



Rocky Mountain Percussion Association

Hosting an RMPA Competition

(Revised 15 September 2010)

Thank you for your consideration of hosting an RMPA competition. Without the involvement of volunteers, RMPA would not be able to provide our ensemble performers quality venues. Since the start of RMPA, our member hosts have been the backbone of the activity by providing show sites for our events. During that time, not one show or event has lost money.

Host school applications will be reviewed by the Board of Directors and accepted on a first-come, first-served basis – beginning September 15, 2010. Priority is given to those locations who have previously hosted RMPA shows successfully. Organizations with Active Member Ensembles also have priority.

If this is the first RMPA event hosted at this facility, you will need to arrange to have the facility inspected to be sure the facility meets the RMPA's standards for event sites, including parking, unit flow, doorway access, spectator comfort and safety, etc. Please call the Board of Directors President, Dave Marvin, at 303-523-6114 to make arrangements.

As a host, your organization will receive 100% of the funds and proceeds from concessions and 100% of the gate. The host will also receive 100% of all revenues generated by the sale of programs, should the host decide to have programs. If a program is used, the host will agree to provide RMPA with space for one full-page ad for the RMPA Championships.

The fee to host a single performance competition ("Finals only show") is \$1,300 and the fee to host a double performance competition ("Prelims/Finals show") is \$2,000.

The fee to host the Evaluation Clinic is \$250.

Fees will be refunded if the event is canceled due to a major power failure, unsafe conditions (i.e. building damage) or acts of God. Cancellation will be determined by the host representative in charge and the RMPA Executive Director.

Ensembles cancelling their participation in an RMPA competition less than 14 days prior to a competition are subject to a penalty of \$100. This cancellation fee will be paid to the host school to compensate for lost revenues.

Once the Board has approved your site, a deposit of \$250 will be due. The remainder of the host fee is due the day of the event.

RMPA will provide –

Judges (Salaries, Travel and Housing)

Contest Staff

Contest Scheduling, Management and Tabulation

Sound system and protective gym floor covering

Website posting of all contest information/communications

(RMPA does carry a commercial general liability insurance policy.)

Hosts will provide –

Contest Site (detailed below)

Date must be confirmed on your facility or district master calendar.

Access to the facility at least 2 1/2 hours prior to start of event for setup.

Volunteers (detailed below)

Custodial person or school staff member w/keys.

Any medical requirements as may be deemed necessary by facility policy and/or guidelines.

Contact person(s) with all phone numbers in the event of weather delays or cancellation or other related situation.

Provide one full meal for judges & RMPA staff

Prepare, make available, and clean up a meal for judges and RMPA officials.

This can range from as few as 8 to as many as 14, depending on the time of the season and the size of your event. Check with the Executive Director a few days prior to your contest if you are serving something for which you need an exact count. The Executive Director will advise the host of the meal time when the contest lineup is finalized. Meals in the past in the past have included chicken, club sandwiches, lasagna, salad, drink and dessert.

Contest Site Requirements -

1. Sufficient gym/performance floor space. Minimum requirements of 120' x 70' must be available.
2. Gymnasium "Performing Side" seating capacity of at least 1,000 spectators.
3. Acoustically quiet – i.e. no buzzing lights, ventilation noise, etc.
4. Appropriate electrical outlet locations suitable for sound system and tabulation areas.
5. Adequate restroom facilities for spectators and performers.
6. Parking – Adequate room for equipment trucks and trailers, in addition to spectator parking.
7. Adequate concessions. (You may provide a list of food items being served to the announcer, so that he/she can promote your concessions.)
8. Accessibility to performance area – Path or route taken from warm-up or entrance into the building to the performance area should be clear of obstructions with no stairs, single door-ways, etc. Entrance into performance area should have clear access away from spectators, double doors with no center posts, and separate "entrance" and "exit" if possible.
9. Outdoor Warm-up Areas - Need two outdoor designated warm-up areas. Warm-up areas should be away from performance area entrance/exit as to not interfere with the show.
10. Indoor Warm-up Areas - Need two indoor designated warm-up areas, in case of inclement weather.
11. Large lobby area for souvenir displays, vendor exhibits, etc. Each vendor will need 1 table and two chairs.

