

## OUR PHILOSOPHY

SCPA has been and continues to strive to be the only percussion circuit of choice for performing ensembles that demand the best in adjudication, organization, and overall excellence.

This can only be achieved by a strong and communicative relationship between the hosts and SCPA. It is for this reason that you, the primary director, must be available and on-site for the duration of your event.

Please read this document thoroughly. If there are any questions, feel free to contact our show coordinator:

Mike Jackson  
mjackson@sc-pa.org  
714-319-4502 cell



Adjudication & Staffing	Corporate Sponsored Awards	Entries & Scheduling
<p>SCPA will assign eight (8) adjudicators, an administrator, a tabulator, and two (2) announcers for your show. All these professional personnel will be paid by SCPA.</p> <p>Our adjudicators are some of the finest in this activity and, accordingly, live in various places across the country. SCPA will handle all booking of flights, housing, and transportation to and from the airport.</p> <p><b>On both days of your event, you will need to provide transportation to and from your site and the hotel.</b></p>	<p>SCPA will hang banners from all of this season's sponsors throughout the facility and grounds. Host-provided banners must first be approved by SCPA. If you have a local sponsor that would like to participate in your event, SCPA must first be notified and approve their inclusion, and to what capacity.</p> <p><b>There are no trophies, plaques, or certificates given at an SCPA event.</b></p>	<p>The participants will send all entry forms directly to SCPA. Schedules are published a week and a half before the event date. For Championship Prelims a standardized start time of 10 A.M. is used; we then work forwards to set the awards time.</p> <p>If you would like to offer an exhibition performance, you must contact SCPA for approval and inclusion into the schedule.</p>



Financial	Administrative
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**All entry fees will be collected and kept by SCPA.**

Admission prices will be \$15. \$8 per ticket will be kept by you, the host, and \$7 per ticket will be returned to SCPA to offset administration costs.

All concessions and any other approved fundraisers during your event will be collected and kept by the host.

You will need to make arrangements to have lunch and dinner on Saturday and lunch on Sunday delivered for the judges; snack bar items are not acceptable. Please have menus set up in the Tabulation Room before they arrive each day.

A Hospitality Room will need to be stocked to accommodate all guest directors and staff members for the duration of your show.

- Host will provide:**
- Availability of primary director throughout the duration of the event.
  - Access to the house audio system for our announcer, including a microphone with an ON/OFF switch and a CD player (AC operated).
  - Three (3) 6' or 8' tables and chairs for the Announcer's area in the gymnasium.
  - Two (2) 6' or 8' tables and chairs: one for Check-In & one for merchandise sales
  - Two (2) 6' or 8' tables and chairs for the Tabulator.
  - Enough tables for four (8) adjudicators in the Tabulation Room.
  - Several non-performing student volunteers to act as judge runners.
  - One non-performing student volunteer to act as audio assistant to the announcer.
  - Two (2) uniformed students to hand out awards.
  - Plenty of volunteers for the parking lot, check-in, exits & entrances, box office, snack bar, hospitality, etc.
- SCPA will provide:**
- Check-In packets.
  - Wristbands for spectators, performers, and staff.
  - All necessary computers, software, peripherals, and accessories
  - Copy machine and paper
  - Devices and software for scores and commentary
  - Boundary tape for floor and judges' area
  - Protective vinyl floor for the gym (65'x90')
  - Two (2) heavy duty extension cords for the performance area
  - All necessary signage
  - Two (2) SCPA EZ-up's for Check-In and merchandise sales.

# SHOW LAYOUT

## Facility Requirements

Gymnasium with at least 60x90 of usable space and two (2) standard double-wide access doors with no center pole.

Two designated floor-folding areas: outdoors near the gymnasium and indoors in case of rain.

Parking to accommodate 35 equipment trucks & 35 busses, as well as a spectator lot.

Hospitality Room (classroom)

Tabulation Room (classroom)

First Aid location complete with first aid kit (classroom)

As many restrooms as possible: Please see that they are open all across campus until the conclusion of Critique.

Lighted warm-up areas: If no permanent lighting exists, you must provide sufficient portable lighting.

Snack bar area

Check-In area

Merchandise sales area

Rain plan to cover all of the above.

## Wristbands

An SCPA administrator will deliver spectator wristbands to the box office 2.5 hours before the start of the show. At the conclusion of the event, all unsold wristbands will be returned to SCPA.

A payment of \$7 for each wristband sold will be made to SCPA within two weeks of the conclusion of your event.

Wristbands for ensemble staff members and performers will be issued in each check-in packet.

