attend and see their products in action



RECRUITMENT:

Who will come to your TOB show and why will they attend?

Here are positive reasons Band Directors choose sites:

1. Artificial Turf Field – no rain or mud issues
2. Large stands – height and large crowd
3. Access – easy and direct
4. Warm-Up Space – and sometimes afternoon practice space
5. Good Stadium Food – students, and parents, need to, and like to, eat
6. Organization – information easily available

They feel welcome and comfortable!



Welcome!
so glad you're here

RECRUITMENT:

WHO TO INVITE:

All TOB Region Bands and neighboring Region Bands

All Neighboring Bands – TOB permits 1 free show!

All Football School Bands

All College/School Friends with Bands

A local university band as exhibition is great!

Check local university games for your date and invite bands to appear

Band Directors not familiar with TOB will ask you for information – provide what you can and also refer them to your Region Coordinator who will jump in and assist



BAND SCHEDULE PLANNING:

REGION COORDINATOR will assist with planning, scheduling, and posting on www.njatob.org

NOTE: this must be posted 2 weeks prior to your event!

1. All Groups (1-2-3-4) compete together
2. DO NOT mix A Class and Open Class bands
3. Host Band – may perform last and plan that Group/Class to be last in show



DIRECTOR CHOICE AS HOST:

Host Band – no awards but still scored and commentary for TOB show credit

Host Band – compete and receive awards for TOB show credit

BAND ENTRY GATE:

This person controls who and when to enter the field working with the NJA Field Coordinator assigned to your show.

This person will tell the band staff and volunteers when and where to move working with the NJA Field Coordinator.

An experienced booster or teacher is great for this position!



ANNOUNCER:

From the opening welcome to the closing thank you – this is the voice of your event!

An experienced announcer or booster is great! Review and work with them.



BAND WARM-UP AREAS

Marching Bands need space!

Provide areas, away from stadium, for movement and music warm-up

Areas should be convenient, yet isolated from stadium – the other side of the school works!

A map/diagram posted on your site is a big director help



NJA ADJUDICATOR INFORMATION:

REGION COORDINATOR: your local contact and planning assistant

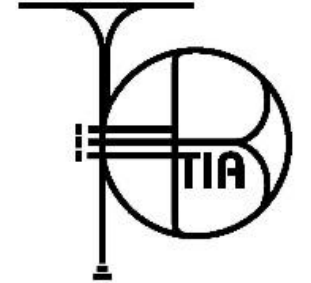
PRESS BOX:

1. Tabulator/tech judge with laptop, router, printer, and tub of ipads
 - Will need assistance to and from press box before and after the show
 - Space with power outlet – not in the general area of others
2. 4-6 TOB Judges
 - Space to talk and work – not near announcer
 - Power available to plug in/charge ipads
 - Open windows to hear the band
3. Announcer

Extras should not be hanging out or seated in press box – the working judges and announcer should be focused on the performances, not entertaining others.

FIELD LEVEL:

1. 3 TOB Judges
 1. Table and chairs with power supply to charge ipads
 2. This should be away from 50 yard line and out of traffic flow on band set up/tear down



WEATHER:

1. School Administration must be part of your planning and decision
2. Plan with school and coordinator prior to show day!
3. Move Indoors – Auditorium or Gymnasium

Plan in place with Region Coordinator

Decision time – work with Administration and Region Coordinator

Communicate to all Band Directors

Region Coordinator communicates to NJA Judges

Standstill – you may also standstill in stadium

School plan – most schools now have emergency plans in place in case of severe weather –

be ready to follow this – and know who makes “the call”



TWO WEEKS BEFORE YOUR SHOW:

1. Double check your facility use
2. Finalize Performance Schedule with Region Coordinator – Festival, A, Open
Post Schedule and Share with Band Directors
3. Finalize judge pay with Region Coordinator: 1-13 bands, 14-19 bands, 20+ bands
Review awards
Host scored = awards or no awards?
5. Finalize program with printer
6. Finalize booster/volunteer schedule
7. Finalize awards/trophies
8. Invite school administrators to attend



TWO WEEKS BEFORE YOUR SHOW YOU PROVIDE:

Band Director Information:

Map/Directions to stadium

Stadium Diagram with enter, exit, power

Show Tickets to TOB Bands - \$450/\$500

Food Menu for students

Special Stadium Notes – enter/exit gates, power supply, other . . .

Emergency contact number for show day

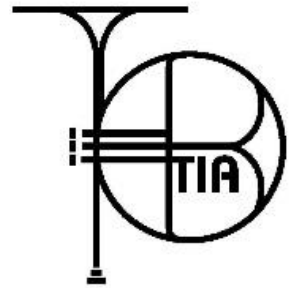
POST ON YOUR WEBSITE/REGION WEBSITE AND MAIL INFO

Include your Region Coordinator in all mailings!



ONE WEEK BEFORE YOUR TOB SHOW:

1. Reminders to all your volunteers
2. Walk through with boosters – use your band as “guest”
3. Double check field linings and yard line markers – front & back
4. Meet with announcer to review script
5. Check with bands – arrival times?
6. Radios for event staff
7. Press Box – tabulator needs table, chair and outlet, room for 4-6 judges
8. Press Box Judges – 4-6 people with power
9. Field Judges – table, 3 chairs, power supply
10. National Anthem – who will perform?
11. Administration to attend?



SHOW DAY:

1. Weather
2. Your rehearsal – end prior to arrival of others
3. Band Guides – use volunteers
4. Field lining and yard line markers
5. Front line power – are you providing this?
6. Field Judges table, chairs, power supply
7. Assistance with moving tab/tech equipment in/out of press box
8. Gate person meets with Field Coordinator
9. Announcer meets with Field Coordinator
10. Judge pay (cash envelopes) at intermission to Chief Judge
11. Staff/Administration to welcome bands
12. Staff/Administration to thank bands
13. Awards display and presenters



PROMOTING YOUR TOB SHOW:

Invite everyone to this special showcase event of your program

1. Middle School and Elementary Band – maybe they perform National Anthem?
Parents bring them and stay to assist?
2. Alumni Band Members – they love to come home
3. School Administration and Board Members – they want to be seen at public events
4. Community Officials – they want to be seen at public events
5. Business owners that made donations or bought ads
6. Local TV stations
7. Local Radio stations
8. Local Newspapers
9. Community Service Groups



COMPLIMENTARY TICKETS OR NOT?

- YES – community support of your program
- YES – middle and elementary band kids attend with parents
- YES – alumni bring friends and family
- YES – you need school administration/board members there
- YES – someone will buy a hot dog or fries, maybe both!





Thank you

POST-SHOW TASKS:

1. THANK YOU to all participating Band Directors
2. THANK YOU to all guests – administration, sponsors
3. THANK YOU to all boosters who helped
4. THANK YOU to building/grounds crew, school support staff
5. REVIEW with Region Coordinator how to improve



- PLANNING
- COMMUNICATING
- VOLUNTEERING
- DETAILS
- FOLLOW UP

This is the perfect time for your boosters to take an event, make it a success, and launch it as their annual project!

TOURNAMENT MISSION STATEMENT:

Through positive reinforcement and an educational environment, Tournament provides a tradition of performance opportunities in the musical and visual arts.

GOALS:

1. Promote education for directors and students
2. Promote student achievement
3. Promote quality assessment/evaluation
4. Promote enrichment of schools and communities

