

The SAPA Show Schedule Selection Process

Overview

SAPA receives many applications each season for show hosting. How is the schedule determined? There is no definitive answer to this question because the process is dynamic based upon many factors such as:

1. The number of applicants
2. The physical location of the applicant venue
3. The facilities of the applicant venue
4. The dates of the SAPA shows
5. The 1st, 2nd, and 3rd choice of the applicants
6. The number of previous shows an applicant has hosted
7. The applicant's choice/ability to host percussion & winds
8. The applicant's choice/ability to host a 2 day show

The Process

This tutorial will attempt to explain the process that is utilized to create a show schedule each year. This process begins with a hypothetical listing of all show applicants and their 1st, 2nd, and 3rd choices for their preferred dates to host a show. A spread sheet is used to visually display this information in an easy to manipulate format. In the following example, we will use Venues A – Q as the applicants for the 2017 SAPA season, and the counties they reside in will be listed as Counties 1-11.

Note 1: *This entire tutorial is an example for demonstration purposes only and does not reflect a real schedule.*

Note 2: *Submitting a show host application does not guarantee a venue will be awarded a show.*

	Venue A:	County 1
	Venue B:	County 2
	Venue C:	County 3
	Venue D:	County 4
	Venue E:	County 5
	Venue F:	County 2
	Venue G:	County 2
	Venue H:	County 2
First Time Applicant	Venue I:	County 6
First Time Applicant	Venue J:	County 7
	Venue K:	County 8
	Venue L:	County 4
	Venue M:	County 9
First Time Applicant	Venue N:	County 10
	Venue O:	County 11
	Venue P:	late submission
	Venue Q:	late submission

Note that Venues P and Q submitted late applications. These venues will not be considered to host a show. There are detailed instructions on the first page of the application explaining how to submit the application, and the time frame to do so (there is a minimum of two months). Because there are many applicants each year, and out of fairness to the applicants who properly submitted their applications, ***any late or improperly completed show host application submissions will not be accepted.***

	1st Choice	2nd Choice	3rd Choice
January 14, 2017	Venue B		
January 21, 2017	Venue F	Venue N	Venue C Venue I
January 28, 2017		Venue F Venue I	
February 4, 2017	Venue I Venue M		Venue N Venue O
Percussion & Winds			
February 11, 2017		Venue B Venue L Venue O	
February 18, 2017	Venue K Venue O	Venue M	Venue B Venue D Venue E
Percussion & Winds			
February 25, 2017	Venue A Venue J	Venue C Venue D Venue E Venue K	Venue L
March 3-4, 2017			Venue A Venue K
March 10-11, 2017	Venue E	Venue A Venue G Venue H Venue J	
Percussion & Winds			
March 17-18, 2017	Venue C Venue H Venue N		Venue G
March 24-25, 2017	Venue D Venue L Venue G		Venue F Venue H Venue J

Criteria

In order to fairly assign venues to show weeks, the following criteria are considered:

1. Host rotation based upon the number of shows a venue has hosted within the past 3-5 years
2. Spreading out of shows geographically to be convenient to all members
3. Condition of venue gym and facilities
4. Attempt to provide as many venues with their first choice of show week
5. Providing first time applicants an opportunity to host a show
6. Assigning experienced show hosts to weeks with historically heavy attendance
7. Rotating hosting opportunities for the historically more heavily attended shows

Initial Look

In the previous example, the first thing that stands out is that only one applicant requested to host a show the first week. In this situation, Venue B will host Week 1 by default since no other host applicants chose this week. Any other choices by Venue B will be crossed off.