## Check-In

An SCPA administrator will deliver completed Check-In packets to the Check-In area 2.5 hours before the start of your event.

An adult representative should check the group in upon arrival to your event. The instructor/director should be informed that retreat will be leaders only, not to exceed three (3) representatives per ensemble. They should also be reminded that performer wristbands must be worn and that warm-up areas are on a first-come, first-served basis.

A knowledgeable volunteer should point out where the gymnasium and warm-up areas are located, and should answer any questions from instructors/directors. This will be the ensembles' "first impression" of your event. The volunteer should be well-informed and courteous. If possible, we suggest this person be in radio contact with the contest director for any questions he or she cannot answer, or for any problems that may arise.

Please verify with each ensemble that their check-in packet includes:

- A show schedule
- A campus map
- A gymnasium layout document
- Any promotional material from our award sponsors
- Seven (7) "spectator/staff" wristbands for admission. There are no exceptions to this amount.
- Performer wristbands
- One (1) "Video Pass" for designated seating only. Not valid for admission.

*In the event that an ensemble has not properly supplied SCPA with accurate performer totals, the instructor/director must return with all the performers to receive their "performers" wristbands. Extra wristbands will be supplied to accommodate any discrepancies. Otherwise, performers are not needed at Check-In.*

# GYMINASIUM

There must be a separate entrance for spectators and performing groups. There should be enough unobstructed space for the ensemble about to enter. The entrance and exit doors for performers must be double-doors, without the middle "insert" bar. The exit door should lead to an open area with as much space as possible for floor folding.

The spectator entrance fee will be \$15 at the door (no charge for those 5 years of age and under). You may provide ASB and senior discounts at your discretion.

"Door control" is crucial. This affects your net profit. Entrance to an SCPA show requires one of the following:

- Spectator/Staff wristband
- Performer wristband (MUST BE WORN BEFORE ENTRY)
- An SCPA authorized badge (issued by SCPA) to be used by adjudicators, ensemble directors, and SCPA staff only.

Only those with a spectator/staff wristband or an official SCPA badge are allowed on the spectators' side. All performers must sit in the back stands (or in an area designated for performers if there are no back stands).

The announcer will need three (3) large tables (6' or 8').

No concession items may be sold in the gym.

Spectators are not allowed to enter the gym with tripods or monopods. The only exception to this is for those in possession of an SCPA issued Video Pass for specific use in the designated Video Area of the gym. Tripods and monopods are not permitted in the general seating area at any time.



## TABULATION ROOM

This room should be near Hospitality and contain two (2) large tables for the Tabulator and several other tables for all the judges. General information will be available here.

## HOSPITALITY

Ideally, this should be a room away from the gymnasium and show traffic but easily accessible; it should be supplied with plenty of chairs and tables. Signs should be posted clearly guiding instructors and adjudicators to this room. Only instructors, adjudicators, host school staff, and SCPA Board Members are allowed in this room. Each ensemble is asked to police their members themselves. There is no need for your volunteers to "check I.D." at the Hospitality entrance.

**This room should be well-stocked with food throughout both days; please do not designate specific meal-times.**

Hospitality should remain in business until after the awards, NOT when the performances end. Please, no candles.

## SCPA TRAVEL ITEMS

As the host, you will be responsible for towing our SCPA trailer from the previous host site to your school, as well as ensuring the eventual "hand-off" to the next host. It's a small 5'x 8' single axle trailer that will not require a large vehicle for towing.

Inside the trailer you will find SCPA signage, EZ-ups, protective vinyl floor and supply totes. The totes will be labelled as to what room they belong (ex. TABULATION, GYM, etc.)

At the conclusion of your event, all SCPA materials must be carefully inventoried and returned to the trailer. Materials must be carefully secured inside the trailer in preparation for transport.

**SCPA travel items are not disposable and need to be treated with the utmost care.**

## RULES & ADJUDICATION CRITERIA

SCPA has obtained permission from WGI to use their rulebook and sheets as they are. It is highly recommended that every director and staff member read the WGI rulebook thoroughly. Please visit [www.wgi.org](http://www.wgi.org) for more information.

Note the following from the manual:

*4.1 For the protection of the wooden competition floors, all equipment must be properly taped or otherwise be prepared to assure that damage to the floors will not occur. Any damage to the floor that may occur (dragging the timpani, wheels on carts locking, etc.) will be the responsibility of the ensembles and is subject to penalty.*

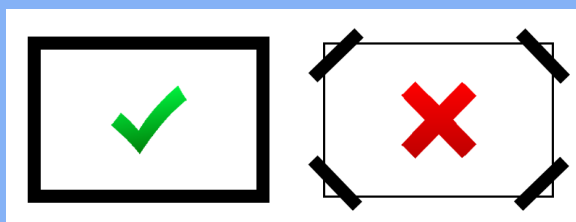
SCPA will not be liable for any damage. If damage is observed, it is your responsibility to notify the director of the group and make financial arrangements if necessary.

