

WINTER GUARD



& PERCUSSION

Of Oklahoma

2016

Contest Host Packet

Part 1: General Information

PURPOSE

The purpose of this handbook is to standardize the competitive experience provided by contest sponsors to the units. It is our desire to be consistent in order for units to experience the exact same procedures throughout the year and at championships. As much as possible, this material will be kept in outline form to assist in easy reading and accessibility.

ETHICS, CONDUCT, AND BEHAVIOR

All representatives of WGPO are expected to behave in such a manner as to be an exemplary example for the young people we serve. As a contest Sponsor, you not only represent your organization and school, but WGPO as well. Courtesy, language, standards, appearance and personal conduct in and around the contest event should be beyond reproach. Care should be taken in social settings that the image of WGPO is maintained at the highest level. Inappropriate conversation or remarks about the units participating or the adjudication process, is unprofessional and should not occur. All those who act on our behalf identify WGPO publicly, and as a contest sponsor, you are a key representative within your particular area. One never knows when an innocent comment or act will be taken out of context with damaging results.

ROLE OF THE WGPO CONTEST DIRECTOR

The WGPO Contest Director is the link between WGPO, the Sponsor and the competing units during the contest season. Communication must be ongoing and equally open to every unit during the event.

The duties of the WGPO Contest Director include, but are not limited, to the following:

- Serve as a source of information for units and sponsors.
- Maintain current awareness of rules and interpretations.
- Assure that all contests are run in a similar manner to benefit the units.
- Assure competing units are aware of any conditions or problems that may arise at the area contests.

Part 2: WGPO Contests

Contests are the most significant events of the season. Parents, boosters, sponsors, school administrators and fans will form their first impression of this organization and can have a lasting impact on their future participation. The professionalism with which it is run is paramount.

The following philosophy is applied at all WGPO contests: WGPO contest personnel are assigned to serve the needs of participating units before, during, and after their competitive appearance. Units are not here to serve us. Our objective is to have each unit prepared and ready to compete on time, and to make their competitive experience with us an enjoyable and educational one.

The contest experience is not designed to be a series of arbitrarily arranged steps. We allow as much flexibility as possible for participating units while remaining fair and consistent to all. We do, however, expect all units to respect each other's rights. It will never be our intent to appear autocratic or insensitive while continuing to recognize the need to run an efficient and appropriately controlled event. All units will be treated in a fair and consistent manner regardless of class, accomplishment or geographic representation."

WGPO's success is directly attributable to the care and concern shown for the participating units on all competitive levels. We expect that this will continue and be manifested at all WGPO contests. As a general guideline for contest conduct, deal with the inevitable unforeseen problem using your own good judgment, or by checking with the appropriate person in charge as quickly as possible.

In most cases, this will be the WGPO Contest Director. The information below will assist you in the consistent administration of your contest.

AWARDING OF CONTESTS

Contest Host application must be postmarked by Saturday, September 19th, 2015. Final decision as to where a contest is located rests with the WGPO Eboard. The WGPO Eboard will accept applications once the Calendar has been approved, usually after the June Membership Meeting. Bids from potential contest hosts must be submitted each year. Contests will be awarded on a first come/first serve basis as long as all criteria have been met.

State Championship bids must be postmarked by June 15th, 2015.

CRITERIA TO AWARD CONTESTS

The following considerations are reviewed when selecting the contest host sites:

- Quality and location of contest site. Site specifications should accommodate both guard and percussion (Marching & Concert) competition.
- Staff availability (assure that contest host provides enough staff to run the contest adequately).
- Date availability
- Principal or Administrator letter of approval
- Additional Criteria as stated in the WGPO Handbook

COSTS TO SPONSOR A CONTEST

- **Contest Host fee.** \$350 Host Fee is payable to WGPO.
- **Championships.** The championship contest host will give 45% of the gate entry fee to WGPO. The contest host will pay this amount no later than the annual summer meeting after hosting the championship contest.