Note: *Every attempt is made to rotate show hosts fairly. However, a venue who has hosted many times may still be awarded a show if they are the only applicant for a particular week.*

	1st Choice	2nd Choice	3rd Choice
January 14, 2017	Venue B		
County 2			
January 21, 2017	Venue F	Venue N	Venue C Venue I
January 28, 2017		Venue F Venue I	
February 4, 2017	Venue I Venue M		Venue N Venue O
Percussion & Winds			
February 11, 2017		Venue B Venue L Venue O	
February 18, 2017	Venue K Venue O	Venue M	Venue B Venue D Venue E
Percussion & Winds			
February 25, 2017	Venue A Venue J	Venue C Venue D Venue E Venue K	Venue L
March 3-4, 2017			Venue A Venue K
March 10-11, 2017	Venue E	Venue A Venue G Venue H Venue J	
Percussion & Winds			
March 17-18, 2017	Venue C Venue H Venue N		Venue G
March 24-25, 2017	Venue D Venue L Venue G		Venue F Venue H Venue J

Second Look

Looking ahead at Week 4 (which is a Percussion & Winds show), a closer look at the information in the show bid applications helps determine that Venue M has better facilities than Venue I to accommodate a show with Percussion & Winds units. Therefore, Venue M will receive their first choice and be chosen to host Week 4 and will be removed from contention for the other weeks they chose. Venues N and O will also be crossed off of contention for this week.

	1st Choice	2nd Choice	3rd Choice
January 14, 2017	Venue B		
County 2			
January 21, 2017	Venue F	Venue N	Venue C Venue I
January 28, 2017		Venue F Venue I	
February 4, 2017	Venue I Venue M		Venue N Venue O
County 9			
February 11, 2017		Venue B Venue L Venue O	
February 18, 2017	Venue K Venue O	Venue M	Venue B Venue D Venue E
Percussion & Winds			
February 25, 2017	Venue A Venue J	Venue C Venue D Venue E Venue K	Venue L
March 3-4, 2017			Venue A Venue K
March 10-11, 2017	Venue E	Venue A Venue G Venue H Venue J	
Percussion & Winds			
March 17-18, 2017	Venue C Venue H Venue N		Venue G
March 24-25, 2017	Venue D Venue L Venue G		Venue F Venue H Venue J

Third Look

Backing up to Week 3, Venue F has hosted several shows in the previous few years and Venue I is a first time applicant. Since Venue I is located in a part of SAPA's region that is continually growing in membership, and in order to give different applicants a chance to host a show, Week 3 is awarded to Venue I, and they will be removed from their other choices.

Finally, looking at Week 2, the venue who requested this week as a first choice is located in the same county as the venue in Week 1. In order to geographically spread the shows out, we must look to the next choices. Venue N has not previously hosted a show and Venue C is an experienced show host. Since the first two weeks are heavily attended shows, the logical choice is to award this week to the more experienced venue – Venue C. Venue C will be removed from contention for their other choices.

	1st Choice	2nd Choice	3rd Choice
January 14, 2017	Venue B:		
County 2			
January 21, 2017	Venue F	Venue N	Venue C
County 3			Venue I:
January 28, 2017		Venue F	
County 6		Venue I	
February 4, 2017	Venue I		Venue N
County 9	Venue M		Venue O
February 11, 2017		Venue B	
		Venue L	
		Venue O	
February 18, 2017	Venue K	Venue M	Venue B
	Venue O		Venue D
Percussion & Winds			Venue E
February 25, 2017	Venue A	Venue C	Venue L
	Venue J	Venue D	
		Venue E	
		Venue K	
March 3-4, 2017			Venue A
			Venue K
March 10-11, 2017	Venue E	Venue A	
		Venue G	
Percussion & Winds		Venue H	
		Venue J	
March 17-18, 2017	Venue C		Venue G
	Venue H		
	Venue N		
March 24-25, 2017	Venue D		Venue F
	Venue L		Venue H
	Venue G		Venue J

Fourth Look

The next look will be at the weeks with the fewest applicants because these will be easier to assign. Since every attempt is made to assign an applicant their 1st choice, Week 9 has only one applicant whose 1st choice was that week, and additionally, per their application packet, they have excellent facilities to host percussion and winds units. Week 9 will be awarded to Venue E and they will be crossed off of contention for their other choices. Venues A, C, G, H, and J will be crossed off of contention for this week. Venue E is located in County 5 which now gives five assignments to five different counties.

