



HEARTLAND WINTER ARTS ASSOCIATION

HOST SITE CHECKLIST

GENERAL NOTES

When “staff” is indicated to an area or function, an adult must carry out the task, not a student. However, students may be “runners”. Runners assist the tabulation officials and judges by exchange scoring sheets and recorders in between performances, help with general communication, and assist units at check-in.

The more volunteers, the merrier! As the HWAA circuit grows, so does its audience!

PERFORMING UNITS ENTRANCE & CHECK-IN

- Staff, and provide (1) table and necessary signage - If possible, this entrance should be separate from the **Spectator Entrance**
- Make note of what type of payments will be accepted at the Ticket Booth (i.e. Cash, Square, Visa, Am Ex, etc.)
- As a courtesy we recommend providing a Welcome/Information Packet for each unit at check-in. Packets should include:
 - Interior map of school showing warm-up areas
 - Map of performance area showing where units enter and exit the floor
 - Warm-up and performance schedule
- **Provide 7 staff/volunteer passes** (Any additional staff/volunteers will need to purchase their own pass)
- All unit members and staff must receive a mark/stamp/etc. to gain admittance into the performance area
- Provide, designate and direct each unit to the area where they may store their tarps, props, equipment, etc.
- Provide (2-3) Runners to direct units to their homeroom or assigned homeroom space

WARM-UP AREAS

For guards, most host sites split a gym in half, allowing two guards to warm up simultaneously.

For percussion units, the host site must provide two separate areas, such as a gym and a band room. Percussion units are NOT permitted to march during their warm-up.

- Staff all warm-up areas (two sides for guard, two areas for percussion)
 - Staff members to facilitate warm-up schedule by using stop watches
 - Staff members to alert performing units when their warm-up interval has begun
 - Staff members to announce when there are 5-minutes remaining, 1-minute remaining, and when time is up

SPECTATOR ENTRANCE

- Provide necessary signage to indicate “Spectator Entrance”
- Do not open the doors and start accepting money before 1 hour before contest begins.
- Staff, provide (2) tables, and post a sign indicating admittance fees:
 - All Contests:

- Adults - \$15.00
 - Students/Seniors (65+) - \$10.00
 - Children under age five are **FREE**
- All spectators over the age of five **MUST** receive a stamp/wristband/etc. (provided by the host); staff entrance to the Performance Area to monitor admission
 - Performing Units and staff members will receive a stamp/wristband/etc. when they check-in
 - Judges shall report to a designated room to receive their admittance pass
- Programs shall be printed and provided by the host
- Provide and post multiple signs stating: **NO FLASH PHOTOGRAPHY OR VIDEO RECORDING**

PERFORMANCE AREA

A protective, plain colored tarp is to be centered on the gym floor and positioned AT LEAST 10-feet from the first row of bleachers (extended). Once the tarp is centered, indicate the front half-way point with masking tape. Determine if the flow of your performance area would better suit a horizontal or vertical time line. Mark the time line on the tarp. A “T” shaped tape mark is suitable for this demarcation.

Spectators are not permitted to enter the performance area when a unit has taken the floor in competition.

- Indicate a 6-foot wide pathway with a barrier in front of the first row of bleachers for spectator circulation
 - Provide signage to inform audience members where they can/cannot walk
- Indicate FOUR judging areas with tape:
 - Two in the top row of the bleachers, splitting the half-way point
 - Two in the front row of the bleachers, splitting the half-way point
 - Each space should be approx. 3’x3’ - Signage should read “JUDGES ONLY”
- Provide (2-3) Runners to assist the judges and tabulation officials in between performances
- Staff the Performance Area Entrance to monitor admittance of spectators
- Provide (1) table for the use of HWAA (usually placed to the side of tarp, near the bleachers)
- Staff (1) Announcer, (1) Audio Person, and provide (1) table for the Announcer
 - Spiel Sheets are provided through Competition Suite to the Announcer
 - Play family-friendly music during breaks
 - The Announcer will handle music checks for units prior to the start of the competition or during class breaks
- All basketball hoops must be in their closed position, as high as possible, or removed from the performance area
- Provide extension cords from a power source at the center of the tarp, front and back. Cords cannot inhibit the performance floor space

