



SAPA CONTEST BID INFORMATION

ORDER OF PROCESS

1. Secure a bid packet either online or in person from SAPA.
2. Complete **Contest Bid Preliminary Information Form**.
3. Return completed form with \$ 200.00 Franchise Fee, detailed maps, and any additional information to SAPA no later than September 3, 2010 (this is not a postmark date).

Southern Association for Performance Arts
3070 Watson Blvd, Suite 400
PMB 157
Warner Robins, GA 31093

4. Executive Board will review bids and determine schedule.
5. Show hosts will receive contract from SAPA that is to be returned no later than October 1, 2010 with a statement on school letterhead from a school letterhead stating that the facility has been reserved for the contracted date(s).
5. Show hosts will send final packet to SAPA no later than three weeks prior to their contracted date(s).



SAPA Contest Bid Preliminary Information

DUE BY: September 3, 2010

Contest Name: _____

Contest Dates (PLEASE list 3 possible dates in order of preference):

FIRST CHOICE: _____

SECOND CHOICE: _____

THIRD CHOICE: _____

Sponsor: _____

We will offer the following contests:

_____ All Color Guard Classes (_____ Sat Only OR _____ Both Days)

_____ All Percussion Classes (Saturday Only)

_____ (Please Initial) We have read and reviewed the SAPA Contest Handbook

Contest Manager Contact Information:

Name _____

Address _____

Daytime Phone: _____ Evening Phone: _____

Fax: _____ Cell Phone: _____

Email: _____

Location of Color Guard Site:

Facility: _____

Address: _____

Emergency Phone Number (on day of show): _____

Location of Percussion or Second Site:

Facility: _____

Address: _____

Emergency Phone Number (on day of show): _____

Housing and Practice Site Information:

_____ We will offer On-Site housing

_____ We will offer housing, but not On-Site

_____ We will not offer housing

_____ We will offer practice times On-Site

_____ We will offer practice times at other facilities other than the Performance Site

Housing Contact Information:

Housing Contact: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Fax: _____ Cell Phone: _____

Email: _____

Practice Time Contact Information:

Practice Time Contact: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Fax: _____ Cell Phone: _____

Email: _____

Booster Sales Contact Information:

Booster Sales Contact: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Fax: _____ Cell Phone: _____

Email: _____

Judges' Headquarters Hotel:

Hotel Name: _____

Address: _____

Phone Number: _____

Distance to Performance Facility: _____

Judge Accommodations Contact: _____

Daytime Phone: _____ Evening Phone: _____

Fax: _____ Cell Phone: _____

Email: _____

Area Hotels For Competing Units: (attach list if necessary)

Hotel Name: _____

Address: _____

Phone Number: _____

Hotel Name: _____

Address: _____

Phone Number: _____

Hotel Name: _____

Address: _____

Phone Number: _____

Below is information that will be presented to units prior to the contest. Included is standard information. Please make changes where appropriate for your show.

Check-In: Shown on the map enclosed. Be prepared to declare the number of marching members. Penalties will be assessed for false declarations. Marching members and seven staff will be admitted. Additional members and staff must purchase tickets. Units must check in one hour prior to performance time. **Unit members and Staff must check in together.**

Dressing Facilities: Available on-site. Please vacate ASAP after performance. Please do not leave valuable personal items in the dressing area. Please leave the dressing area as clean and neat as when you arrived.

Footwear and Equipment Protection: All equipment tips on rifles, pikes, and sabers must be taped (including PVC pipes). Any props used must be protected as not to damage the floor (even if a floor covering is used). Percussion equipment must be on rollers and unit must not drag timpani pedals on the floor. Soft soled shoes need no added protection. Hard soled shoes must be taped. **Shoes must be worn at all times with the exception of the performance.**

Tabulating and Judging Area: These areas are off limits to everyone except authorized personnel. Pick up cassettes at the designated area shortly after your unit's performance. **DO NOT APPROACH THE TABULATION TABLE.**

Floor Size: The site will have a minimum of sixty-five by one hundred feet (65' x 100') to accommodate a "safety zone" of five feet (5') on both sides and back using the minimum competition area of sixty feet by ninety (60' x 90'). No performers may enter the safety zone anytime during their performance. For the purpose of interpretation, the "competition area" shall measure a minimum of sixty by ninety feet (60' x 90') and does not include entry ramps, hallways nor any bleachers or seating area. Units are allowed to utilize the entire designated competition area for their performance. Units may not use "floors" (tarps) larger than sixty by ninety feet (60' x 90'). All props must be in the designated competition area. There can be no equipment choreography outside the competition area. All performers must begin within the designated competition area.

Soundtracks: A CD player will be provided for your use or you may utilize your own device and plug it into the system provided. Bring CDs to the sound table prior to your performance. SPEED checks will be done at the designated time(s) at the sound table. **Volume is controlled by SAPA. A representative of your unit should stay with the Sound Technician during your performance.**

Score Sheets and Recaps: These can be picked up after the contest at the tab table.

Awards: Top 3 in each SAPA Color Guard and Percussion Class.

Critique: The Contest Coordinator will determine the details. (Please have a suitable room available for that use ONLY).

Admission: SAPA policy is that each unit will receive seven (7) staff admissions in addition to the marching members and the two (2) director badges supplied by SAPA. In addition, please allow admission to both participating and trialing Judges and official WGI badges. (Direct all questions of validity of badges to the Contest Director)

Videotaping: There is a designated video taping area as indicated on the map. Units are allowed to video tape their OWN unit and by the designated holder of the video pass ONLY. Please do not try to video tape other units or from the stands.

Warm Up Areas: Warm up areas are designated on the map (including outdoor percussion warm up area). (Give info as to the size of the warm up areas, what kind of floor, lighting, ceiling height, or obstacles below.)

PLEASE INCLUDE A MAP OF THE FACILITY INDICATING CHECK-IN, WARM UP AREAS, TICKET SALES, PROP ENTRANCE, LOADING AND UNLOADING AREAS, SPECTATOR SEATING, CONCESSIONS, UNIT PARKING, SPECTATOR PARKING, BOOSTER SALES, AND VIDEO AREA.

INCLUDE ANY OTHER INFORMATION THAT WILL ASSIST TO INFORM THE EXECUTIVE BOARD OF YOUR BID (PICTURES, VIDEO TAPE, PAST REFERENCES, ETC).