	1st Choice	2nd Choice	3rd Choice
January 14, 2017	Venue B:		
County 2			
January 21, 2017	Venue F	Venue N	Venue C
County 3			Venue I:
January 28, 2017		Venue F	
County 6		Venue I	
February 4, 2017	Venue I		Venue N
County 9	Venue M		Venue O
February 11, 2017		Venue B	
		Venue L	
		Venue O	
February 18, 2017	Venue K	Venue M	Venue B
	Venue O		Venue D
Percussion & Winds			Venue E
February 25, 2017	Venue A	Venue C	Venue L
	Venue J	Venue D	
		Venue E	
		Venue K	
March 3-4, 2017			Venue A
			Venue K
March 10-11, 2017	Venue E	Venue A	
		Venue G	
County 5		Venue H	
		Venue J	
March 17-18, 2017	Venue C		Venue G
	Venue H		
	Venue N		
March 24-25, 2017	Venue D		Venue F
	Venue L		Venue H
	Venue G		Venue J

Assessment of the Remaining Weeks

At this point, no applicants have been eliminated from consideration, but this leaves ten applicants for only six show slots remaining. Keep in mind that this is a simplified example, and during the course of a real show selection process, there are more applicants and usually less shows.

	Venue A	County 1
	Venue B: week 1	County 2
	Venue C: week 2	County 3
	Venue D:	County 4
	Venue E: week 9	County 5
	Venue F:	County 2
	Venue G:	County 2
	Venue H:	County 2
First Time Applicant	Venue I: week 3	County 6
First Time Applicant	Venue J:	County 7
	Venue K:	County 8
	Venue L:	County 4
	Venue M: week 4	County 9
First Time Applicant	Venue N:	County 10
	Venue O:	County 11

Fifth Look

The next week that stands out as somewhat easy to decide is Week 8. No venues chose this weekend as a 1st or 2nd choice, but Venues A and K marked it as their 3rd choice. Venue K's 1st choice is Week 6. Week 6 is a Percussion & Winds show. The only other venue choosing this week as a 1st choice is Venue O. Using the application packet information, it is determined that Venue K has facilities that are better suited to host this show over Venue O. Therefore, Venue K will be awarded Week 6, and because facilities hold a bit more weight than the choice number of the applicant, Venue A must be awarded Week 8. Venues A and K will be removed from the other weeks they chose, and Venues D, E, and O will be removed from consideration for week 6.

	1st Choice	2nd Choice	3rd Choice
January 14, 2017	Venue B:		
County 2			
January 21, 2017	Venue F	Venue N	Venue C
County 3			Venue I:
January 28, 2017		Venue F	
County 6		Venue I	
February 4, 2017	Venue I		Venue N
County 9	Venue M		Venue O
February 11, 2017		Venue B	
		Venue L	
		Venue O	
February 18, 2017	Venue K	Venue M	Venue B
County 8	Venue O		Venue D
			Venue E
February 25, 2017	Venue A	Venue C	Venue L
	Venue J	Venue D	
		Venue E	
		Venue K	
March 3-4, 2017			Venue A
County 1			Venue K
March 10-11, 2017	Venue E	Venue A	
		Venue G	
County 5		Venue H	
		Venue J	
March 17-18, 2017	Venue C		Venue G
	Venue H		
	Venue N		
March 24-25, 2017	Venue D		Venue F
	Venue L		Venue H
	Venue G		Venue J

Reassessment of the Remaining Weeks

At this point, no applicants have been eliminated from consideration yet, but this leaves 8 applicants for only 4 show slots remaining.