JUDGES ROOM / CRITIQUE ROOM

Typically held in a teacher’s lounge or classroom, the Judges Room should be consistently stocked with water and healthy snack options. It is required to provide a meal for the judges and HWAA staff at some point in the competition day. **FOR THOSE SITES HOSTING CLINICS:** A lunch is also an expectation for up to 4 Clinicians mid-day. On average, there are 7-10 judges and 7-9 HWAA staff members at each show. Access to the Internet and a printer is preferred, if possible.

ADDITIONAL REMINDERS & TIPS

Communication is key to a successful event! Please don't hesitate to contact the HWAA Contest Director with any questions.

If volunteers wear similar colors (school colors, identifying t-shirts, name stickers, or lanyards), then they are easier to identify.

Make sure the route from the warm-up areas to the performance area is wide enough to accommodate percussion equipment, props, etc. Also, be certain that all doors will be accessible on the day of! A walk-thru prior to the competition day may be beneficial!

If possible, please provide outdoors signs marking spectator parking, equipment truck parking, bus parking, spectator entrance to the school, equipment loading and unloading, unit check-in, etc. The easier these areas are to find, the smoother the process.

Concessions are a HUGE moneymaker for hosts! Consider a variety when selling food, as some performing members may be at a competition for hours on end! Homemade items, such as monster cookies, are always a hit! Plan to open your concession stand an hour before the competition begins.

HWAA Show Announcements

- Please silence your cell phones and electronic devices.
- Out of respect for those performing, please do not enter or exit the gym during performances.
- Due to Copyright Laws, no video recording of performances is allowed.
- For the safety of the performers, flash photography is not permitted.
- Follow Heartland Winter Arts on Facebook, Instagram and Twitter at “hwaacircuit”

3 Units prior to show end

- Following the conclusion of “ Name of last performing unit ” performance; may we have a representative from each unit meet in the warm up area for retreat.

Gretna East HWAA Competition

02/03/2024



Site Host Contact Information

Site Coordinator: Graham Leavell

Site Coordinator Contact Information Before Day of Contest:

(gleavell@gpsne.org, School Phone: (402) 332 - 4868 (Extension 4353))

Contact Information Day of Contest:

(gleavell@gpsne.org, Cell: (816) 726 - 0444)

HWAA Contest Director: Jacqueline Pollard

contests@hwaa.org

(402) 378-2839

SITE ADDRESS

18102 Lincoln Rd, Omaha, NE 68136

Unit Directors and Associated Staff Members,

WELCOME!

We are so excited to have you join us during our inaugural year here at Gretna East High School. We hope that you enjoy your time at our competition and that your students have OUTSTANDING performances! We look forward to hosting you and your awesome students as we open with Week 1 of the HWAA competitive season.

For this competition we will utilize a vertical timeline. Competitors will Enter the performance venue from the Front (Home) side of Side 2 (Stage Left) and Will exit from the Back (Away) side of Side 1 (Stage Right)

Our school has a Sunken Gym Set up. All rolling equipment (tarps, instruments, and props) must enter the school from the northern end of the building through the Equipment Entrance.

Ideally, Units will load equipment directly following the conclusion of their performance. Please plan accordingly to help the competition flow run smoothly!

Inside this packet, you will find all of your necessary information to guide your units through a successful day. We will also have staff members, parents, and students around to assist you the day of.

The students, staff, and Band Parent Organization Members all look forward to hosting you! Please make yourself at home, stop by the hospitality room, and enjoy your day with us! If you have any questions, please do not hesitate to reach out! Welcome to Gretna East!

