



MISSISSIPPI INDOOR ASSOCIATION GENERAL EXPECTATIONS (2016 Revision)

SHOW SPONSOR RESPONSIBILITIES

1. Make the following available to MIA for use on the website:
 1. Map to site
 2. Parking diagram including unit and spectator parking
 3. Diagram of facilities including competition entrance, exits, warm ups, contest flow.
 4. Photos of the facilities if possible (not required)
 5. An explanation of the orientation of the timeline for the show.
 6. Availability of prop/storage, dressing areas, etc.

PROPS CAN ONLY BE STORED IN THE FLOOR AREA WITH PERMISSION FROM MIA AND THE SITE HOST

2. Adults on duty to answer all questions about the facility including locations of dressing room, prop storage areas, bus and spectator parking, etc.
3. Have a pre-contest meeting with all workers to make sure everyone understands their responsibilities and answer questions about contest procedures
4. Security is **recommended** in accordance with your school policies
5. Emergency medical service is **required** for the contest (can be a parent/nurse)
6. A competition floor at least 60' by 90'. Five foot safety zones are required between sidelines and audience members (you may opt to not use first row seating).
7. Double doors for all unit entrances and exits
8. At least three student runners to be on duty at tab table 15 minutes prior to the start of the show(s).

9. A clearly marked judges area in the center of the home stands. MIA officials will indicate where this area must be located.
10. Tables and chairs for the sound manager, contest director, announcer, and other officials. One electrical outlet near this table is required.
11. Pay the following expenses:
 1. Judges fees of \$3300 (paid to MIA for four percussion, five color guard, and two timing and penalty judges.
 2. Housing expense for the judges as directed by MIA
12. Show sponsor will keep:
 1. All gate receipts at \$10.00 per ticket
 2. All concession receipts
 3. All cancellation fees
13. Provide transportation to and from airports for judges and housing as needed and directed by MIA.
14. Provide an announcer.
15. Provide a hospitality area for judges and instructors. This area can also be used for critique. Judges expect a private sitting area for use prior to the show away from instructors.
16. Provide covering for your floor if one is needed beyond the MIA supplies 60 x 90 black floor.
17. Prop/floor storage area if possible
18. Ticket takers. MIA ticket policy is every spectator who occupies a seat must purchase a ticket. ***MHSAA state passes MUST be accepted without question.***
19. Provide monitors to control access to seating areas and performance gate during the show.
20. Make sure there are electrical outlets with a power strip at the center line on both the front and back sidelines.
21. Provide a stocked, working concession area.
22. Provide manpower to assist MIA officials with set up and tear down of the circuit owned tarp.

MIA RESPONSIBILITIES

1. Secure all units and judges for your competition
2. Instruct host as to housing requirements for judges
3. Provide a contest administrator to handle all aspects of scoring and judge commentary
4. Provide a high quality sound system with mp3 input and microphone
5. Pay the judges fees not included in site host fees (WGI fees, etc)
6. Provide awards for championships
7. Provide passes, badges for instructors and judges and unit check in packets
8. Hire a video company to record championships
9. Deliver, help set up, and remove the circuit owned 60 x 90 black floor cover

CONTEST DIRECTOR RESPONSIBILITIES

1. Schedule all contest and post the schedules two weeks prior to the show date. Email notification of schedule changes is recommended
2. Provide supplies necessary for tabulation area
3. Administrate the contest including the set up of competition suite for the shows
4. Place judge commentary into competition suite during the show
5. Provide recaps at show conclusion for units, announcer, and website
6. Resolve any issues with units with direction from MIA board member in attendance
7. Provide check in packets including current schedule, arm bands (declared number plus 10

UNIT DIRECTOR RESPONSIBILITIES

1. Read and understand the WGI contest rules for the current year
2. Submit schedule and pay dues prior to the deadline
3. Arrive at contest site with sufficient time to check in at the tabulation area
4. Assign passes and badges you will receive
5. Sound check at tabulation area if necessary
6. Determine where props are to be stored remembering that prop storage is not required
7. Determine where dressing areas are if provided (not required)
8. Make sure you have registered for competition suite in advance of the competition
9. Make sure all equipment is properly taped and padded
10. Read and understand these policies
11. Be informed of proper critique etiquette