	Venue A: week 8	County 1
	Venue B: week 1	County 2
	Venue C: week 2	County 3
	Venue D:	County 4
	Venue E: week 9	County 5
	Venue F:	County 2
	Venue G:	County 2
	Venue H:	County 2
First Time Applicant	Venue I: week 3	County 6
First Time Applicant	Venue J:	County 7
	Venue K: week 6	County 8
	Venue L:	County 4
	Venue M: week 4	County 9
First Time Applicant	Venue N:	County 10
	Venue O:	County 11

Sixth Look

Looking at what is left, in Week 7 there is only one applicant, Venue J, that chose this week as their 1st choice. Additionally, (in this hypothetical situation) the two other applicants who listed this week as a choice have hosted more shows in the past few years than Venue J. Venue J will be awarded this weekend and Venues D and L will be removed from contention for this week. Venue J is also in a different county than the other 7 selections, bringing the geographical distribution to 8 different counties for 8 different shows.

	1st Choice	2nd Choice	3rd Choice
January 14, 2017	Venue B:		
County 2			
January 21, 2017	Venue F	Venue N	Venue C
County 3			Venue I:
January 28, 2017		Venue F	
County 6		Venue I	
February 4, 2017	Venue I		Venue N
County 9	Venue M		Venue O
February 11, 2017		Venue B	
		Venue L	
		Venue O	
February 18, 2017	Venue K	Venue M	Venue B
County 8	Venue O		Venue D
			Venue E
February 25, 2017	Venue A	Venue C	Venue L
County 7	Venue J	Venue D	
		Venue E	
		Venue K	
March 3-4, 2017			Venue A
County 1			Venue K
March 10-11, 2017	Venue E	Venue A	
County 5		Venue G	
		Venue H	
		Venue J	
March 17-18, 2017	Venue C		Venue G
	Venue H		
	Venue N		
March 24-25, 2017	Venue D		Venue F
	Venue L		Venue H
	Venue G		Venue J

Reassessment of the Remaining Weeks

With 3 remaining shows to assign, no applicants have been eliminated yet from consideration, but this now leaves 7 applicants for only 3 show slots remaining.

	Venue A: week 8	County 1
	Venue B: week 1	County 2
	Venue C: week 2	County 3
	Venue D:	County 4
	Venue E: week 9	County 5
	Venue F:	County 2
	Venue G:	County 2
	Venue H:	County 2
First Time Applicant	Venue I: week 3	County 6
First Time Applicant	Venue J: week 7	County 7
	Venue K: week 6	County 8
	Venue L:	County 4
	Venue M: week 4	County 9
First Time Applicant	Venue N:	County 10
	Venue O:	County 11

Final Look

This is now the most difficult part of the process. No venues have been eliminated from consideration yet, but the remaining 7 must be trimmed down to 3. The method is not by choosing a unit to remove, but by choosing the units who should be awarded a show using the criteria on slide 6.

Looking at Week 5, only two units remain. Venue O has no other selection. Venue L has one other selection in Week 11. We now must look at Week 11 to determine if Venue L could be awarded this show, and Venue O can be given their only choice remaining. Week 11 is Venue L's 1st choice, and additionally, Venue L had their assigned show cancelled the previous year due to inclement weather conditions. In fairness to Venue L, they will be awarded their 1st choice this year and assigned to Week 11. Venue O can now be assigned Week 5.

	1st Choice	2nd Choice	3rd Choice
January 14, 2017	Venue B:		
County 2			
January 21, 2017	Venue F	Venue N	Venue C
County 3			Venue I:
January 28, 2017		Venue F	
County 6		Venue I	
February 4, 2017	Venue I		Venue N
County 9	Venue M		Venue O
February 11, 2017		Venue B	
County 11		Venue L	
		Venue O	
February 18, 2017	Venue K	Venue M	Venue B
County 8	Venue O		Venue D
			Venue E
February 25, 2017	Venue A	Venue C	Venue L
County 7	Venue J	Venue D	
		Venue E	
		Venue K	
March 3-4, 2017			Venue A
County 1			Venue K
March 10-11, 2017	Venue E	Venue A	
County 5		Venue G	
		Venue H	
		Venue J	
March 17-18, 2017	Venue C		Venue G
	Venue H		
	Venue N		
March 24-25, 2017	Venue D		Venue F
County 4	Venue L		Venue H
	Venue G		Venue J

Final Assessment of the Remaining Week

With 1 remaining show to assign, Venues D and F have been eliminated, and the remaining slot assignment is between Venues G, H, and N.