Thank you,

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read 'Graham Leavell'. In the background, there is a faint, large watermark logo consisting of a triangle with the letters 'G', 'P', and 'A' inside it.

Graham Leavell

Director of Bands - Gretna East High School

Interim Vice President - Heartland Winter Arts Association

DIRECTIONS

- o Gretna East High School is located Just North of Highway 370 on the west side of 180th Street. The school can be accessed from 180th street from both the north and the south.

MAPS

- o Please use the following maps to guide your unit throughout the day:
 - **Exterior Map of GEHS with Parking Zones, Loading/ Unloading Zones, and Check-In Labeled.**
 - **Home Area Map**
 - **Performance Flow Map (Guard)**
 - **Performance Flow Map (Winds/ Percussion)**

PARKING

- o Bus Parking will be in the *South East* Corner of the **NORTH** Parking Lot
- o Equipment Truck Parking
 - Before your unit's performance, equipment trucks can be parked in the *North East* Corner of the **NORTH** Parking Lot
 - Depending on space, we may ask you to move your equipment vehicle to Overflow Parking Located at the *South West* Corner of the **SOUTH** Parking Lot (South of the soccer field)
- o Spectator Parking will be located in the **SOUTH** Parking Lot

UNIT CHECK-IN

- o **Unit Check in will be located just inside the NORTH main entrance of the school.**
- o At the check-in table, passes for participants and 7 staff/volunteers will be provided. If you have late arriving staff members, leave their names with check-in staff at the time of check-in.
- o If you have more than 7 staff/volunteers, admission will need to be purchased to enter the performance gym, even if they are assisting you with the performance.
- o Each unit will receive one video pass to be used for your unit only.

EQUIPMENT DROP OFF

- o **Equipment Drop Off will take place in the NORTH EAST Equipment Loop. (See Map)**
- o Once items are dropped off, trucks will be directed to the designated equipment truck parking area. This is not a check-in area. Students/parents unloading equipment will still need to go with their units to get show passes.
- o All guard equipment is to be stored in the homeroom area.
- o **Prop/ Tarp/ Large Instrument Storage will be on the Lower Level of the School in the Auxiliary Gym.**
- o **Wind Instruments should be stored in the Winds/ Percussion Home Rooms.**

HOMEROOMS/TEAM AREAS

- o All belongings may be stored in your designated **Homeroom/Team Area**
- o **GUARD TEAM AREAS**
 - o Guard Team Areas will be located on the **EASTERN** Side of the building in Hallways/ the school's academic commons.
- o **WINDS/ PERCUSSION HOME ROOMS**
 - o Winds and Percussion Units will be assigned a large ensemble room/ performance space.
- o PLEASE DO NOT LEAVE STUDENTS UNATTENDED IN THEIR HOME ROOM/ TEAM AREA.
 - o Please ensure students are not writing on boards, opening lockers, messing with equipment, etc.
 - o Students should not be on the upper level of the building for any reason.
- o Every area, except for the warm-up area, is a "No Spinning" and "No Playing" Zone.
- o **GUARD TEAM CHANGING/ RESTROOMS**
 - o There are Three Restrooms near the Guard Team areas that will be **STUDENTS ONLY** and will serve as a changing area/ Restroom.
- o **WINDS AND PERCUSSION CHANGING/ RESTROOMS**
 - o Winds and percussion units will use the respective dressing rooms attached to the school's green room to change.
 - o **STUDENT ONLY** Restrooms will be located between the Black Box and The Band Room. These are single-student, uni-sex bathrooms.

WARM-UP AREA

- o Units have been assigned a Warm-up Area. Groups may use the time as they see fit. (Warm-up times range from 14-20 minutes.)
- o Percussion/Winds Units are NOT permitted to march in warm-up.
- o Warm-up area supervisors will alert units when there are five minutes and one minute remaining.
- o Units must leave on time to allow transit to the on-deck area and allow the unit after them the full amount of warm-up time.

