

| It's about ALL kids

# Issue Paper

**DATE:**

August 22, 2024

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Contract with Tri State Marching Arts and Dixie Heights High School Band Boosters to hold an on-site Band competition in the spring of 2025.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

Dixie Heights Marching Band would like to host an on site Band competition as a fundraiser for their program. Tri State Marching Arts assists in the many aspects of hosting a competition.

**FISCAL/BUDGETARY IMPACT:**

Cost of the services is \$3200.00 which will be paid by the Dixie Heights Band Boosters.

**RECOMMENDATION:**

Approval Contract with Tri State Marching Arts and Dixie Heights High School Band Boosters to hold an on-site Band competition in the spring of 2025.

**CONTACT PERSON:**

Roddy Stainforth/Teresa Catchen

  
Principal/Administrator

  
District Administrator

  
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda. Principal -complete, print, sign and send to your Director. Director -if approved, sign and put in the Superintendent's mailbox.*



Date

Director  
School  
address  
address

Dear XXXXXX

We are pleased to inform you that your site has been selected to host a 2025 TriState Marching Arts contest on \*\*\*\*\*. We know the upcoming 2025 TMA season will be filled with incredible performances. We are looking forward to working with you, your staff, the Boosters, and students to make this a wonderful event.

Enclosed is the event contract for the TriState Marching Arts show scheduled at your facility. Please review the contract and return the signed contract along with the \$400 retainer fee to TMA by Date\*\*\*\*. Please let me know ASAP if you cannot host on your assigned date. We will be announcing the schedule with in the week. We will open registration in October.

TMA will manage all travel accommodations for our staff and judges. We have a shared program cost of \$750 included in your overall invoice.

The Show Host agrees that TriState Marching Arts shows are open to all units and classes.

The Show Host understands that TriState Marching Arts Executive Director and staff, designated by the TMA Board, will execute the event. They will make any decisions and changes, including those made during the show, deemed necessary by the TMA Executive Director and TMA staff. The Show Host will abide by those changes.

TMA will follow the school district's guidance in all-weather situations. Should the district not make a decision and weather may impact any portion of the day, TMA reserves the right to cancel or delay the start of the event for the safety of all students, staff, and judges.

Show host will provide internet access for the Judges, TMA tabulation, and TMA sound staff separate of the site's general guest WiFi.

The site host will also provide 8 staff wristbands and a stamp or wristbands for the performing units.

Please email pictures of the contest building including warm up areas, floor folding area, door entrance and exit photos, and the view looking down at the performance floor. These pictures will be included on the website under your event. The contest flow chart will also be posted on the website for the directors. Please send the spectator seating capacity and student seating capacity.

Please sign the contract and email to [tristate@tristatemarchingarts.org](mailto:tristate@tristatemarchingarts.org). Attached is the invoice for the retainer that is due on DATE\*\*\*\* A copy of the contract, invoice, and retainer fee are to be mail to TriState Marching Arts, PO Box 19572, Cincinnati, OH 45219 by DATE\*\*\* Please contact me if there are any issues as we can work together to resolve them.

Thank you for being a part of the 2025 TMA Season. If you have any questions, please call me at 859-982-4913.

Sincerely,  
Angie Campbell  
Executive Director



## CONTEST AGREEMENT

The following constitutes the entire agreement between TriState Marching Arts (TMA), and \*\*\*DIRECTOR for the proposed contest sponsored by XXXX High School to be held at XXXXXHigh School on DATEXXX, 2025.

### I. The Sponsor Agrees To:

- A. TMA shows are open to all units and classes. The sponsor shall not censor any unit's program.
- B. TMA Executive Director and staff, designated by the TMA Board, will execute the event. They will make any decisions and changes, including those made during the show, deemed necessary to properly run the event. The Sponsor will abide by all directions and changes made.
- C. Provide sufficient space for competitive purposes. The contest floor shall not be less than 70 X 100 feet, with sufficient space to permit spectators to move about without encroaching on the floor. The contest venue should have sufficient height to permit unencumbered carriage of equipment. Submit a detailed floor plan with the unit entrance and exit from and to the contest floor. If there are special requirements for using the gym, such as specific footwear and equipment, the sponsor will provide TMA with such information ASAP but no less than 6 weeks prior to the contest date.
- D. Provide a First Aid station close to the performance floor during the entire event.
- E. Ticket Prices for 2025 will be \$10.00 Adults, Children 6 and under-no charge. Show sponsors cannot change ticket prices. Show sponsors may add a reasonable cost to the base ticket price tied to the processing charges if sponsor is offering credit card payment options. This charge may not apply to cash payment options. A wristband or stamp will be provided for all paying spectators.
- F. TMA reserves the right to cancel a contest if less than 20 units are signed up 6 weeks before the show.
- G. Required to provide internet access separate from the sponsor's general guest WiFi. It is for the use of the TMA staff and judges while at contest site for the administration of the contest including, but not limited to, Competition Suite, TMA website, and other sites as needed. Documentation of internet access plan and codes will be provided to the TMA Executive Director at least one week prior to the contest date.