	Venue A: week 8	County 1
	Venue B: week 1	County 2
	Venue C: week 2	County 3
	Venue D:	County 4
	Venue E: week 9	County 5
	Venue F:	County 2
	Venue G:	County 2
	Venue H:	County 2
First Time Applicant	Venue I: week 3	County 6
First Time Applicant	Venue J: week 7	County 7
	Venue K: week 6	County 8
	Venue L: week 11	County 4
	Venue M: week 4	County 9
First Time Applicant	Venue N:	County 10
	Venue O: week 5	County 11

Seventh Look

Only Week 10 remains and one venue must be chosen out of three remaining. Venues H and N listed this week as their 1st choice and Venue G listed it as a 3rd choice. In looking at Venues H and N more closely, Venue N is a first time applicant. Week 10 is historically a very heavily attended show, and would not be well suited for a first time show host. Venue H has excellent facilities and has not hosted a show for several years, but performed an outstanding job hosting their last show. The logical choice for Week 10 is Venue H and Venues G and N are the final venues eliminated from contention.

	1st Choice	2nd Choice	3rd Choice
January 14, 2017	Venue B:		
County 2			
January 21, 2017	Venue F	Venue N	Venue C
County 3			Venue I:
January 28, 2017		Venue F	
County 6		Venue I	
February 4, 2017	Venue I		Venue N
County 9	Venue M		Venue O
February 11, 2017		Venue B	
County 11		Venue L	
		Venue O	
February 18, 2017	Venue K	Venue M	Venue B
County 8	Venue O		Venue D
			Venue E
February 25, 2017	Venue A	Venue C	Venue L
County 7	Venue J	Venue D	
		Venue E	
		Venue K	
March 3-4, 2017			Venue A
County 1			Venue K
March 10-11, 2017	Venue E	Venue A	
County 5		Venue G	
		Venue H	
		Venue J	
March 17-18, 2017	Venue C		Venue G
County 2	Venue H		
	Venue N		
March 24-25, 2017	Venue D		Venue F
County 4	Venue L		Venue H
	Venue G		Venue J

Summation of Schedule

The goal of the show selection process is to rotate show hosts fairly (for general show hosting, as well as hosting the preferred shows in March), distribute the shows geographically throughout SAPA's region to accommodate members who must drive long distances to attend shows, and provide ample opportunity for first time applicants to host a show. The previous *example* demonstrates the process that is followed every year in the creation of the show schedule. The end result of this example:

1. Assigned 11 shows to 10 different counties
2. Provided 2 first time applicants an opportunity to host a show
3. Gave 7 venues (out of 11) their 1st choice of weeks to host a show
4. Took facilities *fairly* into account for each situation
5. Took into account an applicant who had their show cancelled due to circumstances beyond their control the year before and was given a higher priority the following year.

	Venue A: week 8	County 1
	Venue B: week 1	County 2
	Venue C: week 2	County 3
	Venue D:	County 4
	Venue E: week 9	County 5
	Venue F:	County 2
	Venue G:--	County 2
	Venue H: week 10	County 2
First Time Applicant	Venue I: week 3	County 6
First Time Applicant	Venue J: week 7	County 7
	Venue K: week 6	County 8
	Venue L: week 11	County 4
	Venue M: week 4	County 9
First Time Applicant	Venue N:	County 10
	Venue O: week 5	County 11

All attempts are made to accommodate as many applicants as possible. The dynamic nature of the show selection cannot be detailed in a step by step process, but instead by displaying the overall process, which is what this tutorial is attempting to clarify. This process is different every year based upon the varying factors that must be taken into account, starting with the list of applicants. This tutorial explains the process in a smooth, easy to follow fashion, but the actual process involves taking into account every scenario possible, including different starting points. Several different schedules could be made and compared to each other before a final schedule is determined.