PERFORMANCE AREA

- o This show will use a **Vertical** timeline for percussion/winds.
- o This show will use a **Vertical** timeline for guard.
- o Units will wait to perform in the designated "on-deck" areas at the designated time.
- o **Performer Entrance**
 - o Units will enter the gym from their On-Deck Location in the Auxiliary Gym.
 - o Units will Enter from the **FRONT** of **SIDE 2** (North Side of the Gym)
- o **Performer Exit**
 - o Units will Exit the Gym to the **BACK** of **SIDE 1** (South Side of the Gym)
- o Units will be allowed to re-fold their tarps in the gym during the break between the guard and percussion portions of the show only.
- o Music checks are recommended for guards.
- o Music checks must be done prior to the start of the show or during the class breaks.
- o **MUSIC**
 - o GEHS Can support the use of any audio device that utilizes a standard audio cable (1/8" Plug)
 - o IF you intend to use a device that uses a different cable (Apple Lightning, USB-C, Etc.,) please plan to bring an adapter.
- o **POWER**
 - o Power will be Available at both the front and the back of the performance area. An Extension cord will be provided and run to the center of the floor on both sides.

SPECTATOR ENTRANCE

- o **Spectators will enter through the Southern Main Entrance. (See Map)**
- o As set by HWAA Contest Rules, the doors will not open, and admission may not be purchased prior to 1 hour before the first performance.
- o As set by HWAA Contest Rules admission prices are \$15 for adults and \$10 for students and seniors (65+). Children under 5 years old are free.
- o Electronic Payments will be accepted.
- o **Performance Gym Spectator Entrance**
 - o **Spectators will enter the gym through the Easternmost Gym Doors.**
 - o **Spectators will sit on the Eastern Side of the Gym (Labeled Home)**
- o **Performance Gym Participant Spectator Entrance**
 - o **Participant Spectators will enter the gym through the Easternmost Gym Doors.**
 - o **Participant Spectators will Sit on the two smaller Bleacher Sets on the North/ South Sides of the Gym**
- o All spectators must receive a spectator **stamp/wristband** to gain entrance to the performance area.

