

# INVITATION TO HOST

## ASBOA State Concert Contest



### Criteria for Hosting

The contest will be held on Tuesday through Thursday of the 41<sup>st</sup> week Arkansas Activities Association Calendar, April 15-17, 2024. 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. **Please have your bid submitted to the ASBOA office by May 12, 2023.**

*If there are multiple host bids:*

Each school that is presenting a bid to host the State Contest will be allowed to speak for 3 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 schools 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.

After all of the presentations have been made, each Executive Board Member will be able to cast his/or her vote in an anonymous ballot vote.

# INVITATION TO HOST - CONTRACT FORM

## ASBOA State Concert 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 Concert Contest at the following location

\_\_\_\_\_

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

- Factors considered for hosting:

- Facilities – Quality of Venue and Warm-Up Area
- Staffing
- Announcing
- Seating Capacity
- Availability for Date

- Media Coverage
- Security
- Custodial Services
- Judges Lounge
- Gate

- Host duties will include:

- Maintaining the facilities
- Staffing the contest

- Securing recording company that can deal w/copyrights
- Securing ads for program

**Facilities:** Performance Venue, Warm-Up Room, and Large Instrument Storage Area/Room, area (Please Include seating capacity of venue)

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

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**Media** (Promotion of Event)

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**Security**

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**Custodial Services**

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**Food for Judges and Judges' Lounge 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 (This includes signage, seating, announcer and other accommodations).

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.

\_\_\_\_\_  
(SIGNATURE OF SUPERINTENDENT or PRINCIPAL)

**Host Director:**  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_

Submit to: Arkansas School Band and Orchestra Association  
1711 Coliseum DR, MSC 6036  
Russellville, AR 72801

Bids to host must be postmarked by May 12, 2023

**Please retain a copy for your records.**

Executive Board Action:

Invitation accepted - YES \_\_\_\_\_ NO \_\_\_\_\_  
(ASBOA EXECUTIVE SECRETARY)