JUDGE'S FEES

WGPO is responsible for all additional judges' fees

AWARDS

Contest hosts are responsible for trophy purchases. The **minimum** trophy sizes required for WGPO contests are as follows:

1st place: 24" tall

2nd Place: 18" tall

3rd Place: 12" tall

GENERAL CONTEST HOST GUIDELINES

1. Contests should follow WGPO standard format:

- All regular season contests shall begin at 12:00 pm CST, beginning with the Middle School, Regional B, Regional A, Independent Regional A, Scholastic B, Scholastic A, Independent A, Scholastic Open, followed by Percussion Concert and Percussion Marching classes. Some events may have an earlier starting time due to the number of units.
- Unit's performance times will be by a draw. The draw will be determined by the Circuit Contest Director with modifications made for travel and multiple unit entries.
- If necessary, prelims/finals format will be awarded at the discretion of the Executive Board.
- The WGPO Contest Director shall facilitate the scheduling of units.

2. Units performing at WGPO contests shall not be required to perform before the time stated in the latest schedule published by WGPO, no later than the Thursday prior to the contest.

3. If a unit arrives late to a competition and does not check in with enough time to perform at their regularly scheduled time, then the Contest Director shall decide if the unit may perform competitively or in exhibition only at that contest.

4. Units must turn in the following when signing in at unit check-in:

- Music performance CD (must be labeled on track side with unit name and class). CD's must be labeled with the proper track number.
- Sound checks must be done prior to the start of the contest or during scheduled breaks. Any exceptions will be made by the WGPO Contest Director only.

5. Marching members plus SEVEN (7) will be admitted free. All others must pay admission. This includes equipment crew, instructors, parents, designers, etc. as defined per WGI manual.
6. All equipment will be inspected for proper taping and padding prior to warm-up. This includes any props that come in contact with the floor of the performance area. **Contest Host must provide someone who can inspect this equipment.** Please refer to the WGI manual for more details.
7. Warm-up time will be designated on the schedule. Contest hosts must have a stop watch at each warm-up area to insure that each group receives their allotted amount of time. Time begins once the last member has entered the warm-up area.
8. All contests having a prelims/finals format will have a directors meeting following the close of the preliminary competition.
9. "Judges' Critique" shall be offered at the local level for all WGPO sanctioned regular season contests with the following conditions:
 - All unit directors wishing to participate in critique MUST sign up for a critique time at unit Check-in.
 - Critique shall begin within 15 minutes of the last competing unit, and will run in an orderly fashion.
 - A WGPO representative will be responsible for timing in Critique
 - Since the number of critiques available may be limited, critique will be on a first come, first serve basis only.

CONTEST SITE SPECIFICATIONS

Contest Host Must Provide the Following:

- a) A 60'x90' performance area. This should not include walkways for spectators.
- b) Secure all trophies for the 1st, 2nd, and 3rd place winners in each class (see size requirements above).
- c) A working sound system that is equipped with a CD player and the capability to use external devices such as MP3 players and/or iPods. A variable speed adjustment is a plus but not required. An experienced individual with adult supervision is needed to operate said system. A back-up sound system should be available.
- d) An adult to be the announcer. This person should have experience based on the needs of this position.
- e) Access to a computer with Windows XP or higher for tabulation.
- f) Access to a printer and copier
- g) Dressing facilities for all performers that shall be separate from the public restrooms
- h) A "Directors' Hospitality Room"
- i) A "Judges' Hospitality Room/Area for critique" separate from the "Directors' Hospitality Room".
- j) "Warm-up Areas" for guard Body and Equipment Warm-Up. Provide two (2) inclement weather "Warm-up Areas" for percussion. There should be no steps or door posts between "Warm-up Areas" and "Performance Area" for percussion. Outdoor percussion warm-up areas are first come, first served.
- k) A prop/equipment storage area (CANNOT be in ANY Warm-Up Area unless it is clearly separated by some kind of partition in order to avoid distraction for competing units.). It is recommended that Host provide a separate storage area for guard & percussion.
- l) A First Aide station and someone to administer first aid if necessary.
- m) For contests that include percussion, provide a grounded 110volt outlet centered on the front and back of the performance floor.
- n) All workers necessary:
 - gate
 - unit check-in
 - judge runners
 - time monitors for warm-up areas
 - ushers to keep spectators out of judging areas and keep people from moving around during performances.
 - video pass monitor (adult) to check for passes & violations
 - extra workers to offer direction in order to keep things running smoothly

- o) A building engineer on duty during event to control all structural, electrical, HVAC, and plumbing issues.
- p) A designated Video Area at top & near center of spectator seating area

UNIT ENTRY AND SCHEDULING

- The WGPO Contest Director will handle all entries and will disseminate final information to the units and judges.
- Unit's performance times will be by a draw. The draw will be determined by the Circuit
- Contest Director with modifications made for travel and multiple unit entries
- At regular season contests: Prelims/finals format will apply **ONLY** in cases where there are more than 10 units in a single class. In this case, the top 50% plus 1 unit from prelims will advance to a finals competition.
- At WGPO Circuit Championships: Prelims/Finals format will apply **ONLY** if approved by the WGPO membership at the regular fall meeting. In this case, the number of participants allowed into finals format will be at the discretion of the WGPO Contest Director. This will be published at least 30 days prior to WGPO Circuit Championships.

