



1. TCGC Certification Form (download from web page) always keep this updated with membership changes. TURN IN AT FIRST ONLINE.

**Scholastic units....this form must be signed by your principal.

2. Educate parents/staff/members about contest etiquette. Make sure parents know that there is an admission charge for all events and tell them to arrive early so they don't miss your performance. Tell them that there is a "No Flash Photography or Video" rule at events. Spectators should not talk/be distracting during performances. Spectators should not enter or leave during performances. Spectators should encourage all performing units on the floor with cheers and applause.

3. To avoid problems and delays, make sure your props can fit through a standard door prior to arrival. Typical door size: 30" W x 80" H.

4. Always check the TCGC web site for last minute announcements, performance times, maps, etc. Schedules are subject to change until Wednesday of Show week.

5. Download the Information packet from the website to familiarize yourself with the contest site, pay special attention to the timeline to assure your floor is folded properly.

CONTEST SITE INFORMATION

1. UNIT CHECKIN. Unit must be checked in by time specified on detail schedule of each contest. Get all event specifics on the website.

a. Pay LATE FEES if applicable, you will not be able to compete unless all monies due TCGC are paid. BRING YOUR CHECKBOOK.

b. Pay deposit for classroom if applicable (not available at all shows). BRING YOUR CHECKBOOK!

2. Check in members plus 7 floor crew members. All others will need to purchase a ticket. Extra backside tickets are \$3 for high school students ONLY, adults will have to pay full price ticket. 3 Director Badges will be issued at first show of the season. Please give yourself enough time for

wristbands to be put on at check-in.

3. Unload equipment, props, etc. and store in designated area. Park buses and truck/trailer in designated or appropriate area.

4. Unit storage area (sometimes individual classrooms) is where your group will put belongings. Host sites are not responsible for security. It is recommended to have one of your parents monitor your area at all times. Remind your students to not bring valuables. Floor covering/prop storage may be in a different part of building.

5. By Thursday of every SHOW, upload any new music to your unit profile on the website to be downloaded. The sound technician and the Contest Director will be responsible for volume controls. Always bring a backup. Please bring a backup on USB. Playing from a mobile device is not advisable.

6. Restrooms/Changing areas/Concessions will be as marked.

7. For the safety and health of your unit, TCGC requires that your performers always wear footwear (shoes/flip flops, etc.) at all times. Footwear is not required during your performance.

8. Contest Flow - Familiarize yourself/your staff/crew with the flow of the show. If there is a question or concern, contact the Contest Director. ***Verify the timeline, to make sure your floor covering, props, etc., are organized and ready to go.

9. General Warm up area - (May or may not be provided by show host). This area is not timed and is used at the discretion of the directors. Units should not arrive here more than 45 minutes prior to their actual performance time. Please be professional and respect other units who would like to use this space/time. This space will not be available for WGI events.

10. Official Warmups & Inspection - These are your timed body and equipment warmups. Times are found on the detail schedule of each show. There may be a host guide who will meet you and make sure you are at this checkpoint on time. Always arrive a few minutes early. If you are late, you will NOT get extra time in this area. Equipment and props will be checked for appropriate padding. All wood/metal/hard surfaced edges must be taped/padded. Your unit will be responsible for any damages caused at the Contest site. It is very likely that a unit will come in toward the end of your warm-up time. This is only to ensure we run on time.

11. Ready line - This is your staging area prior to performing. Please keep this area organized and quiet. The contest host is not responsible for your group being at this checkpoint on time. Make sure you have a current schedule and the correct time.

12. Performance Area - The Timing & Penalty Judge will signal your group to begin set up. You will need to stay behind the "timeline" until the T&P Judge signals your group to cross. This will

begin your time. PERCUSSION GROUPS: DO NOT DRAG ANY EQUIPMENT!

13. Video Area - One member of your staff with a TCGC Staff badge will be allowed in the Video Area to video tape your performance only. This area will be provided by the host near the top/center of the gym and will be clearly marked.

14. Beginning of Performance - When the color guard first enters the competition area, an announcement of..."Please welcome from (city, state, country), (name of color guard)" will be made. At one minute thirty seconds (1:30) of the interval time for Open and A Classes, two minutes (2:00) for World Class or at any specific time noted to the Timing and Penalty Judge by the color guard, the announcer will be cued to say, "Performing their program (title), The Texas Color Guard Circuit is proud to present (name of color guard). Please refer to the TCGC Bylaws and WGI Rule Book for all rules, penalties, etc.

15. End of Performance - At the conclusion of your performance, your unit will need to clear the "timeline" to stop your unit's performance time. Be cautious of the exit door, as this area can be dangerous. There is no "ballooning" of floor covers during exit. Again, refer to the WGI rulebook for specifics.

16. Exit - After your performance, your unit will need to vacate the area as soon as possible. It is recommended to load your floor/props/equipment immediately following your performance. This will help alleviate congestion and delays.

17. Retreat - Each Unit will need to have at least one and no more than three members be present for the awards presentation. These members will need to report to the Official Warmup area immediately following the last competing group's performance. Awards will be given to the top 3 placing groups in each classification. Members should give a short salute or acknowledgement when the announcer calls your unit name.

18. Critique (IF OFFERED)

- Arrive on time.
- Make sure that you have listened to the judges comments prior to the critique. Make notes as to the comments from the tapes for dialog when meeting.
- The T&P judge will notify you when it is time for your unit to enter
Critique is usually divided into 3 areas, Individual Equipment and Movement, Design Analysis and General Effect.
- Do not compare numbers to your competitors.
- This tool is provided for your unit to receive educational input that will benefit them the rest of the season. Take notes.

19. Cleanup/Departure Make sure your storage area/classroom is clean. Always double check to make sure your unit has not left equipment, costumes, floor covering, props, etc. If you paid a deposit for a classroom, return to Checkin to checkout.