CONCESSIONS

- o **Concessions will be offered in the Commons in the SouthEastern Corner**

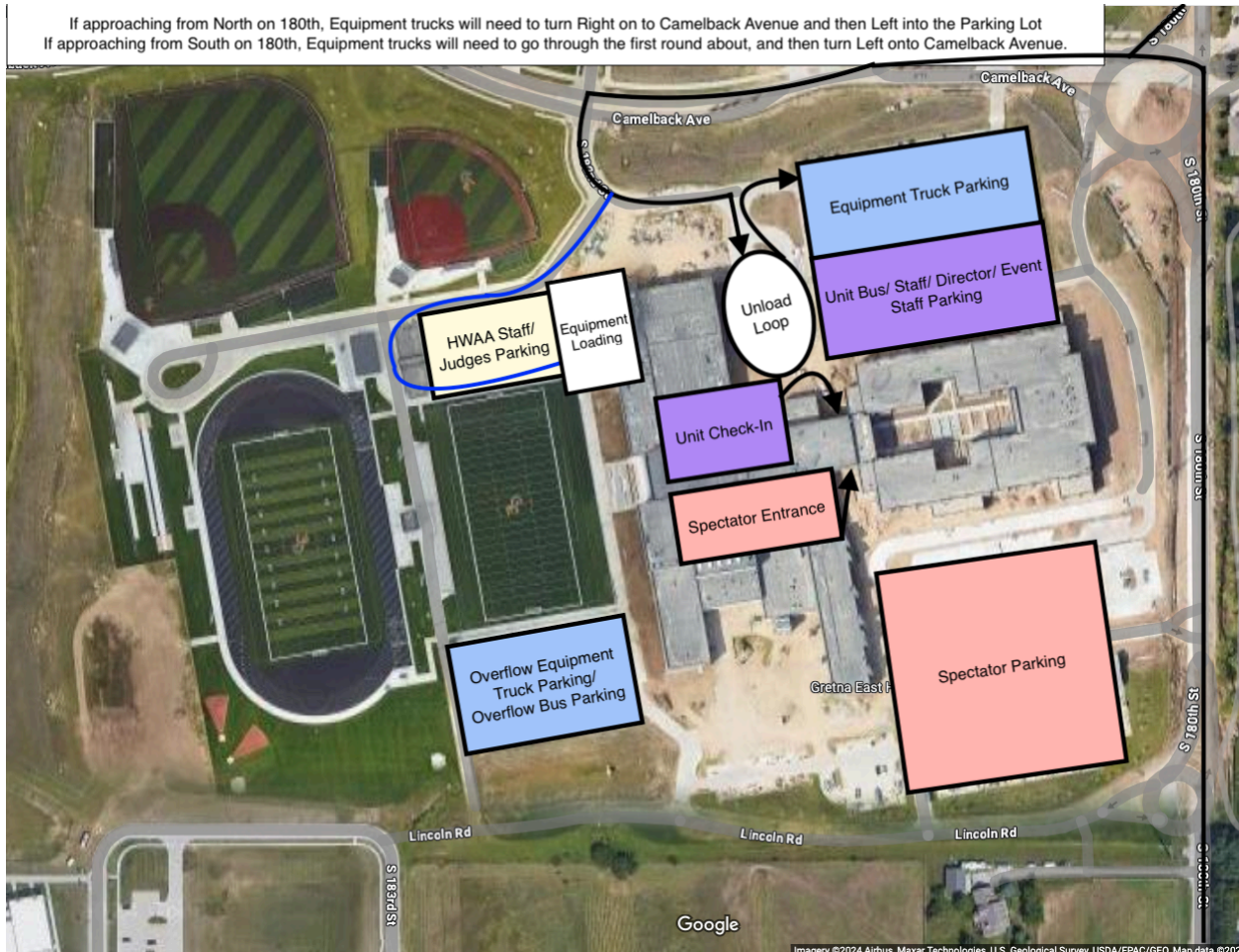
JUDGES CRITIQUE

- o This is an adjudicated show. Judges' critique will follow the end of the guard and percussion portions. Directors and staff are encouraged to take this opportunity to review the performance with the judges in location of critique.
- o Critique will be located in the up-stairs library. Access to the library is available from the Commons.

ADDITIONAL INFORMATION

- o In accordance with HWAA Membership and Contest Rules, Section VII.F
 - o Section 1: Flash photography is strictly prohibited during the performance, as it is distracting to the performers and may cause injury. Photography without the use of flash permitted
 - o Section 2: Individuals will be allowed to only record their own unit during season contest. Any person in violation of this will be asked to leave the premises or the device will be confiscated until the conclusion of the contest.
 - o The video recording policy shall apply to all video recorders, camcorders, digital cameras, cell phones, iPads, tablets, and other devices with video and audio capability
- o **Guides**
 - Guides will meet Units at their Home Area prior to the start of their flow.
- o **Area Access**
 - Access will only be granted to the areas on the map that are in use.
 - Students found in non-access areas will be asked to leave.
- o **Hospitality**
 - A hospitality room will be available. A dinner catered by Porky Butts Barbeque will be available to Directors/ Unit Staff Members AFTER Judges, Event Staff, and HWAA staff have eaten.
- o **Restrooms**
 - Student Only Restrooms that can be used for changing will be located on the Eastern side of the building (where the guard home areas are located)
 - Student Only Restrooms will be located between the Band Room and the Black Box near the Winds/ Percussion Home Rooms
 - Spectator Restrooms will be located in the Commons near the stairs to the library (NE Corner of Commons)
 - Unit Director/ Staff/ HWAA Event Staff/ Drivers restrooms will be located Across the Hall from the Hospitality Room.
 - A Student Only Restroom will be across the hall from the Auxiliary Gym for use during the performance flow.