ANNOUNCER

- The Contest Host's responsibilities are to know what will be said, monitor timing, and set up protocol and schedule.
- Make every attempt to introduce each unit in the same manner; spiel sheets to this effect are provided by WGPO. It is our goal to make announcements the same at all WGPO contests.
- The announcer must be an adult, and be familiar with contest procedure, and is not just the local DJ. This individual is an important representative of WGPO's image. They should understand our expectations and standards. It is risky to let this individual improvise during the course of the contest. Set the proper limitations on this individual; provide them with the proper script and other information if possible, a few days prior to the event.
- Have filler announcements such as **NO VIDEO RECORDING** without a pass, **NO FLASH PHOTOGRAPHY**, please enter and exit in between groups only, eat food from the concession stands, etc. Specifics will be provided by WGPO.
- The announcer needs to keep a close eye on the T&P judge. This person will give those cues as to when to start announcing, when to shut the music off, when the judges are ready, etc. Please instruct the announcer not to shut the music off unless the T&P person directs him/her to do so.

BANNERS

No individual group signs are allow to be brought in by parents. Only official WGPO banners and/or corporate banners will be permitted in the contest area.

CASSETTE TAPES/DIGITAL RECORDING

WGPO will provide all Cassette tapes and/or digital recording devices for the judges.

SPIEL SHEETS

The WGPO contest director will send the spiel sheets for the contest to the contest host a few days before the contest. The contest host needs to print out two copies of these. They need to place one in the Check- in packets and keep the second copy as a spare at the sound booth.

ELECTRICAL NEEDS

There must be adequate electrical provisions to support the tabulation table (computer, printer, and microphone) and to support the sound system. Percussion contests require two power strips at the back and front centerlines. Color Guard contests must have a power strip on the front sideline.

EVALUATING CONTEST HOSTS

WGPO can conduct surveys of units and judges at the conclusion of each contest. These results will be shared with the contest host in order to address any issues or concerns arising from the contest for future years. If a Contest Host presents serious problems, a report will be made to the WGPO Eboard so that the issues can be dealt with effectively and expediently. **Failure to adhere to all specifications of WGPO Rules and Regulations can affect the future sponsorship of your contest.**

EXHIBITIONS

Exhibitions will be allowed at contests. The Contest Director will schedule the exhibition performance.

FLOOR DAMAGE

In order to protect WGPO and the Contest Host, we ask that you provide a protective covering on the performance area. Most groups will lay their own floor tarp onto the performance area, but some may not. This allows extra protection of your gym floor. All equipment should be inspected prior to performance by one of your contest personnel. We request this person be an adult who is familiar with proper padding technique. We also recommend that you offer tape, pole caps, additional padding, etc. for groups to pad any unacceptable equipment. Any equipment deemed unsuitable will not be allowed to enter the performance arena. Any concerns must be brought to the performing groups sponsor and the contest director during the first 5 minutes of warm-up so that the proper actions can be taken.

JUDGE ASSIGNMENTS

The Judges Coordinator makes judge assignments. WGPO Contest Administrators will be informed of the assignments prior to the contest.

CONTEST HOST CONTRACT

The WGPO Contest Host Contract is enclosed. Please complete and return with requested documents.

SCORE SHEETS

WGPO will provide the score sheets for all contests. Please have pencils and clipboards available for the judge's use.

SOUND SYSTEM CONTROL

On occasion the volume may be exceedingly loud to a point where the musical intensity could be detrimental to the effective adjudication of the unit. The sound system operator should keep an eye on the Chief Judge who will indicate the need to lower the volume if necessary.

MERCHANDISE SALES

Contest Host will be allowed to sell souvenir items and must allow other units to sell their merchandise.

TABULATION

Tabulation is a crucial component of the area Contest and extremely important to the units and judges. WGPO will provide a tabulator for each contest. Sponsor must provide access to a copier, paper, etc.

