

# INVITATION TO HOST

## ASBOA State Marching Contest



### Criteria for Hosting

The contest will be held on Monday and Tuesday of the 18<sup>th</sup> 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)

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**Allocation for Rain Date**

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**Security**

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**Custodial Services**

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

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**Media** (Promotion of Event)

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**Food for Judges during event**

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**Special Considerations for site**

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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

## State Marching Band Contest

- I. **Qualification to Entry**-Schools that choose to participate at the Arkansas State Marching Contest must earn a 1<sup>st</sup> or 2<sup>nd</sup> Division at Region Marching Assessment. Schools will have to pre-register by a prescribed date. If a band pre-registers for the event, and does not qualify at Region Assessment then the entire amount of the registration fee will be refunded.
- II. **Prescribed Date** - The event will be held Monday & Tuesday of the 18<sup>th</sup> AAA calendar week, rain date is Monday & Tuesday of the 19<sup>th</sup> week. For 2017 – Monday-Tuesday, October 30-31 – rain date Monday-Tuesday, November 6-7.
- III. **Fees** - The Registration Fee for this event will be \$300.00. Tickets for State Marching Contest will be \$10 each.
- IV. **Format of Contest** - The bands will compete by ASBOA Classification in this event. Each band will perform once during the contest (no finals). There will be 3 music judges and 2 visual judges for the event. The scoring breakdown would be 60% Music, and 40% Visual.
- V. **Awards (Find a Corporate Sponsor for Awards)**
  - 1<sup>st</sup> Division Marching Ensemble
  - 3<sup>rd</sup> Place in Class
  - 2<sup>nd</sup> Place in Class
  - 1<sup>st</sup> Place in Class
  - Overall Music
  - Overall Visual
- VI. **Judging Pool** - All judge recommendations need to be turned into the State Marching Band Committee Chair by May 1st. The committee will meet in June to select judges for the next calendar year. Judges for the upcoming year will already be contracted. Judges will be paid \$600 plus expenses.
- VII. **Hosting Location and Requirements** – One day for the A, AA, and AAA Ensembles and, one day for the AAAA and AAAAA Ensembles. Schools 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. Listed below are the items that will be considered in giving a school the opportunity to host the event:
  - Facilities
  - Staffing
  - Announcing
  - Dates - including Rain Date
  - Media
  - Security
  - Seating Capacity
  - Custodial Services
  - Food for Judges during event
  - Gate
- VIII. **Finances and Logistics** - All finances and scheduling will be run through the ASBOA Office. The Executive Secretary or his/her designee will be in charge of the event. They will: run the contest office, process entry fees, schedule the event, pay all judges and their expenses, maintain communication with the participants, order awards, and maintain the records of the event. The host will be responsible for: maintaining facilities, staffing the contest with runners, concession workers, security, janitorial staff, field workers, warm-up area workers, ticket booth operators, and any other workers that are deemed necessary for the event.
- IX. **Profits** - The ASBOA Office will handle all school payments, and receive 80% of the money that is collected at the gate. The host will keep all profit that is earned in the concession stand, and receive 20% of the money that is collected at the gate.