Director's Standards Book

Northern Midwest, Central Midwest, Eastern Midwest, Southern California, Florida Regions

Corporate office 6305 Johnson Road Hebron, Illinois 60034 SDCAferrara@yahoo.com phone 815-861-2898

Director's Standards Book

The purpose of this book is to standardize SDCA practices and procedures.

The pages in this book should be reviewed regularly.
Especially when organizing a show

The pages in this book are a procedural guide. The information on these pages may not be current. Up dated material is available on the website or will be emailed to you upon request.

Index

General Information

1. Arena and Field Dimensions
2. SDCA Overview
3. SDCA Member Responsibility
4. Performance Structure
5. Performance Guide Lines
6. Agreement to Participate

Promoting a Show

7. Standard Letter to Community
8. Standard letter to School District
9. Suggested 30 Second Radio Spot for Show
10. SDCA Spot or Program Spiel
13. Promotional Check List

Having a Show

11.- 12 Step by Step for the Host Corps
13. Promotional Check List
14. Show Information Sheet
15. Invited Corps Responsibility
16. Performing Corps Check List

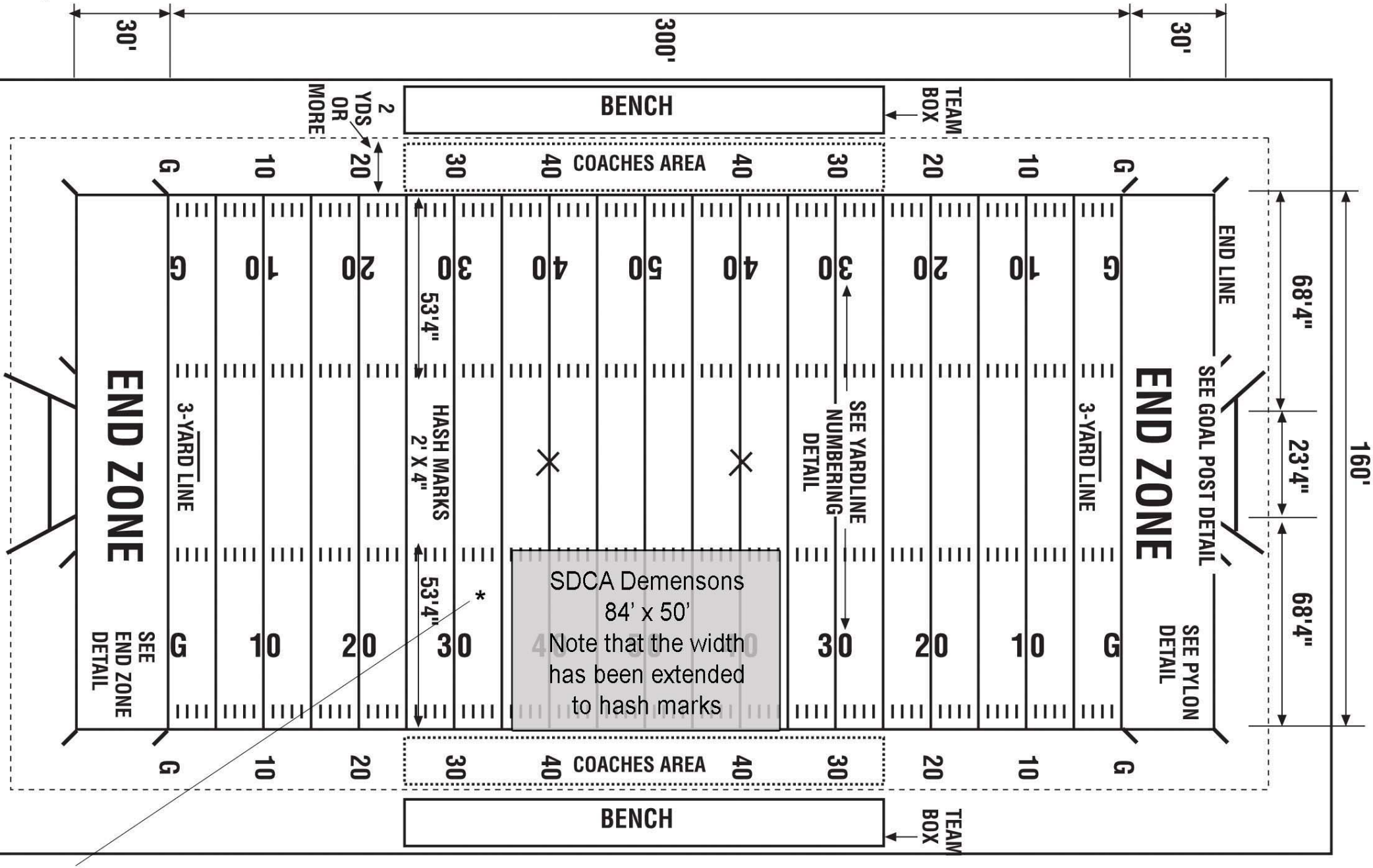
Day of the Show

17. What the Director Should Bring
18. Pre-show Meeting Agenda
19. Show Lineup
20. Host Coordinator Duties – Field Show
21. Host Coordinator Duties – Arena Show
22. Finale Diagram
23. Evaluator Brass Sheet
24. Evaluator Percussion Sheet
25. Evaluator Visual Sheet
26 - 29 Announcer's sheet
30. Text Voting Log-in
31. Announcer Score Sheet
32. Ticket Accountability