12. Judges Room – A private room for the judges and RMPA staff only. This is where the critique can be held, if another room is not available.
13. Facility needs to be available 2.5 hours prior to the start of the event for set-up.
14. Three long tables and 6 chairs in the gym, 2.5 hours prior to event.
15. RMPA will require a map of the facility to show warm-up areas, parking, equipment unloading areas, equipment flow, and any other necessary information.
16. Signs directing performers, spectators, and contest staff to appropriate areas.
17. Access to copy machine to copy recaps and any schedule updates or changes.

Minimum Volunteer Requirements –

Spectator Ticket Sales

It is best to have a minimum of two adults work together for this function. One takes money and the other can stamp hands or provide tickets. Have a lot of singles and fives available as change. While spectators have their money out, this would be a good time to offer your program sales, if you are selling them.

2 Adults or High School students for Unit Check-In

2 Adults for Spectator Entrance

As soon as a unit begins their exit from the floor, let people have free access in and out of the gym. Leave it open until the announcer asks the next ensemble if they are ready. At that time, close the door. Contest officials are the ONLY people who have legitimate business which requires them to enter or exit during a unit's performance. Care must be taken to ensure that only paying spectators, unit members, and association officials are allowed in the performance area.

During retreat, full access is allowed into and out of the gym.

2 Adults or Students for Unit Entrance - Hold doors open for units to enter the performance area/check credentials

2 Adults or Students for Unit Exit - Hold doors open for units to exit the performance area/check credentials

2 Adults to Assist with Truck/Trailer parking areas

2 Students (at least 13 years old) for Judge Runners

These should be responsible individuals who are able to go up and down the stands many times during the event. They should report to the Tabulators Table 15 – 30 minutes before the first performance, for exact instructions. Runners should also offer judges beverages that are available.

1 Adult in charge of Judges Room / Meal

Staffing for concessions or program sales are at your discretion

If you have a large number of units participating, you may want to have something more than just hot dogs, chips and nachos, especially if there are no restaurants in your area. Fruit, pizza, bottled water and items that are fresh (especially bakery) tend to do well. The concessions can be very profitable if handled properly. Have plenty of people on hand to service your customers. Make sure you have plenty of change as well.

6-8 Adults or Students to assist RMPA staff with set-up and tear-down of RMPA equipment.

Contest Time / Lineup -

~The show order, format and actual operation of the show itself are at the sole discretion of RMPA and its staff.

~The timeline for each specific contest will be published on the website at least 10 days prior to the competition date.

Other -

Admission Fees –

RMPA Contest Ticket Prices will be

Prelims

Adult = \$10

Student / Senior = \$5

Finals (or Single Performance)

Adult = \$10

Student / Senior = \$5

Combo

Adult = \$15

Student / Senior = \$10

Evaluation Clinic

Adult / Student / Senior = \$3

All RMPA contest staff members, along with the directors, staff and instructors of each group, will have laminated passes. Ensembles may also have laminated “Season Pit Passes”. These pit passes are for individuals who are assisting ensembles with equipment and instruments, and are valid only for the performance of the ensemble that is shown on the pass. Additional individuals assisting ensembles with equipment and instruments must purchase admission to be allowed into the performance area.

Souvenir sales –

Will be allowed only by certified RMPA members at all RMPA events, as approved by the RMPA Executive Director.

RMPA Logo –

The host may not reproduce the RMPA name or logo on any merchandise or items without the written permission of RMPA. (Contact the Executive Director for more information, if necessary.)

RMPA assumes no liability for accidents or occurrences suffered by participants or spectators that relate to, or are caused by, the condition of the facility.

If you have any questions, please contact David Evans, the Executive Director, at 303-503-1574 or devans@rmpa.org