VIDEO TAPING

- Each contest host should designate and mark off a videotaping area and should have an adult who is familiar with the policies to check video passes. Groups are not required to videotape in this area, however it is strongly recommended to keep from any confusion with our policies.
- AT WGPO CIRCUIT CHAMPIONSHIPS ABSOLUTELY NO VIDEO TAPING WILL BE ALLOWED
- In order to protect the safety of our performers, absolutely NO FLASH PHOTOGRAPHY is allowed during any performance. Photography without flash is acceptable.
- Only persons directly involved with a specific competing unit (for example: parents, friends, or sponsors) will be allowed to videotape their OWN unit during the WGPO competitive season.

- Only ONE person may videotape a specific unit and they must have the proper Video Pass (provided by WGPO at the beginning of the season). Any violation of this rule will be dealt with strictly.
- Unit Directors, Instructors, Designers, and Managers are strongly encouraged to help inform their member's family and friends of this policy

WARM UP AREAS (COLOR GUARD)

Color guard units have requested that WGI standardize all warm ups for all contests. This means that each unit will receive one (1) interval time of body warm up and one (1) interval time of equipment warm up. The WGPO Contest Director will issue a detailed logistics schedule to the units and it must be followed. The Contest host is not allowed to add additional warm up time even if there is extra space other than the two warm up areas.

WEBSITE

WGPO will post scores on their website immediately after the conclusion of each contest.

Part 3: Judging

RESPONSIBILITIES OF THE JUDGE'S COORDINATOR

- Judges Coordinator will bring all cassettes and judge's forms necessary for the day's events.
- Be present in the stands to view as many of the guards as possible.
- Assign and adjust the judging panels as necessary due to travel problems or illness.
- The WGPO Contest Host and Judge's Coordinator will work together to review the schedule of the weekend, review all logistics, contest and critique issues, and to assure the smooth execution of the contest.

JUDGE MEALS

Lunch should be provided to the judges and contest staff one (1) hour prior to the start of the event. Also, judges should be offered drinks and snacks throughout the contest process, especially when the contest is lengthy. Snacks can also be provided in the judge's room during the instructor's critique. Championships Host will be responsible for the lunch and dinner meal that must be served on site to the judges unless ample time has been scheduled. Please work with the Contest Director to determine if enough time is available. While most sponsors do a superb, generous job in this area, this segment will serve as an aide for new sponsors or for those few sponsors who may not understand the judges' needs during an event of this nature.

- Judges cannot leave the facility to eat during the contest process and this is an important aspect for them. Lunch and dinner breaks at Championships may or may not have enough time to leave the contest site.
- Avoid telling the judges to go to the cafeteria for your standard "refreshment package." Often the lines are excessively long and precious time between contests is wasted. In addition, the food you select for sale to the kids might not be the best choice for the adult judges. However, some sites may choose judges to select items from the concession stand for snacks. Contest runners should be responsible for catering these to the judges and the expense should be the contest hosts.
- Coffee and tea in the morning is extremely important for championships contest. If you are providing breakfast items, things such as cereal, yogurt, fruit, muffins, and granola bars are appropriate and easy.
- Bottled water is usually the preference for most judges. Soft drinks are also appreciated.
- Lunch and/or dinner might include catered BBQ, chicken or other generally liked meals.
- Please be prepared in case of a dietary need of a judge such as vegetarian etc. The judge's coordinator will try to notify the Championship Host of this need in advance.

PRIVACY IN THE JUDGES' ROOM

The judges' room is restricted to judging personnel including the Chief Judge, WGPO Contest Director, Director of Education and WGPO President. Trial judges may be included at the discretion of the Chief Judge. There are often issues of a sensitive nature that need to be addressed, and which would be inappropriate for other individuals to witness or listen to. If this is also the room where judges' meals are served, obviously, the Contest Hosts committee members will need to attend, but this room should not be open to personnel other than those directly involved in the judging process. **Nonworking WGPO judges, judges' families and/or friends are not to be in this area.** There should be a consistent approach to security in the Judges' Room from contest to contest. Judges will also be instructed to advise their families of this in order to make the entire situation more comfortable.

Part 4: Contest Host Checklist

This checklist is designed to assist you in attending to the countless details, which will make a contest run smoothly and efficiently. If the committee should be divided up in such a way that these categories fall into their specific responsibility, it will aid that individual and the contest host in assuring the proper attention to details. All details may not apply to your specific contest, but it will definitely cover every possible situation.