Annual Meeting

33. Request for Agenda Item

High School Field Demensons *Unless Noted*



*NCAA Hash Marks Are 45' approximent location

SDCA OVERVIEW

MEMBERSHIP

SDCA membership is open to all classes of drum corps, including, but not limited to junior, senior, alumni and all-age corps. In addition currently membership is also open to drum lines, color guards and bands. ("Members")

SDCA will not interfere with SDCA members who may also be DCI or DCA members and will make every effort not to conflict with DCI or DCA scheduling.

There is an Annual Membership Deposit ("Deposit") of $100 per Member, made payable to the SDCA and due upon signing the "Agreement to Participate". The Deposit will be refunded at the end of the season to all Members fulfilling their commitment to the schedule of the current year. Members that are a "no show" in the current year will have their Deposit doubled in the following year. After two consecutive years of fulfilling their commitment the Deposit will drop by $100 annually, but not below the required Deposit for the new year.

SDCA RESPONSIBILITIES

Promote SDCA Members through the SDCA website, SDCA Facebook page.

Coordinate and maintain performance schedule as to performing Members, location, date and time.

Promote performances via the SDCA website, SDCA Facebook and DCP and DCW.

Coordinate the performance structure with the hosting and participating Members.

To collecting show funds and distribute funds to participating Members.

Hold an annual meeting. Seek SDCA member corps input and suggestions to improve the association and also to resolve any concerns, issues or disputes.

Hold emergency meetings as required.

To locate future performance sites.

To open new regions

SDCA MEMBER RESPONSIBILITIES

Each Member shall provide a maximum of two representatives available to SDCA for communications and to participate in SDCA meetings. If changes are made, SDCA will be notified via email to SDCAferrara@yahoo.com.

The Member representatives will review the performance guidelines and recommend modifications or enhancements at the annual SDCA meeting. The representatives will be responsible for policing the Performance Guidelines.

It is desired that each Member sponsor one show per year located on a high school or college basketball courts for Arena Style or a high school football field for a Field Show.

SDCA Members are committed to provide the best entertainment at each performance be it a show or parade. Performances should be geared for optimum audience entertainment.

PERFORMANCES

Performances are defined as Arena Style held in a high school or college gymnasium or outdoor on a football field or a parade. Where a parade is scheduled in the same location as the show, it is required to perform in both the show and parade.

Performances shall be designed with movement and music appealing and entertaining to a general audience.

Performances will be judged by people's choice and Olympic style medals will be presented.

PERFORMANCE GUIDELINES

OVERVIEW

SDCA is a friendly people's choice competitive drum and bugle corps association. All Members receive an equal share of the gross ticket proceeds. It is essential that Member's program be appealing to a general audience. This association is currently open to drum and bugle corps, drum lines, color guards and bands.

"These guidelines are meant to provide direction and are not intended to limit the performance opportunity of any group or its Members. "

MEMBER PERFORMANCE - GENERAL

Horns Arena Style drum and bugle corps could have a minimum of 10 horns player; ideal is 10 to 30 horn players, however, when using more horn players please consider the acoustics.

Drum Lines Acoustics should always be considered in an Arena Style Performance.

Color Guard Members are not limited in number. All flag poles should have rubber tip protection and rifles should use a cloth tape, similar to tape used for grip on sporting equipment to protect the Arena. The rifle should be wrapped on both ends. If the rifle edge is beveled before wrapping, the wrap would not prematurely tear. Floor tarp protection will not be used.

Bands Same as Horns, Drum lines and Color Guard above.

Note: There will not be a pit. However, this does not exclude any drum corps instruments in the performance.

All groups must:

1. **Provide proof of current liability insurance. (mail to SDCA corporate)**
2. **Provide a 30 second max. bio/read that will be read before your performance.**
3. **Provide a 10 second max read that will be read immediately after your performance.**

4

PERFORMANCE STRUCTURE

Playing Time 9 to 13 minutes

Structure

The music played shall be recognizable tunes in line with entertaining the audience.

A Flag presentation and concert is suggested.

Finale in Mass. Every Member in the performance will participate in the mass finale at the end of the show. All members shall be prepared to play the mass finale song, "Climb Every Mountain".

The music will be available in the Members Login on the website. The arrangement of “Climb Every Mountain” remains the same year after year. You may read off of a reduced copy of the music during the finale. Music stands will not be permitted in the mass finale.

Drill Arena Style is equivalent to the distance between the 35 yard lines on a football field with a 50 foot depth. Using this area in designing your performance will function in both the Arena Style show and a field show.

For ultimate audience appreciation, it is preferred Members be in motion. However, a standstill with a performing color guard is acceptable.

When the American Flag is used it shall be done with respect. The American Flag may be posted for most of the performance.

All instruments are to be carried or wheeled. Wheeled instruments must have inflatable tires to protect the Arena floor. When any instruments are set onto the floor protection under the instrument is required.

