

INVITATION TO HOST

ASBOA State Marching Contest



Criteria for Hosting

The contest will be held on Monday and Tuesday of the 18th Arkansas Activities Association Calendar, rain date the following Monday and Tuesday. If possible, there will be one site for both days. A, AA, and AAA Ensembles and AAAA and AAAAA Ensembles will alternate years going on the first day. Schools/individuals will be able to make a presentation to the Executive Board each year to earn the privilege to host the event. The Board will vote each year during Summer Board.

Each school that is presenting a bid to host the State Contest will be allowed to speak for three minutes during the bidding process. The order of the speakers will be determined:

1. The speaking order will be determined in the reverse order by the postmark date and time that bids were received. The first bid that is received will go last...the last bid that is received will go first.
2. Each voting member of the Executive Board will be given an electronic copy of each school's bid.

During the presentation time, bidders will only be able to speak about their bid. The presenters may not use any form of media for their presentation.

Following the presentations, each Executive Board Member will be able to cast his/her vote in an anonymous ballot vote.

CONTRACT FORM
INVITATION TO HOST

ASBOA State Marching Contest



(This form may not be altered unless prior approval has been granted)

_____ hereby submits the following invitation to host the
SCHOOL, COLLEGE, or INDIVIDUAL

State Marching Contest at the following location: _____

The underscored items are the responsibility of the host. Please explain, in detail, how each one of them will be handled:

Facilities (Please include seating capacity of venue)

Allocation for Rain Date

Security

Custodial Services

Staffing of Logistics (Parking Lot, Gate, Runners, Announcer, and Warm-Up Areas)

Media (Promotion of Event)

Food for Judges during event

Special Considerations for site

Each bid may include up to 5 pages of additional material that will help show the Executive Board site-specific items of your proposed venue. These pages could be but not be limited to:

- Pictures
- Site Map
- Flow Chart
- Concession Options
- Etc.

- 1) The host school agrees to provide a neutral atmosphere for all participating bands
- 2) The host agrees to abide by the ASBOA contract with the designated vendor for event merchandise by providing a suitable location for the sale of such items. The host may not sell any other event merchandise.
- 3) The host will return all unused tickets and complete financial reports within two weeks after the event.

I hereby agree to the terms stated above. I furthermore certify that all information provided is true and factual.

HOST DIRECTOR

SIGNATURE OF SUPERINTENDENT or PRINCIPAL

ADDRESS: _____

PHONE: _____

EMAIL: _____

Submit to: Arkansas School Band and Orchestra Association
 6227 Tech Lane
 Russellville, AR 72801

Bids to host must be received at the ASBOA Office by 4:00 PM on May 22, 2017

Please retain a copy for your records.

Executive Board Action:

Invitation accepted: YES _____ NO _____

ASBOA EXECUTIVE SECRETARY