CONTEST SITE

- Seating Capacity
- Handicapped Area
- Warm-up Area
- Guard Entrance/Exit
- Merchandise Sales Area
- Photo Area (championships only)
- Crowd Flow
- 5 foot in front of sidelines
- Judges area in stands, security, accessibility
- Judges Hospitality Room
- Unit Check-in
- Unit Entrance/Exit
- Dressing Rooms - Guys/Girls
- Prop/Equipment Area
- Body Warm-up Area
- Equipment Warm-up Area
- Competing Unit Entrance
- Spectator Entrance
- Dressing Rooms
- Announcer/Sound Area
- First Aide
- Photo Area (championships)
- Tabulation Area

STAFF NEEDED

- On site First Aide
- Announcer and Announcer Aide
- Sound Operator
- Security
- Judges Area
- Money Areas, (check-in ticket sales, merchandise sales)
- Crowd Control
- Unit Control
- Doors
- Ticket Sales
- Unit Check In
- Warm-up Areas
- An adult person to inspect for proper padding of equipment and props in Warm-up Area & Prop Storage.
- Spectator Entrance/Exit
- Unit Entrance/Exit Runners
- Judges sheets to tab area
- Music cd's to Sound Table
- Spiel Sheets to Announcer
- Miscellaneous floaters (several)
- Parking Lot as Needed
- Food Service
- Servers, sellers, clean-up
- Preparation of food for Judges' & Staff

SUPPLIES

- Badges, Staff, Units, etc.
- Sound System with back-up
- Awards
- Coffee/Cold Drinks/Water
- Snacks
- Tables and Chairs
- Announcer
- Security
- Speaker Placement
- Electrical power
- Comfortable chairs (long day)
- Extra Chair for Unit Sound Person

- Wires covered/taped
- Tabulation Area (table 8' feet, chairs)
- Power
- Air Ventilation System
- Extension Cords & Power Strips
- Tape (caution, duct, masking)

- Food for judges and concession stand
- Signs to designate proper warmup areas, hospitality rooms, equipment storage etc.

TABULATION/ANNOUNCER

- Pens/Pencils/Markers
- Stapler/staples
- Rubber bands
- Scissors
- Tape (scotch/masking/duct)
- Paper clips
- Tables and chairs

- Trash receptacle
- 9x12 Envelopes (for score sheets, etc.)
- Extra Poster Board (for last minute signs, etc.)
- Access keys to areas needed
- Judges totes for sheets & tapes

The Tabulation /Announcers tables should be placed at end of gym and NOT on the front sideline.

JUDGES:

- Judges Food
- Judges' Room
- Tabulation/Announcers table, usually at end of gym

GENERAL INFORMATION FOR UNITS

- Hospitals, Medical Centers
- General Merchandise (Wal-Mart, etc.)
- Restaurants - Fast Food
- Hotels/Motels (Championships)
- Contact Phone Numbers
- Emergency Phone # at Site – Cell Phone

FINANCIAL Expenses

- School Rental
- Food for judges/CD/Staff
- WGPO Host Fee
- WGPO Judges/Staff Expenses
- Tabulators, Medical, Police
- Ticket printing (some groups stamp hands or have wrist bands)
- Necessary supplies (see above supplies list)

Cash and Supplies

- Cash Boxes with cash for:
- Ticket Sales
- Food Sales
- Merchandise Sales
- Guard Check-in

UNIT CHECK-IN

- Unit Check in packets including facility maps, performance area showing timeline, 2 copies of latest schedule, spiel sheets, judge's critique sheets, local info pertaining to restaurants, hotels, general show announcements.
- Hand Stamps/Pads/Wristbands
- 2 Schedules
- Master List for headcounter (compare with T&P List)
- Video Pass (these will be handed out to each unit only once during the season)
- Cash Box
- Receipt Book
- Extra blank spiel sheets
- Table/chairs
- Pens/Pencils/Markers
- Runners (at least 4 at a time)
- Critique Sign-up sheet
- Critique location
- Finalist Meeting location
- Any additional handouts to all units



Winter Guard & Percussion
Of Oklahoma
PO Box 604
Mustang, OK 73064
www.WGPOklahoma.org

2016 Contest Host Application

Sponsoring Unit Name: _____

Contest Manager: _____

Site Address: _____ City: _____ Zip: _____

Wk Phone: _____ Cell Phone: _____

Hm email: _____

Date(s) available to Host: _____

FACILITY DEMINSIONS:

(WGI/WGPO require a 60x90' performance area, not counting walkways, etc.)