Members are required to wear shoes that will not mar, scuff or scratch the Arena floor or socks may be worn.

Northern Midwest, Central Midwest, Eastern Midwest, Southern California, Florida Regions

Corporate office 6305 Johnson Road Hebron, Illinois 60034 SDCAferrara@yahoo.com phone 815-861-2898

AGREEMENT FOR PARTICIPATION IN SDCA
2016 SEASON

We the _____
Drum and Bugle Corps

Agree to participate in the SDCA and accept the terms and conditions as set forth by the membership of the SDCA.

☐ We have read the performance guide lines on the web site.

☐ We have read the SDCA overview on the web site.

The estimated total number of corps members performing _____

We agree to have a maximum of two representatives named as follows:

Name (print)	address	phone	email address
Name (print)	address	phone	email address

We will participate in the following shows: (date and location)

_____
_____
_____
_____
_____
_____
_____
_____
_____

NOTE: failure to participate as noted above will result in forfeiture of the bond and doubling of bond next season.

☐ **Attached is a check for $100.00**
This is a refundable bond returned after full participation as noted on this agreement
(make check payable to: **SDCA**.)

MAIL Check and this Agreement TO:
SDCA
6305 Johnson Road
Hebron, IL 60034

_____
Signature of corps representative

_____
Print name

_____
Approved by SDCA

ARENA DRUM CORPS - PLUS

SDCA
Small Drum Corps Association

6305 Johnson Road Hebron, Illinois 60034 SDCAferrara@yahoo.com fax 815-648-4858 phone 815-861-2898

City Of Any where
201 So. Bloomingdale Road
Anywhere, IL 60108

RE: Septemberfest

November 12, 2013

Hello,

SDCA would like to have a Drum and Bugle Corps Show in you Community where the audience texts in their vote of whom they thought was the most entertaining for that day. This is a lot of fun for your citizens! Visit our web site www.theSDCA.org

I have attached a “standard” brochure for your review.

This brochure details a show that is indoor and where tickets are sold by SDCA to cover costs, however, some communities have opted to pay each corps $1000 to entertain at their festivals in which case ticket sales are optional.

In this option the community businesses sponsor each corps so that tickets will not be sold to the public but instead the citizens enjoy the entertainment provided by the community as a whole.

Currently we have a potential of six drum and bugle corps that have expressed an interest in Anywhere’s “Septemberfest”. Each would like to participate in your parade as well as provide entertainment in a drum corps show.

This year SDCA has shows in: Ishpeming MI, Menominee MI, New Lenox IL, Batavia IL, Oconto WI, Verona WI, Appleton WI, McHenry IL, Momence IL, Mendota IL. Sandwich IL.

We hope we can add you to this growing list of communities that enjoy drum and bugle corps.

Please respond to this request.

Bill Smith
Director SDCA
555-555-5555

Small Drum Corps Association

6305 Johnson Road Hebron, Illinois 60034 SDCAferrara@yahoo.com fax 815-648-4858 phone 815-861-2898

Dr Phillip A. Smith
Community School Dist 1
Board of Education
415 N Dixie Hwy
Anywhere IL 60954

September 3, 2013

RE: Festival Arena Drum Corps Show

Dear Dr Smith,

We are interested in renting the school gymnasium and locker rooms for Saturday August 8, 2013 in conjunction with the Anywhere Festival for the purpose of having an Arena Drum and Bugle Corps Show Championship.

We will need the school for a minimum of five hours. Two hours for set up, two hours for the show and one hour to disperse. The exact time of day will be dictated by the Festival committee.

The performance will be on the gymnasium floor. All participating corps are required to wear the proper shoes as well as protection on the equipment so as not to mar or scuff the floor.

SDCA is a not for profit corporation with a mission to provide a venue for drum corps to promote membership and encourage new drum corps by performing an entertaining music and marching program while educating the music student as well as the public in drum corps style and history.

Thank you for your consideration,

Bill Jones
Director SDCA
555-555-5555

SDCA Suggested announcement

NOTE: the underlined italics should be tailored for your show

Public Service Announcement: RADIO 30 seconds or NEWSPAPER

This *summer*, *on July 18th at 7:00 p.m., in the McHenry West High School gymnasium,* the excitement of live performance that inspired the Broadway production of Blast will come to the *McHenry, Illinois* area when The Small Drum Corps Association presents *"Drum Corps Magic" as part of Fiesta Days* . Featured during the *evening* will be: The *Crystal Lake Strikers, The Northernaires from Menominee, Michigan, The Lakeshoremen From Troy, Michigan, The Classic Cavaliers, and The Chicago Royal Airs.* Tickets are $10.00 with 5 years and under FREE and with every paying adult one K through 12 child gets in FREE. Tickets are available at the door *or in advance at the chamber of commerce office*. That's *July 18 at 7:00 pm in the McHenry West High School.* Don't miss this exciting annual event.