- H. Arrange to pick up the TMA trailer from the previous show sponsor. The TMA Executive Director will contact you and the previous sponsor to facilitate the sharing of a contact name and phone number. If a sponsor is unable to pick up the trailer, notify the Executive Director at 859-982-4913 ASAP. Mileage will be charged to the host school unable to pick up the trailer.
- I. Provide sufficient dressing room facilities, restrooms, warm up area, and other housing space during the event as agreed between TMA and the sponsor.
- J. Provide appropriate monitors for timing within the warmup areas as per TMA guidelines. Provide volunteers for contest areas such as check in, ticket sales, dressing rooms, unit and spectator parking, and equipment unload/check in site. Provide personnel/volunteers at the request of the TMA Executive Director and Staff.
- K. Provide a separate area for the judges and the TMA staff. Provide food & drink for judges and TMA staff during breaks and meals while at the contest site. Unit Director/Staff area is at the sponsor's discretion.
- L. The show sponsor shall provide a program which must include the TMA sponsor listing and logo as provided by the Executive Director. The program will consist of a listing of units and performance times for your event. The sponsor may elect to provide a full program at their discretion.
- M. In the event of inclement weather, contact between the school district, the site host, and TMA must be provided. TMA will follow the school district's guidance in all-weather situations. Should the district not make a decision and weather may impact any portion of the day, TMA reserves the right to cancel or delay the start of the event for the safety of all students, staff, and judges.
- N. At the conclusion of the contest, the remainder of the fees will be paid, or prior arrangements will be made with the TMA Executive Director. This amount will be invoiced the week of your show.
- O. Completed Sponsor Information Sheet and provide all requested information. This information will be posted under your event on the website. This is due to TMA at [tristate@tristatemarchingarts.org](mailto:tristate@tristatemarchingarts.org) by **DATE\*\*\*\***.
- P. The sponsor shall allow TMA to set up a merchandise booth when requested free of charge. The sponsor shall allow competing units (if space available) a location to set up a booster table for no more than \$25 per competing TMA member per organization. Outside vendor spaces are at the discretion of the sponsor as indicated on the Sponsor Information Sheet.





- Q. Any reproduction of the TMA Logos and designs are not permitted without written consent from the TMA Executive Director.
- R. TMA does not allow "guard grams", "wish-a-grams", "shout outs", etc. or any special messages from family, friends, or spectators to be announced before performances or at any time during the contest.
- S. Notify TMA of all final arrangements, at least 30 days prior to the contest date.
- T. Shows are normally scheduled to start at 12noon depending on the number of units registered. Please contact the Executive Director if you must deviate from this requirement because of site scheduling conflicts.

**II. TriState Marching Arts Organization Agrees To:**

- A. Provide the sponsor with copies of all correspondence relative to the contest.
- B. Bear the expense of contacting the units and providing scores and the like.
- C. Establish show schedule, including performance and warm-up times.
- D. Assign all judges for all portions of the contest for all classes.
- E. Provide tabulation, announcer, and sound engineer for the contest.
- F. Provide awards.
- G. Provide a sound system with a sound engineer.
- H. Will follow the school district's guidance in all-weather situations. Should the district not make a decision and weather may impact any portion of the day, TMA reserves the right to cancel or delay the start of the event for the safety of all students, staff, and judges.



- III. TriState Marching Arts shall retain the right to alter, change or modify any provisions herein prior to the signature of or acceptance by the sponsoring organization.
- IV. A retainer fee of \$400 has been invoiced and included with this contract.
- V. Base price of \$2,000 for 20 units. \$50 for each additional unit over 20.
- VI. Additional \$750 for shared costs.

