

## Edison High School Band Booster Association

P O BOX 6966  
Huntington Beach, CA 92615  
714-962-1356  
Dr. Timothy Bengel, Director  
[ehsbandfamily.org](http://ehsbandfamily.org)

September 18, 2011

Greetings Edison Band and Color Guard Parents!

As you have been prepped for, in just two months our band and color guard will host the Southern California Judging Associations State Band Competition to be held at Huntington Beach High School on November 19th as an all-day event. The date is a **mandatory** work day for all band and color guard students and parents to work as it provides the largest amount of funding for our program to continue throughout the year. Please do not schedule any other program or outing for this date.

My name is Mark Oster and I am the coordinator for the entire event. This is my fourth competition coordination year with Edison High School and my sixth year volunteering a band competition event. I have a close association with the SCJA and I will make sure the event is run by their standards as we are simply the hosts for the tournament.

I am calling on you to step up and help out in a most generous way. Our first step in the process is that we need committee heads. In these positions the committee heads are responsible for the total outcome of the program's success and are a vital part of the process. I will explain duty on the following pages but PLEASE consider running one of the open committee head spots.

I also need a co-coordinator for the event. The parent that was lined-up for this position has dropped out of band and I desperately need a right hand person. I am also the announcer for the event and it makes it impossible for me to be "on the scene" for the day of the event as I am in the press box all day.

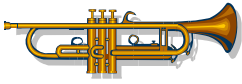
DON'T WORRY IF YOU HAVE NO EXPERIENCE AS A CHAIRPERSON – I WILL GUIDE YOU ALL THE WAY!

Most important, have fun with this and remember that you are a vital link to the program.

Help us make this a success! – I reply best with email!!

Mark Oster  
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**These are the positions at the tournament. Please consider being a coordinator and if not, volunteer now for a position.**

1. **If you wish to be a coordinator, please email me [ehsbandcomp@gmail.com](mailto:ehsbandcomp@gmail.com)**
2. **If you want to volunteer – online registration is here:**  
<http://ehsbandfamily.org/competition/compvolunteer.htm>

**Security:** Stations at front gate, home and visiting stands checks all wrist bands and assists in other show related issues. Also assists cashier to recounting of funds. Depending on show parameters also secures streets for non-participants. Security also controls the band ready area for the quiet zone making sure bands are assisted on and off the field. It is also responsible for band seating assignments.

**Parking:** Responsible for and assists in parking control for school busses, band trailers and trucks. Also coordinates the parking lots for easy in and out access for schools that need to leave early. If there are two award sessions or more the parking personnel will need to coordinate the bus lot so that there are plenty of spots available for larger bands.

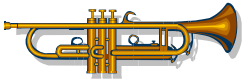
**Concessions (snack bar):** Sells and distributes all edibles for the show. Usually located in one place, the concessions stand also provides all the necessary foods for host band members and volunteers. Drinks are also sold at this location. There are strict policies by HBHS regarding what types of foods are acceptable in their stands. Please check with show coordinator for those restrictions.

**Ticketing:** Ticketing is stationed at the front gate and takes in the monies required for show entry, wrist banding and program sales. The ticketing booth will also send people periodically into the stands with a stack of programs for during show sales.

**50/50 Raffle:** The 50/50 raffle is held at the end of the show just before the awards. 50/50 tickets are sold in the stands during breaks between bands. The total amount of the ticket sales is divided in half and a drawing is held. Usually a child in the audience is chosen to pull the ticket and announce a winner who then receives half of the ticket sales. If there are two awards ceremonies, there are two drawings.

**Volunteer Booth:** The volunteer booth is the primary check-in and focal point for show volunteers that have not been given work assignments. The volunteer booth also doubles as the first-aid station. The volunteer booth receives requests for volunteers and dispatches them to the committee coordinators as the needs arise. The volunteer booth is also responsible for the trash detail around the competition grounds.

(continued)



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**Awards:** When required, the awards station purchases, maintains, displays and distributes awards to the participating bands. The band director, school principal and the awards chairperson will distribute the awards at the awards ceremony(s).

**Show Program:** The show program will list participating bands with their shows and student leaders. Show schedule, advertising, snack bar menu, acknowledges and parent ads for their kids. You must know Microsoft Publisher or other publishing software.

**Check-in:** First point of contact as buses arrive. Assign wrist bands to participants, prepare check-in packets with line-up, program, map and field access passes (including director's badge). Assigns guides to each band.

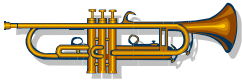
**Flower Sales:** provide audience members with the form to purchase a telegram or flowers. Accept money, make change, and transmit form via runner to announcer. The air gram is read at band breaks from the announcing booth and is usually a 30 second or less "good luck" announcement for the band or student taking the field. A single stem flower (carnation) is purchased and run to a band or color guard member.

**Vendors:** Throughout the show there are particular vendors that sell items and split profits with the show host. There is either a set booth space price allocated or a percentage of sales as determined by the committee chair of this function.

**Hospitality Tent:** Hosts food, refreshment, and snack area for judges and band staff. This area is usually on or very near the stadium field, sometimes outside the end zone. Food is usually different from the concession stand although some items may overlap. This involves buying or requesting donations of food items, preparation of food, set-up at the show and clean-up.

**Runners:** Carry score sheets from judges' box to tabulation table. Bring water, soft drinks and food items from hospitality tent to judges. Runners are usually students.

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### Show Outline - a general order of the tournament

1. Attending band and color guard arrive in bus to competition - busses and escorting trailer and/or trucks are parked with them  
(there is NO personal vehicle parking in this area) ... *parking control*
2. Attending band and color guard check-in at first station while in their bus  
... *check-in*
3. Attending band and color guard unload from busses and trucks, split-up and move to a designated practice area.
4. Attending band and color guard line-up ½ hour before scheduled performance in the quiet area off the field. (line-up and prep area)... *line-up*
5. Attending band and color guard takes the field and performs its competition show, scored and sent off the field... *security*
6. Attending band and color guard returns to their busses, truck and trailer to change out of uniform and then regroup... *parking*
7. Attending band and color guard is granted admission to the stands and concessions area for free time until award ceremonies begin... *concessions, hospitality, security, flowers, vendors*
8. Attending band and color guard is seated in a designated area in the visiting grand stands for the duration of the awards ceremonies... *security*
9. At the end of the awards ceremony, the band and color guard units leave to their busses and depart... *awards*

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