Spiel About SDCA (for programs and media promotions)

The SDCA ("The Small Drum Corps Association") or "Arena and Field Drum Corps - Plus", was established in 2008 to create a forum for drum corps performance within a context that would both foster the activity at a grassroots level and provide for a maximum of impact. The idea, first conceived by Chris Ferrara, a former soprano soloist for The Chicago Royal Airs and Bugler Hall of Famer, quickly took on momentum and was embraced by drum and bugle corps organizations from all across The United States and Canada.

Combining live performance within a community school and on-going music education, SDCA seeks to make the excitement and intimate experience of the drum corps activity immediately available in a manner that can be potentially sustainable for generations to come. Based upon the rich traditions of the past, SDCA's has embraced the present in a way that it is hoped can insure the future of an activity that, over time, has enriched the lives of tens of thousands of its participants and their audiences.

S D C A STEP BY STEP for THE HOST CORPS

When you host a show SDCA does not ask for any upfront costs. Your only out of pocket costs are what you and the school determine. Usually the cost for the school gym, locker rooms or 6 or 7 class rooms and janitor is $100.00 per hour. School requirements vary. A minimum of 5 hours will be needed. Two hours for set up, two hours for the show and one hour to disperse.

SDCA will provide numbered tickets for the show. You will be responsible to account for every ticket. At the end of the show SDCA will check on the number of tickets sold and you will provide SDCA with a check for the gate money. Out of the gate money SDCA will distribute the money to the participating corps in this manor; the host corps will receive $2.00 for each ticket sold; each participating corps will receive $1.00 for every ticket sold.

Now follow these steps:

1. Get the name of school contact and phone number
2. Get the seating capacity (Min. 1200 +/-)
3. Get the name of the Band Director and phone number
    a. Invite the band members to a free brass and percussion clinic with complementary tickets to the performance. (qty)
4. Ask the following questions
    a. Gymnasium/Arena Rental (5 Hours Minimum)
    b. Janitor Fee (Name & Phone)
    c. Security Fee
    d. PA System
    e. Concession Area
    f. Souvenirs Area
    g. Fire Code Restrictions
    h. Tables & Chairs available
    i. Changing Rooms (6 minimum) or Locker rooms
    j. Warm Up Area (Band Room etc)
    k. Parking Area (For Bus/Trailer and Guests)
    l. Phone Numbers for Area Medical Facilities

Upon securing a location for the show

- Provide all above information to SDCA's Regional Director.
- Number of Complimentary tickets needed for the band
- Contact each invited corps and ask their needs. Contact them often

SDCA

- Invite the corps
- Notifies the performing corps of the show location, time and line up
- Will have tickets printed and Delivered to the host corps
- Contact Drum Corps World and drum Corps Planet to promote the show
- Provide information on SDCA web site to promote the show.
- Assist or advise where needed
- Conduct the pre-show meeting
- Provide the Announcer's sheet
- Collect check from host corps for gate receipts.
- Distribute funds

STEP BY STEP for THE HOST CORPS (cont)

Staff Needed for Your Show (suggested)

1) Ticket Sales - Minimum 2
2) 50/50 Raffle Sales - Minimum 2
3) Souvenirs Sales - Minimum 2
4) Concession - Minimum 4
5) Performance Coordinator 1 **(see job description below)**
6) Assistant Coordinator 1
7) Ushers 4
8) Announcer 1
9) 1 Brass, 1 Percussion and 1 Visual Evaluator (your staff of teachers)

You will need a lot of volunteers that do not march in your corps to help during your show. Some suggestions: in addition to your alumni list, there are the scout troops (they always look for community service projects) as well as church youth groups. Then there are the retirement centers, VFW, American Legion and Elks clubs etc.

Performance Coordinator Job description

Responsibility:
1. Attend the pre-show meeting
2. Coordinate the performer's lineup and times
3. Instruct and coordinate with the "exit door" person
4. Keep order in the corridors.
5. Prepare the corps and the exit person for the finale

NOTE: Detailed instruction will be give to the Performance coordinator at the pre-show meeting.

S D C A show Promo check list

Host corps contact:

Show date and Location:

Date telephoned	☑								
City Signs		NOTES:							
School activity calendars									
School bulletin board									
Comcast (local TV) allow 2 mo.									
Local radio stations									
Paid radio ad (not required)									
Radio public service message									
Newspaper public service									
Newspaper paid ads (Not req.)									
Newspaper website									
Chamber of Commerce calend.									
County website calendars									
Signs in music store									
Signs in Public Library									
Signs in dance studio									
Signs in restaurants									
Signs in gas stations									
Signs in grocery stores									
Signs in bars									
Public TV message									
Paid TV ad (not req.)									
Paid magazine ad (not req.)									
AL/VFW/AM Vets Post									
ELKS/Moose/other clubs									
Facebook									
Corps Website									
Businesses bulletin boards									
Church bulletin boards									
Drum Corps World write art.									
Drum Corps Planet forum									
Music supplier websites									
YouTube									
Flyers									
Twitter									

ARENA DRUM CORPS - PLUS

SDCA

Small Drum Corps Association

SMALL DRUM CORPS ASSOCIATION (SDCA)