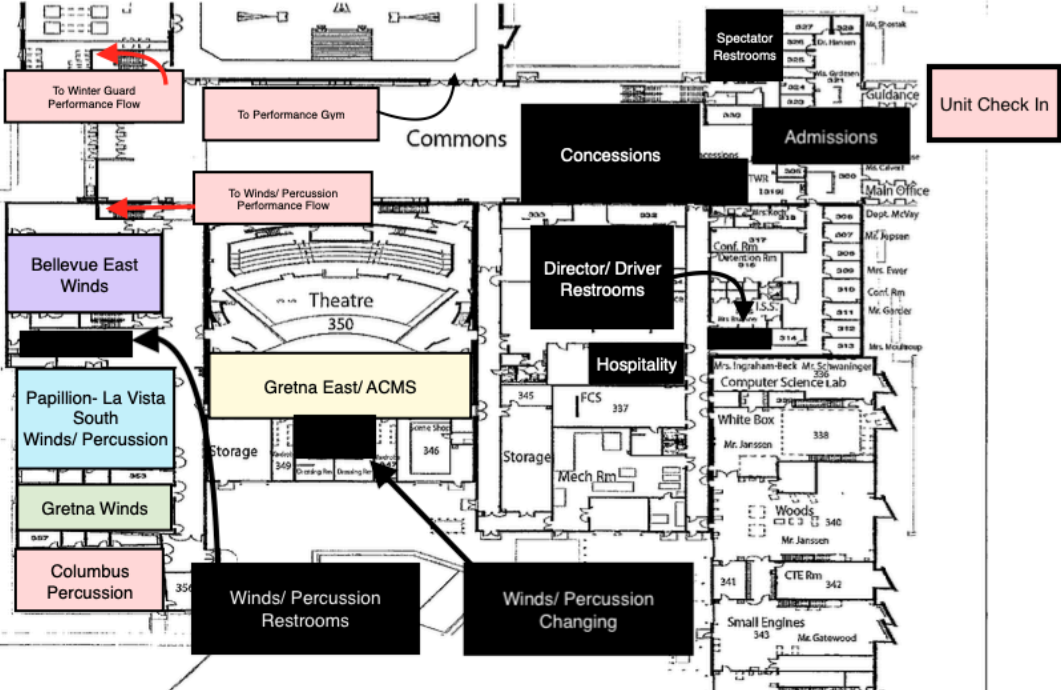
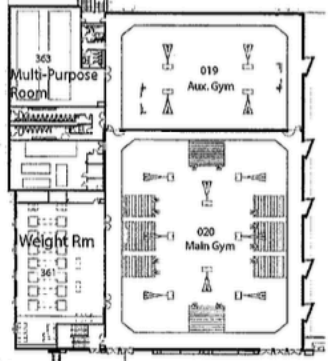
External/ Parking Map



Items of Note

- Spectator Entrance will be on the South Side of the School
- Unit Entrance/ Check In will be on the north side of the school
- Equipment Can be unloaded in the Equipment unload loop located on the NE Corner of the school
- Equipment trucks will need to be staged at the Equipment loading area so that units can load immediately following their performance.