Number of feet between front bb court sideline & first row of bleachers/wall: _____

Number of feet between back bb court sideline & first row of bleachers/wall: _____

Are all door-posts leading into warm-up & performance area removable? Yes No

Are basketball goals able to be raised up? Yes No

Are there any stairs into/in between warm-up and performance entrance/exit? Yes No

Seating capacity on front side: _____ Number rows of bleachers/seating: _____

Please complete this form and provide/enclose the following information as listed below and send to the address above.

DIRECTIONS TO CONTEST:

Provide specific, typed directions from all highways to your contest site.

PARKING:

Where will it be located? Please label this on your campus map.

UNIT CHECK-IN

This will ALWAYS begin at least 1.5 – 2 hours before start of contest. Please label this on your facility map.

DRESSING ROOMS:

You must provide dressing areas other than the spectator restrooms. Please label this on your facility map. Will you have specified dressing times for each unit?

PROP STORAGE:

Please indicate where props will be stored (this should not be located in the same room as equipment warm-up). Please label this on your facility map.

SOUND CHECK:

This will ALWAYS begin 1 hour prior to start of contest. Please label this on your facility map. Please have a back-up system available in case there are problems.

WARM-UP:

Please give a DETAILED description of the “flow” of warm-up. This should include where each warm-up will be held, approximate size of the warm-up areas, and approximate height of ceilings in Equipment warm-up. Also, if there will be a need for OUTSIDE travel at any point, please indicate. Please label this on your facility map.

PERFORMANCE ENTRANCE, EXIT, AND TIMELINE:

Please give a DETAILED description of the “flow” of performance. This should include entrance and exit (as you look at the floor from the audience), and timeline markings (TIMELINE RULE: the entrance/exit of the performance gym MUST be on opposite sides of the designated timeline).

So, in general, if units will be exiting on the same side of the gym, timeline is HORIZONTAL. If they are exiting on opposite sides of the gym, timeline is VERTICAL. A detailed layout of the performance area is necessary. Please label this on your facility map.

HOSPITALITY ROOMS AND CRITIQUE:

You must provide a SEPARATE judges’ hospitality room from the directors’ hospitality room. Judges will arrive a minimum of 1 hour prior to start of contest and will need to be in a separate area for their pre-contest meeting. Critique may be held in either hospitality room following awards. Please label this on your facility map.

CONCESSIONS:

What food will you have available? What restaurants are close by? Please be descriptive.

PERCUSSION:

Please take into account the percussion units and their needs. Please describe how they will be accommodated and any differences from the guard warm-up, storage, travel, etc. Keep in mind that most equipment is very large and that travel should be kept to a minimum. Warm-up for percussion needs to be kept to one area and doorways must accommodate large equipment (door posts must be removable). There should be no steps between storage area, warm-up, performance and exit.

LETTER FROM ADMINISTRATOR

You MUST include a letter signed by the site principal or school administrator verifying that your specified facilities are available on the date(s) you requested.



**Winter Guard & Percussion
Of Oklahoma
PO Box 604
Mustang, OK 73064
www.WGPOklahoma.org**

2016 Contest Host Contract

We, the undersigned-sponsoring unit (Herein known as the "Contest Host"), acknowledge that we shall host a WGPO sanctioned event at a facility to be determined by us on a date determined by the Winter Guard & Percussion of Oklahoma.

We understand and agree to the terms as stated in the WGPO Contest Host Handbook and WGPO Rules and Regulations Handbook.

Also, we understand that if unforeseen circumstances occur and we are unable to host the WGPO contest as agreed to, we are responsible for finding an approved alternate location.

Any additions, deletions, or general changes made to this contract MUST be done in writing and signed by (1) The Contest Host and (2) The WGPO Contest Director. The Contest Host and the WGPO Contest Director shall each retain a signed copy of this contract.

Signatures required:

Representative of the Contest Host:

Date: _____

WGPO Vice-President/Contest Director: _____

Date: _____

Contest Host Principal or Administrator: _____

Date: _____

Band Director (if not representative):

Date: _____

Location of Contest: _____

Date of Contest: _____