

# Northern California Band Association

## Information to set up Parade and/or Field Show Competition.

This is a recommended procedure to follow if a band wishes to set up a band review and/or including field show competition that may or may not include concert and/or jazz competition. It is important to understand that the following procedures need to be observed prior to asking for an NCBA event at your site. The NCBA Board will then take your event application under consideration for approval.

1<sup>st</sup>. An event application from the school with the proper fee and date of the event. A Letter of intent requesting the date. Please have a second and/or third date for consideration.

2<sup>nd</sup>. A booster organization large enough to staff personal to run the band review and/or a field show. If one is doing a field show a stadium that will be adequate. This would take at least 25 to 40 individuals to cover the following:

Parking, check-in, staging area, competition area, dressing area, programs, trophies, food concessions and runners for tabulation. If a school wishes to include the field show competition there would need to be approximately the same number of personal added to the day. If concert and jazz were added to the day, additional personal would need to be added to cover these events.

3<sup>rd</sup>. A site that can accommodate bus parking and equipment vehicles. Parking for parents and spectators must be calculated too.

4<sup>th</sup>. Approval from the administration that the event can be held at the site with the proper insurance coverage on the date requested, or the band boosters must hold an insurance certificate for liability at the event. This can cost up to \$1,000.

5<sup>th</sup>. Clearance from the city and the police that the parade route has been cleared for street closure for the time of the band review. Check for police costs, or ask if the city will cover the costs for the event. This could be an additional cost to the Boosters.

6<sup>th</sup>. Check with regional school bands to see if they would attend the event on the date that is requested prior to sending in the NCBA event application. Although you can run a review or field show with a minimal lineup of bands, it is difficult to make it monetarily worthwhile.

7<sup>th</sup>. Be sure to check that the school site needed is cleared on the school calendar and that no other event such as athletic events or out side school events are being held on your school site on that date, assuming you are holding it on-campus.

8<sup>th</sup> ***In order to be eligible to host an NCBA event your school must attend at least three NCBA competition events each year.***

9<sup>th</sup>. ***Please be aware NCBA tries to provide “Regional Protection” for it’s events, in so far as that is possible. Thus, if you are applying for an event in the same region as an already established event, NCBA may not approve judging that event. That determination rests with the Board and General Membership of NCBA. All applications will be placed by postmark in order of dates requested.***