Home Areas/ General Site Information

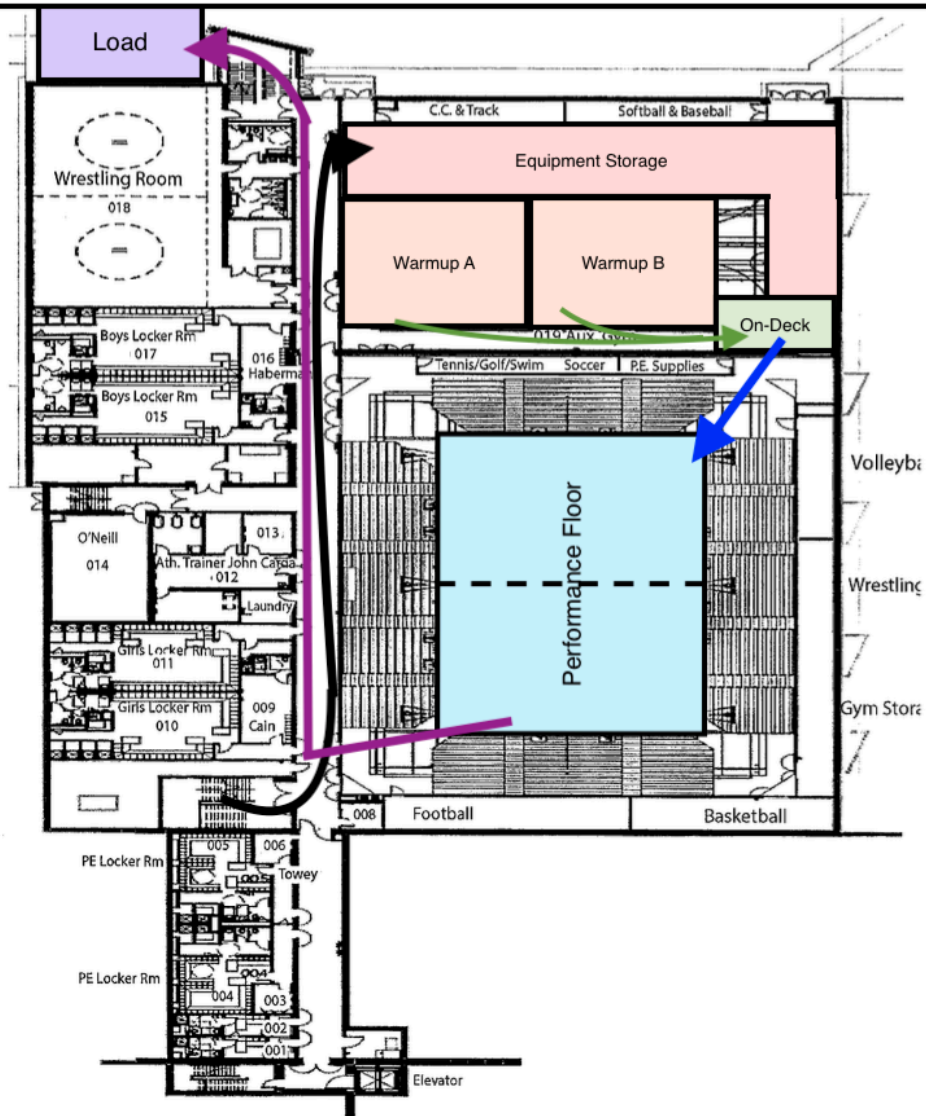


General Information

- All Performing Students will need to enter the listed stairwells to enter their performance flow. This limits distractions in the performance area
- The lower level hallway will be a "Quiet Zone" to prevent sound bleed into the performance area.

