

Keystone Indoor Drill Association

Show Host Checklist

October 2013 Edition



SPONSOR INFORMATION

Name of Sponsoring Organization (School District)

Name: _____

Main Event Contact Information

Name: _____

Address: _____

Primary Phone Number: _____

Secondary Phone Number (If necessary): _____

Fax Number: _____

Email: _____

Secondary Event Contact Information

Name: _____

Primary Phone Number: _____

Secondary Phone Number (If necessary): _____

Email: _____

Sponsoring Organization Information

How many volunteers do you expect to have available to staff your KIDA contest? _____

CONTEST INFORMATION

Ticket Information

Adult Ticket Price: \$ _____

Student Ticket Price: \$ _____

Senior Ticket Price: \$ _____

Student Restrictions (age, with student ID, etc.): _____

Senior Restrictions (age, etc.): _____

Additional Ticket Information: _____

COMPETITION SITE INFORMATION

Site Information

Competition Site Name: _____

Competition Site Address: _____

Competition Area Information

Measurement of side wall to side wall (length of gym): _____

Measurement of front row of bleachers to back sideline bleachers (if used): _____

Note: If the back bleachers will be extended, please extend them out and then do the measurement. If they will not be extended, then measure to the bleachers.

Number of rows of bleachers (separate Spectator and Backside bleachers): _____

Seating Capacity (separate and Backside bleachers): _____

Any permanent obstructions above the competition floor (immovable hoops, lights, scoreboard, etc.)?

Are there any stairways to contend with in the flow of traffic? YES NO

If yes, please explain where they are located and how they will affect the flow of traffic:

Separate entry and exit doors for spectators? YES NO

Is the performance entry door separate from performance exit door? YES NO

If no, please explain how units will enter and exit the performance floor without cross traffic.

Do you enter Competition Area directly from outside? YES NO

Performance Entry door width (inches): _____

Is there a center bar in the door? YES NO

Can it be removed for the event? YES NO

Do you exit Competition Area directly from outside? YES NO

Performance Exit door width (inches): _____

Is there a center bar in the door? YES NO

Can it be removed for the event? YES NO

Where is the electrical power located in your performance gym? _____

What indoor space is available to store equipment, floor, props, etc. prior to the competition?

Will you have a tarp or floor covering down? If yes, what? _____

Will a video area be setup for unit staff? YES NO

Will a staff seating area be roped off? YES NO

Have you provided the necessary judging seating area (5' x 5' area per judge): YES

Student Restrictions (age, with student ID, etc.): _____

Senior Restrictions (age, etc.): _____

Additional Ticket Information: _____

PLEASE PROVIDE KIDA PHOTOS OF YOUR FACILITY FOR USE ON OUR WEBSITE (JPEG images only)

WARM-UP SITE INFORMATION

Percussion Warm-ups

Percussion Warm-up #1 Location (Mandatory): _____

Percussion Warm-up #2 Location (Mandatory): _____

Percussion Warm-up #3 Location (Optional): _____

Percussion Warm-up #4 Location (Optional): _____

Estimated Distance from Warm-up to Performance Gym (in minutes): _____

Additional Important Percussion Warm-up Information: _____

NOTE: Please make sure that all percussion warm-up areas have double-doors with bars removed to accommodate large equipment. Warm-ups should be easily accessible for all equipment with NO stairs, narrow hallways, or limited obstacles and limited cross traffic. Warm-ups should not be close to performance facility where any sound from warm-up can be heard.

Color Guard/Dance/Majorette Warm-ups

Body Warm-up #1 Location (Mandatory): _____

Body Warm-up #2 Location (Optional): _____

Equipment Warm-up #1 Location (Mandatory): _____

Equipment Warm-up #2 Location (Optional): _____

Estimated Distance from Warm-up to Performance Gym (in minutes): _____

Additional Important Warm-up Information: _____

NOTE: Body warm-up locations should have all obstructions removed from the facility, providing adequate space for stretching and basic movement exercises. Equipment warm-up locations should have high ceilings, allowing for equipment work and tossing. Warm-ups should be easily accessible for all equipment with limited obstacles and limited cross traffic.

ADDITIONAL SITE INFORMATION

Outline Parking at Your Facility (Buses, Equipment Trucks, Spectators, Handicapped, Judges, etc.): _____

Judges Room Location: _____

Please Note: Room must be able to accommodate judges meeting at end of percussion and color guard contests.

Has food been provided for judges? YES

Has the Chief Judge been provided with 3 runners? YES

Tabulation Room Location (with access to photo copier): _____

Does Tabulation Room have IMMEDIATE access to a photocopier? YES

Where will the Announcer and Sound Table be Located: _____

Name of Announcer (preferably with past experience): _____

Access to a sound system with mixing board, CD Player, MP3/iPod hookup, amplifier, speakers, etc.? YES

Dressing Room Locations (separate for boys and girls): _____

Unit Housing Area Location (with area provided for storage of personal belongings): _____

Additional Comments: _____
