



Tournament Indoor Association Region 8 Indoor Competition Show Host Checklist

(rev. 7/28/26)

Thank you for agreeing to host a show in Tournament Region 8. Please review these guidelines to ensure a smooth show for the participants and spectators.

Prior to the show:

- Submit your show contract and payment to the National Judges Association before taking any other steps.
- Review rules and guidelines on the Tournament website at www.njatob.org
- You may invite as many units as you wish to participate in your show.
- All units must sign up for shows at www.njatob.org using the WINDI system.
- Shows entries will close two week prior to your show date automatically through the WINDI system.
- You may determine the order of performance by category (for example, colorguard, dance team, percussion, etc.) All units must compete in their proper class and units may not be intermixed between categories. Any exhibition units must perform first in their class.
- The Region 8 Coordinator will work with you to confirm performance order preference (by category and class), show start time, intermissions (number and length), and other logistical details.
- A final schedule will be posted to www.njatob.org As show host, you are responsible for creating a detailed schedule including warm-up times and locations. If you would like a sample schedule, contact the Region 8 Coordinator. Distribute the schedule and any additional materials (maps, site information, etc.) to all participating units no later than the Wednesday before your show. The schedule will also be posted on the Region 8 website (www.tobtia.org) and www.njatob.org
- As you plan your warmup areas and your show schedule that lists warmup times, please also account for travel time between warmup areas and the performance gym. In many cases, it makes sense to block an amount of travel time as a column on your schedule. Make clear to your volunteers and units your site-specific rules for warmup areas – including timing and use of music in the warmup area. If you have percussion groups at your event, please plan accordingly to accommodate their equipment and volume needs.
- Provide clear directions to your show site for all performing units and for the Region 8 Coordinator, including the time performers may begin entering the building. The Region 8 Coordinator will share this information with the judging panel.
- Provide each unit with a map of your gym floor, including entrance type and any other information that may affect their performance, particularly for units using tarps.
- The Region 8 Coordinator will set the show schedule in the WINDI system. Show host always performs last in their class (as exhibition) which usually determines lineup all other exhibition performances go on first in their class.
- Any schedule changes must go through the Region 8 Coordinator. Hosts may not make schedule changes independently, and no changes can be made during the week prior to the show.
- You must send a letter to directors of competing units at least five days prior to your show. It is preferable to send the letter a week prior to your show if possible. Include as much information as possible including: schedule with warmup times and areas, maps, rules for warmup areas, show day contact information, food options, etc. Please include tiachapter08@njatob.org and mdespotakis@tobtia.org in your email when sending your letter and any other show information.

On show day:

- Your show site must be open and ready for judges and competing units to enter at least two hours before the published show start time.
- Provide separate dressing rooms for male and female performers. Changing in open common areas (hallways, auditoriums, warm-up areas, etc.) is not permitted. If restrooms must be used as dressing rooms, designate separate facilities for performers and spectators.
- Provide a judges' room that is available at least one and a half hours before the show. A light snack and beverages upon arrival are strongly encouraged, as some judges travel long distances. Provide a meal for

judges at intermission (a small buffet is recommended), either in the judges' room or by allowing them to pre-select items from your concession stand before the show so food is ready at intermission. Quick service is essential so judges can eat and return to the gym on time.

- Provide adequate warm-up areas for units, with a second gym as the preferred option. Assign a warm-up monitor (or monitors) to supervise these spaces for the entire show, ensuring each unit receives its full allotted time. Plan coverage so monitors can take breaks without leaving areas unattended.
- Security and medical personnel must be on site for the duration of the show. Station medical personnel in or near the performance gym.
- Reserve space in the center of the bleachers for the judges' seating area. Keep this area clear until the chief judge arrives and sets it up.
- Designate an area for video recording. Each unit is permitted one person to record its performance. This area must be positioned so that person can record only that unit's performance.
- The chief judge will meet with you before the show begins and will provide an invoice for judging fees. These fees must be paid to the chief judge before the end of the show.
- Set up a staffed check-in area for units upon arrival. Only individuals with Region 8-issued passes are admitted free of charge. Have schedules, maps, and other essential information available at this table.
- Be mindful that your show will have a mix of scholastic and independent groups. Not all groups will arrive on a school bus. Some will arrive in separate cars. Plan accordingly for those groups so they can unload equipment, park, and enter in the most efficient way possible for everyone.
- The Region Coordinator will provide you with packets for each organization attending your show to distribute at the check-in area. Each dues paying Region 8 organization will receive 7 free admission wrist bands. These wrist bands will be in addition to wrist bands that will be provided for performers. Each organization will also be entitled to 7 half price of regular admission wrist bands. The half price wrist bands will not be provided in the unit check in packet. Anyone who is to receive the half price wrist bands has to check in at unit check in and sign their name to confirm receipt of the half price wristband. A sign in sheet for the half price wristbands will be provided to the show host by the Region Coordinator. In addition, at the organizations first show of the year, a name badge for the organization director listed in WINDI will also be provided. This non-transferable badge is to be kept by the organization director for the season and is valid for admission to 2026 Region 8 indoor shows.
- Provide guides for each unit to escort them to their home base/storage area and to ensure they arrive at warm-up and performance areas on time.
- Staff a table at the main spectator entrance. Stamp the hands of all paying spectators. Standard Region 8 admission is: Adults \$10.00; Senior Citizens and Students (including college students with ID) \$5.00; Children 5 and under are free. Remind adults that children must be supervised at all times and kept off the gym floor during performances.
- Staff the doors to the performance gym. These workers will receive instructions from the chief judge before the show. Their responsibilities include checking for paid hand stamps and preventing entry or exit during a unit's performance except in an emergency.
- Set up a table in the performance gym for the tabulator and ensure electrical access is available at this location.
- It is possible that a show will run ahead or behind schedule. If a show is ahead of schedule, units are still afforded their full warmup time as listed on the show schedule. They should not be rushed ahead just because the show is running early. If the show is running late, please do your best to communicate that to units.
- Region 8 provides both an announcer and a sound system. Only the Region 8 announcer may make announcements at Region 8 shows; hosts may not use their own announcer. Provide a table and electrical access in the gym for the sound system.
- Prior to awards, the show host is responsible for assembling the captains of all performing units outside the performance gym for the retreat. Once all scores have been tabulated, the chief judge will signal the start of the awards ceremony.
- Provide personnel to present awards to each unit. Awards must be trophies, plaques, or paper certificates. If you are using a paper certificate, it must be in a frame.

If you have any questions, please email tiachapter08@njatob.org