SHOW INFORMATION

DATE:	Sunday, August 5, 2012	**TIME:**	3:00 PM CST
SHOW NAME:	WATERFRONT FESTIVAL		
SPONSOR:	Menominee Waterfront Festival		
CONTACT:	Nancy Douglas	**HOME:**	
		WORK:	
		CELL:	(906) 864-2201
		EMAIL:	ndouglas2@new.rr.com
VENUE NAME:	Menominee Marina Bandshell Area		
VENUE ADDRESS:	730 1st Street Menominee, MI 49858		
ADMISSION:	Free. No admission to festival.		
HOUSING/ PRACTICE CONTACT:	Chris Wellner	**CELL:** **EMAIL:**	(920) 265-1294 sdcawellner@yahoo.com
SDCA CONTACT:	Chris Wellner	**HOME:**	
		WORK:	
		CELL:	(920) 265-1294
		EMAIL:	sdcawellner@yahoo.com
EMERGENCY:	Menominee Police/Fire	**PHONE:**	911
MGRS MEETING LOCATION:	South side of Bandshell	**TIME:**	2:00 PM CST
FOOD:	Festival will have food booths.		
OTHER INFO:	Outdoor show on 30 ft x 60 ft partial area. Standstill concert. Rain contingency – none. Must show up to be paid. Noon parade. Report by 11:00 AM CST behind Menominee Fire Station Parade line up area is behind fire station, 2509 10th Street, Menominee, MI Parade route is from fire station head south down 10th St to 10th Ave head east to 1st St turn south down 1st St to 6th Ave. SDCA show starts at 3:00 pm in festival area in front of Bandshell, 730 1st St (parade end)		

6305 Johnson Road Hebron, Illinois 60034 SDCAFerrara@yahoo.com 815-861-2898 Fax 815-648-4858

THE INVITED CORPS RESPONSIBILITY

(You should have already filled out your "Agreement to Participate", provided your $100 refundable bond and a copy of your liability insurance to SDCA corporate office)

PERFORMANCE

- Your performance should be approx 9 to 13 minutes
- The arena floor is from the 35 to the 35 yard lines with a 50 depth.
- If you chose, you can take one minute to warm up before your performance
- Prepare a 30 second introduction for your corps that will be used by the announcer before your performance.
- Prepare a 10 second announcement as you leave the arena
- Be prepared to perform as soon as you arrive.
- There will seldom be a practice site available.
- If rehearsal is essential you will need to coordinate with the HOST corps for time availability and pay the additional costs for the school.

You will be responsible for all aspects of the schools rules and regulations to include security.

- Marching members must wear shoes that will not scuff the floor.
- Guard equipment must have scuff and dent protection
- Be prepared to play the massed finale song "Climb Every Mountain". See the web home page (www. theSDCA.org) for the music. You can read off reduced copies during the finale but music stands will not be permitted.

HOUSING

- The HOST corps will be providing you with the show location
- It is up to you to find and reserve lodging. Contact the host corps or use the internet

CLEAN UP

- Keep the rooms and all locations clean.
- Monitor the bathrooms as well.
- Assist in the clean up after the show to include the parking lot.

SECURITY

- It is likely that school equipment will be present. This equipment can not be used without the schools permission.
- You will be told what rooms have been approved for use. Some other rooms may be unlocked. These rooms shall not be entered without permission from the school.
- It is important to monitor and keep secure all of your own equipment.
- If you have elected to use the school other than at show time your security responsibility extends to anyone that may enter the building

Performing corps Check List (to be emailed)

- Provide copy of insurance with SDCA as additional insured to Corporate office
- Fill out your annual SDCA participation form.
- Pay your refundable $100 bond
- Provide a 30 second bio to be read before you perform send it to Corporate office
- Provide your drum majors name along with bio.
- Attend the pre-show meeting along with your drum major.(1 ½ hr before show)
- Perform for 9 to 13 minutes
- You may take 1 minute to warm up AFTER the announcement “is your corps ready”
- All wheeled equipment must have inflatable tires.
- If you intend to drop percussion equipment it must be onto a mat.
- BEFORE YOUR CORPS ENTERS THE SCHOOL: Check your assigned room for damage and report.
- Check your assigned room after corps leaves for damage and report.
- There may be school equipment or materials present; please do not use these things.
- There may be rooms open that are not assigned to you, do not use these rooms.
- Clean up your areas to include the parking lot.

ARENA Shows

- Performers MUST wear shoes that will not damage the floor or no shoes, socks only
- All guard equipment must have rubber ends or approved rap to protect the floor
- During the show corps are to be silent in the corridors.
- Corps will line up quietly at the entry door and against the wall just as the preceding corps begins.
- Before your performance - Optional: check arena floor for damage done by previous corps.
- Enter the arena with a verbal cadence or light tap.
- After your performance exit the arena with a verbal cadence or light tap and move quietly and immediately out from the exit corridor to the dressing area.
- Corps may come in to watch the show in uniform but can not enter and exit during a performance.
- HAVE FUN

SDCA – what to bring to the show (director)

- Award medals
- Banner / display; tape/bungies
- Laptop/ Iphone
- Calculator
- Camera
- your lanyard
- Evaluator passes
- Clip board for:
- Director's agenda
- To all corps Line up sheet (one for each corps plus 2 extra)
- Finale Assembly diagram (one for each corps plus 2 extra)
- To host corps coordinator
- To evaluators – Brass, percussion, visual
- To Announcer
- To score keeper then to announcer
- To director ticket sale account (copy with host's signature)
- Photographer for pre-show meeting photo
- Tape recorders
- Batteries
- Blank tapes w/stickers
- Extra Labels
- Marker pens
- Tickets
- Text program ready
- ???