Sponsor Signature \_\_\_\_\_

Position- \_\_\_\_\_

Date \_\_\_\_\_

TMA Signature Angie Campbell  
Executive Director

Date DATE\*\*\*\*



## Sponsor Information Sheet

Required Items due by DATE\*\*\* to TMA at [tristate@tristatemarchingarts.org](mailto:tristate@tristatemarchingarts.org)

### Contact Information for Show Sponsors

Director Name \_\_\_\_\_

Mobile Phone No. \_\_\_\_\_

Sponsoring organization \_\_\_\_\_

Contact person or chairperson \_\_\_\_\_

Mobile Phone No. \_\_\_\_\_

E-mail \_\_\_\_\_

School Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person for day of contest \_\_\_\_\_

Mobile Phone No. for day of contest \_\_\_\_\_

### Vendor Information

Are outside vendors welcome Yes \_\_\_\_\_ No \_\_\_\_\_

How many 10' x 10' booth spaces are available? \_\_\_\_\_

Circuit member members \$25      Outside vendors \$ \_\_\_\_\_

Contact person or chairperson \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

E-mail \_\_\_\_\_



General written directions to school \_\_\_\_\_

---

---

---

---

---

---

Required Items due by **DATE\*\*\*** to TMA at [tristate@tristatemarchingarts.org](mailto:tristate@tristatemarchingarts.org)

- Interior map of school
  - Location of unit check-in
  - Equipment and props check-in
  - Spectator entrance
  - Location of spectators in gym
  - Parking locations
  - Routing of units into and out of gym
  - Identify Warm-up locations
  - Judges room, critique location
  
- Digital Pictures
  - Spectator view of gym to performers
  - Performers view from the floor to spectators
  - Entrance into gym
  - Exit from gym
  - Warm up areas
  - Tarp folding area
  - Contest Flow Chart
  
- Measurements
  - Distance from front sideline to back of floor or bleachers (maximum distance that could be used)
  - Width of competition area
  - Door measurement into gym (Single or Double)
  - Door measurement into facility (Single or Double)
  
- Current COVID-19 restrictions from school and local Health Department



# Invoice

Date: XXXXXX  
 Invoice #: XXXXXX

P.O. Box 19572, Cincinnati OH 45219

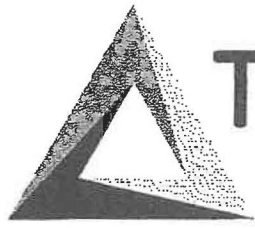
To: HIS Band  
 Band Boosters  
 address  
 address

Show Date	Invoice Number	Payment Terms	Invoice Date
xxxx	xxxx	xxxx	xxxx

Qty	Description	Unit Price	Line Total
1.00	Retainer	400.00	400.00
1.00	Base Charge for 20 unit minimum	2,000.00	
	units over the base number of 20 units	50.00	
1.00	Shared Costs	750.00	
	Retainer Credit (-\$400)		

Make all checks payable to TriState Marching Arts  
 Thank you for your business!  
 P.O. Box 19572, Cincinnati OH 45219

Subtotal \$ 400.00  
 Sales Tax  
 Total \$ 400.00



# TRI-STATE MARCHING ARTS

## TMA Show Sponsor Bid

Below is the information is to be submitted each year in order to bid on a the TriState Marching Arts Organization (TMA) show. The bid information will be available to the TMA Board of Directors when awarding the shows to the Host sites. Listed are the minimum site requirements and each potential host site needs to supply digital images to accompany your bid proposal.

### TMA Site Specifications

- Potential show host must be a member of the TriState Marching Arts organization with an active unit in the current season that you wish to be a show sponsor.
- All TMA contest sites must have a minimum of sixty-five by one hundred feet (65' x 100') using the minimum competition area of ninety feet (60' x 90'). Depending on the performance venue, TMA can authorize additional competition area and will include that information in the diagram (site map) to be made available to all competing units to identify the competition area.
- Seating at least 18 rows high.
- List the number of seats available on the spectator side seating
- List the number of seats available for backside seating for performers
- Adequate warm-up facilities for body and equipment. Provide height and dimensions of warm up rooms.
- Adequate warm-up facilities for percussion and winds. Provide dimensions of all doorways into warm up rooms, entrance exit into gym and facility. Double door openings are preferred
- Hallways, foyer, or room for storage of unit's equipment and props.
- Locker rooms, large restrooms or hallway/classrooms for performers to change clothing away from the spectators.
- Adequate restroom facilities.
- Room for judges only supplied with food and drink.
- Room for TMA contest staff with food and drink. Room for Directors is optional-decision by Host Site
- A concession stand or snack bar available during contest times.
- Area for unit booster tables accessible to spectator traffic.
- Parking for buses, vans, trucks, etc. of competing groups as well as spectators.
- Tables and chairs for tabulation area.
- Wi-Fi connectivity separate from general admission for Judge Competition Suite and TMA tabulation

### Digital Images to be supplied to TMA for consideration

- Pictures
  - Spectator view of gym to performers
  - Performers view from the floor to spectators
  - Entrance into gym
  - Exit from gym
  - Warm up areas
- Interior map of school
  - Location of unit check-in
  - Equipment and props check-in
  - Spectator entrance
  - Location of spectators in gym
  - Parking locations
  - Routing of units into and out of gym
  - Identify Warm-up locations
  - Judges room, critique location