## SCPA CAMPUS SIGNS

SCPA signs should be posted around campus using SCPA-supplied black masking tape. **Have an 'aesthetic eye' when mounting signs.** *Framing* each with a black border is preferred.

Absolutely NO duct tape or double-sided sticky pads are to be used on any SCPA signs.

Hosts are not to make any holes nor make any markings on SCPA signs.



# PREPARATION

Ensembles are not permitted to enter the parking lot more than 2.5 hours before the start of your event. The parking lot should be staffed and open beginning at this time.

Ensembles may begin unloading their equipment 2.5 hours before their scheduled performance time. We ask for your help in notifying SCPA staff if your parking lot personnel notice any ensembles not abiding by this rule. We will be happy to address the ensemble.

No outside groups are permitted to rehearse at an SCPA show site within the 24-hour period leading up to the beginning of the event (officially, your event begins 2.5 hours before the first group performs). No outside ensemble shall arrive at a show site more than 2.5 hours before the beginning of the competition. This includes feeder schools or other affiliated or 'friendly' programs.

The gym utilized for the SCPA show should not be used for rehearsal during the 24-hour period leading up to your event (set-up and facility preparations typically take place during this time).

Percussion ensembles and color guards representing host programs are welcome to conduct rehearsals at their home site during this 24-hour period, but should refrain from utilizing the main gym.

Auxiliary gyms or multi-purpose rooms designated as 'rain day contingency' buildings must be vacated by the start of your event (2.5 hours prior to the first performance) for use by SCPA. Even if the weather appears nice, these facilities should be immediately available to SCPA if the need were to arise. Once the event begins, host percussion ensembles should prepare for their performance in the same manner as all other competitors registered for the show.



# FREQUENTLY ASKED QUESTIONS

## Can we make or sell programs?

Yes, as long as the awards sponsor is given free ad space. Do not include a schedule with times in your program. Schedules change often, sometimes days before the event. A lineup, however, may be included. All ensemble information is available here: [www.sc-pa.org/about](http://www.sc-pa.org/about) Please do not contact individual ensembles.

## Can we sell advertising in the program?

Yes, as long as the award sponsor(s) are given free ad space.

## Can we use the SCPA logo?

Yes, as long as it is a logo we provide.

## Can we make/sell T-shirts/pins/patches with the SCPA logo?

No. Only a program may be sold using our logo.

## Who hands out the awards?

Two uniformed students from the host school will present the awards.

## Can we make or sell videos?

No. Copyright restrictions prevent us from doing so.

## Can we hire a professional still photographer?

No. Spectators are encouraged to take amateur photos of their friends and family.

## Can we have a raffle or opportunity drawing?

Yes, as long as it's during breaks, lunch, or dinner, and not in between performances.



## When will we receive contact information for the participating schools?

The host does not contact the participating ensembles. All information you will need from the participants will be supplied by SCPA via our website: [www.sc-pa.org/about](http://www.sc-pa.org/about)

## Can we handle the booking of hotel rooms for the out-of-town judges?

No. In order to ensure the least amount of confusion and the maximum amount of responsibility, SCPA will handle all travel and housing arrangements.

## Can we ask the announcer to share announcements or "airgrams"?

No commercial announcements by either the SCPA announcer or an additional announcer representing the host are permitted.



# Contact

SCPA 2025



SCPA is an all-volunteer nonprofit public benefit corporation

If, on the day of the show, you should need to contact any of the board, we have listed our cell numbers. Please keep this information confidential; we request that they not be shared with students or parents.

## BOARD MEMBERS

Mike Jackson  
Caleb Rothe  
Ike Jackson  
Ken McGrath  
Jim Wunderlich  
Jenny Jackson  
Larney Staton

## CELL NUMBERS

714.319.4502  
909.499.3911  
909.231.5718  
626.233.9567  
949.633.5816  
714.319.0215  
909.210.2906

## OPERATIONS MANAGER

Kelly Rothe  
951.315.7350

## TABULATION & MEDIA MANAGER

Phyllis Staton  
909.717.4169

## MAILING ADDRESS

Southern California  
Percussion Alliance  
1030 N. Mountain Ave. #338  
Ontario, CA 91762