Oct 26, 2012

(for regional directors)

SDCA Pre-show Meeting Agenda (Standard)

(1 ½ hr before show) for managers and DM's

INTRODUCTION

Names (managers & drum majors) take photos

THE SHOW

Protect the Floor. Proper Shoes or socks; guard equipment; wheeled equipment to be on inflatable tires.
Entrance and exit locations

Show line up

HAND OUT SHOW LINE UP (to corps managers)
Read details on the line up sheet with them

FINALE

Read details on the line up sheet
HAND OUT FINALE ASSEMBLY DIAGRAM

Host comments

Special announcements
Party ?

WALK THE ARENA

walk the arena for existing damage and scuffs to be reported to facility manager.

MANAGER'S MEETING CONCLUDED

MEET WITH EVALUATORS

MEET WITH ANNOUNCER

(To all corps at manager's meeting)

Line up Sheet Handout

Show **Date**

Time corps **LINE UP 15 min. before** (times and intermission)

1._____
2._____
3._____
4._____
5._____
6._____
7._____
8._____

THE SHOW

Protect the Floor. Proper Shoes or socks; guard equipment; wheeled equipment to be on inflatable tires.

1) When the corps before you goes on, line up quietly at the entry door. Before you enter you may walk the arena to assess damage done by the previous corps.
2) Your Corps enters the arena with a quiet verbal cadence or light taps; no drum beats.

You may take two minutes to warm up after the announcer asks"DM is your corps ready?"
At the end of your performance exit the arena with a quiet verbal cadence or light tap; no drum beat off and continue to move to your dressing area.

FINALE

3) when the last corps goes on all corps lines will line up quietly at their assigned doorways.
4) host corps will set up first in the center arena and plays on all the corps.
5) announcer will call the corps into the arena
6) FOLLOW THE HAND OUT FINALE ASSEMBLY DIAGRAM
7) corps come out. (SEE ASSEMBLY DIAGRAM) drum majors assist line up
8) drum majors will be announced to the center of arena. with the American flag.
9) announcer gives host corps thank you paragraph
10) the peoples choice placement is announced
11) 3rd , 2nd and 1st place DM's move to announcers table to receive medals.
12) The host DM goes into stands to direct ALL corps in CLIMB EVERY MOUNTAIN
13) American Flag is retired (if it had been posted earlier)
14) Announcer dismisses the corps in arena to greet each other. Please stay in the arena to give the audience time to leave.
15) Pick up your evaluator's tapes at the announcer's table.
16) You have one hour to disperse the building
17) you will receive your check in the mail in one week
18) There is a party after the Saturday shows. Check with the host corps.

To Host Corps Performance Coordinator
FIELD SHOW

(not a marching member)

Responsibility:

A. Get the "finale assembly diagram" from SDCA's Regional Director.

B. instruct your "exit " person

a. keep corps quiet during the performance

b. Instruct the finished corps DM to move quietly to the finale setup location.

c. Tell the corps DM to have the corps dressed and ready for the finale.

C. DURING THE SHOW Coordinator is to:

1. be at the entrance of the field (staging area)
2. keep the area clear of spectators.
3. have each corps located at the entrance 15 minutes before they perform.
4. at this staging area the waiting corps is to be quiet..
5. listen for the final announcement of the previous corps and send the waiting performing corps onto the field
6. go and get the next performing corps and have them waiting at the staging area.
7. repeat 1-4 until the final corps performs

D. FINALE when the final corps goes on:

1. have all the corps ready to enter the field for the finale lined up single file, quietly. See assembly diagram.
2. Count out performers for the files that will be fileing on the field. 12 people max per file but be flexible
3. inform the 13th person they will start a new file.
4. rehearse the finale drill with the drum majors.
5. right after the last corps listen for the announcer and the host corps to play the corps on.
6. Send on the corps.

To Host Corps Performance Coordinator
ARENA SHOW

(not a marching member)

Responsibility:

A. Get the "finale assembly diagram" from SDCA's Regional Director.

B. instruct your "exit door" person

a. keep door closed during the performance
b. open door only to allow finished corps out.
c. Instruct the finished corps DM to move quietly to the locker room.
d. Tell the finished corps DM they may watch the show but not enter or exit during a performance.
e. Tell the corps DM to have the corps dressed and ready for the finale.