Guard Performance Flow

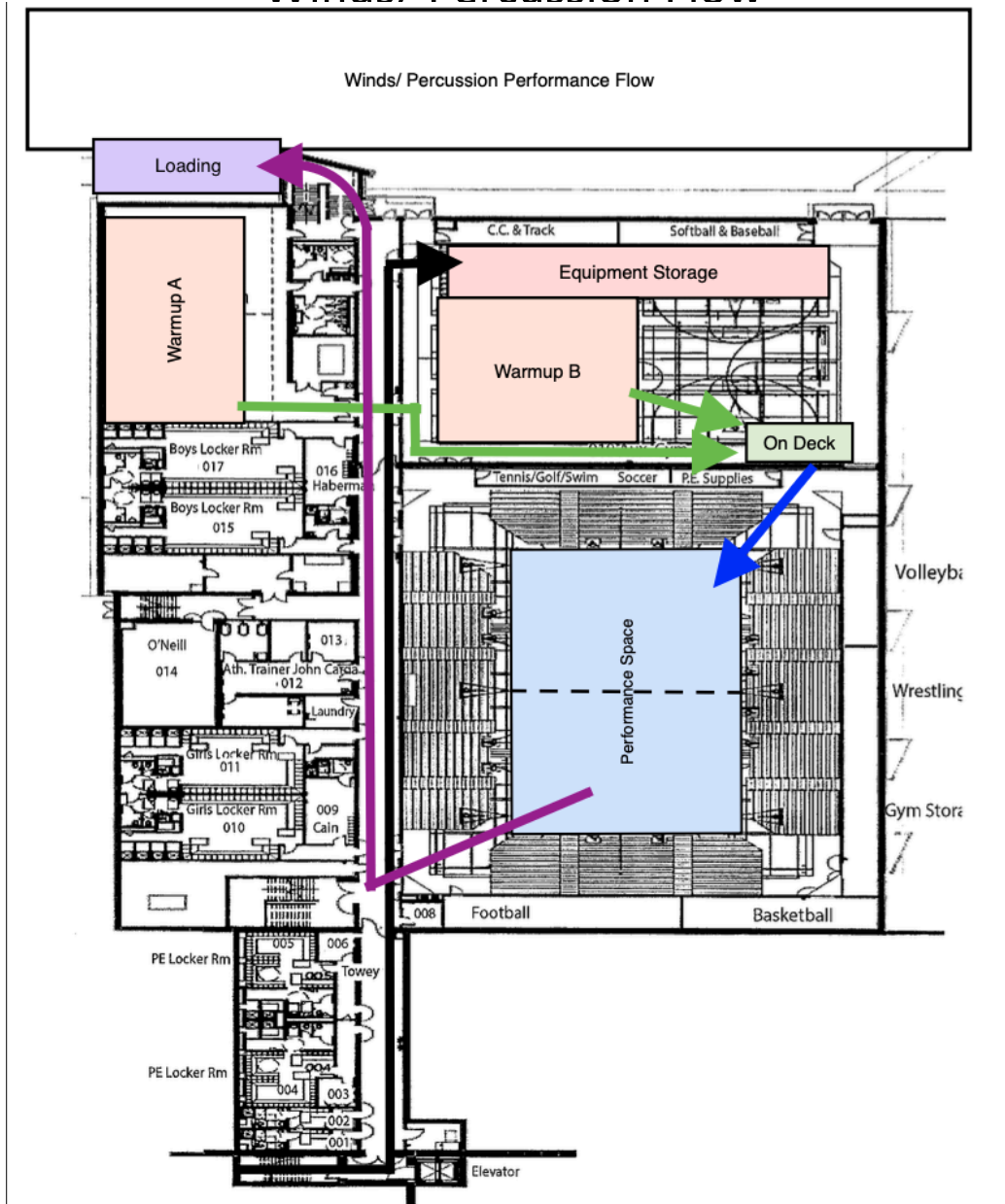
Guard Performance Flow



General Information

- The lower Level Hallway will be a “Quiet Zone” to prevent sound bleed into the Performance Area
- The Sound Table will be located in the South Western Corner of the Gym (near the exit)
 - A 1/8” Audio Jack Cable will be provided, if further adapters are needed, please plan to bring them.
- Power will be provided at the front and back of the floor at the center of the gym

Winds/ Percussion Flow



General Information

- The lower Level Hallway will be a “Quiet Zone” to prevent sound bleed into the Performance Area
- Winds/ Percussion Groups in Warmup B will be directed to play facing towards the NW Corner of the Gym to prevent Sound Bleed into the Performance area.
- Power will be provided at the front and back of the floor at the center of the gym