C. DURING THE SHOW Coordinator is to:

1. be at the entrance door to the arena (staging area)
2. keep the entrance door to arena area clear of spectators.
3. have each corps located at the entrance 15 minutes before they perform.
4. at this staging area the waiting corps is to be quiet and be against the wall.
5. listen for the final announcement of the previous corps and send the waiting performing corps into the arena
6. go and get the next performing corps and have them waiting at the staging area.
7. repeat 1-4 until the final corps performs

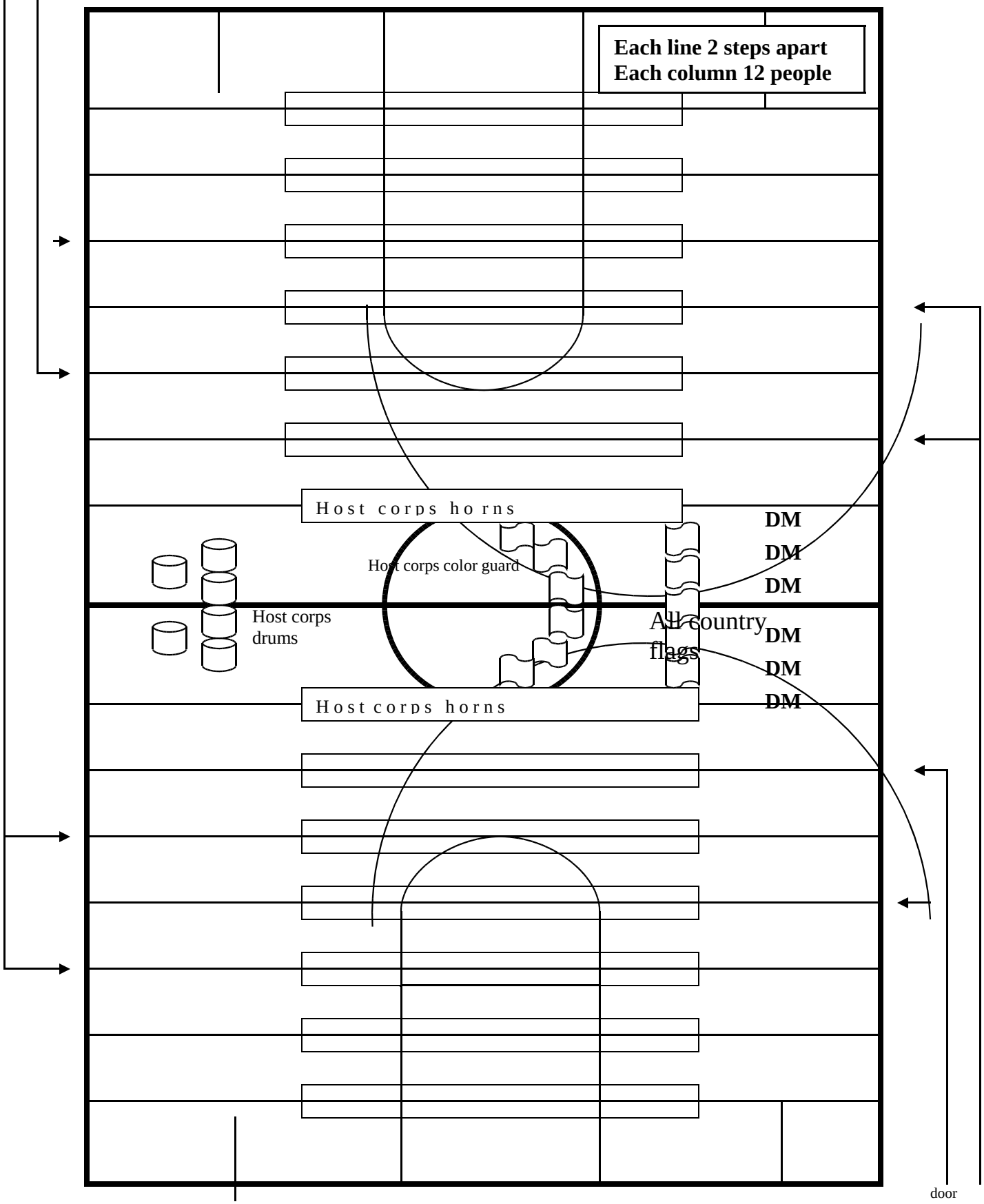
D. FINALE when the final corps goes on:

1. have the two or three corps that are to enter for the finale at the entrance door lined up single file, quietly. See assembly diagram.
2. Count out performers for the files that will be filled on the arena. 12 people max per file but be flexible
3. inform the 13th person they will start a new file.
4. rehearse the finale drill with the drum majors.
5. right after the last corps listen for the announcer and the host corps to play the corps on.
6. Send in the corps.
7. Instruct the "exit" door person to do 1 thru 6. See the assembly diagram.

SDCA finale assembly diagram

door

door



door

door

Evaluator's Guide "Brass"

You will be given a tape recorder from SDCA to use. The recorder options are glued into the correct position. You will just use the "record" and "Stop" buttons.
Extra tapes and batteries will be available at the announcers table.
The Tape the tapes have the groups name and the evaluation type on them. (Label side up)
Turn your recorder to "record" Before each performance, the announcer will say "Evaluators are you ready" Turn the recorder on and look at the tape to make sure it is running. **Then raise it high into the air.** to signal ready.
The recorder will **remain on** until the performance is completed.
Next the announcer will than ask the "corps are you ready". The corps have 2 minutes to warm up if they choose. You may start the evaluation during the warm up.
Your evaluation shall be constructive criticism given to the performing groups. Your evaluation will be used by the corps to improve on their program. You will not be judging them or placing them. The audience will be judging in a "peoples Choice" at the conclusion of the event. NOTE: do not block the view of the audience or stand near SDCA's video cameras.
Evaluation Guide. The following are guide lines that you should consider to touch on during your evaluation, but this is your evaluation so you can use your own style.
Please do not stand in front of the audience or have them hear your evaluation.

Performance Quality/Excellence

Rhythmic Accuracy
Musicality
Ensemble Cohesiveness
Tempo Control
Phrasing, Expression
Clarity of Intent
Uniformity of Technique
Content/Demand
Intonation/tone quality

Artistry/Effectiveness

Enhancement of Music
Communication with Ensemble
Synergy
Ensemble Awareness
Idiomatic Interpretation
Creativity
Communication
Presence
Entertainment

Please return tape recorders, tapes and lanyard to the Announcer's table.

Evaluator's Guide "Percussion"

You will be given a tape recorder from SDCA to use. The recorder options are glued into the correct position. You will just use the "record" and "Stop" buttons.
Extra tapes and batteries will be available at the announcers table.
The Tape the tapes have the groups name and the evaluation type on them.
Turn your recorder to "record" Before each performance, the announcer will say "Evaluators are you ready" Turn the recorder on and look at the tape to make sure it is running. **Then raise it high into the air.** to signal ready.
The recorder will **remain on** until the performance is completed.
Next the announcer will than ask the "corps are you ready". The corps have 2 minutes to warm up if they choose. You may start the evaluation during the warm up.
Your evaluation shall be constructive criticism given to the performing groups. Your evaluation will be used by the corps to improve on their program. You will not be judging them or placing them. The audience will be judging in a "peoples Choice" at the conclusion of the event. NOTE: do not block the view of the audience or stand near SDCA's video cameras.
Evaluation Guide. The following are guide lines that you should consider to touch on during your evaluation, but this is your evaluation so you can use your own style.
Please do not stand in front of the audience or have them hear your evaluation.

Performance Quality/Excellence

Rhythmic Accuracy
Musicality
Ensemble Cohesiveness
Tempo Control
Phrasing, Expression
Clarity of Intent
Uniformity of Technique
Content/Demand

Artistry/Effectiveness

Enhancement of Music
Communication with Ensemble
Synergy
Ensemble Awareness
Idiomatic Interpretation
Creativity
Communication
Presence
Entertainment

Please return tape recorders, tapes and lanyard to the Announcer's table.

Evaluator's Guide "Visual"

You will be given a tape recorder from SDCA to use. The recorder options are glued into the correct position. You will just use the "record" and "Stop" buttons.
Extra tapes and batteries will be available at the announcers table.
The Tape the tapes have the groups name and the evaluation type on them.
Turn your recorder to "record" Before each performance, the announcer will say "Evaluators are you ready" Turn the recorder on and look at the tape to make sure it is running. **Then raise it high into the air.** to signal ready.
The recorder will **remain on** until the performance is completed.
Next the announcer will than ask the "corps are you ready". The corps have 2 minutes to warm up if they choose. You may start the evaluation during the warm up.
Your evaluation shall be constructive criticism given to the performing groups. Your evaluation will be used by the corps to improve on their program. You will not be judging them or placing them. The audience will be judging in a "peoples Choice" at the conclusion of the event. NOTE: do not block the view of the audience or stand near SDCA's video cameras.
Evaluation Guide. The following are guide lines that you should consider to touch on during your evaluation, but this is your evaluation so you can use your own style.
Please do not stand in front of the audience or have them hear your evaluation.

Technique

quality and uniformity of technique
controlling tempo and rhythm
responding to changes in space, time, and form
projecting training in all aspects of ensemble performance
form control and balance
achievement in ensemble form, body and equipment
clarity and readability
quality of form, body and equipment work with orientation and timing

Performance

visual expression
performing with quality in vertical and horizontal phrasing
Utilizing logic, depth and variety in the use of the elements of design
demonstrating a wide range of skills
demonstrating detail and subtlety in the performance
integrating all the parts in a cohesive manner
presenting musicality in form, body and equipment

Please return tape recorders, tapes and lanyard to the Announcer's table.

SDCA SHOW ANNOUNCER'S SHEET

Start time PM show name _____

NOTE to announcer: the arena will reverberate, please speak slowly with good diction. Before and after performances look to the audience for excessive moving in or out and pause appropriately. To keep your place, use a pencil to mark off each paragraph you announce(red in informational read all of the black print)

ANNOUNCE: Ladies and gentlemen, S D C A 's Arena Drum Corps Association is pleased to welcome you to this evening's performance of *show name* _____ by members of the Small Drum Corps Association, hosted by *host corps name*_____ _____ Thank you for your attendance, and please enjoy the performances of each of the drum and bugle corps that will present their programs for you here this evening.

Tonight our entertainment comes

1. **from** _____
   The _____ (pause *for applause*)
2. **from** _____
   The_____ (*pause for applause*)
3. **from** _____
   The _____ (pause *for applause*)
4. **from** _____
   The _____ (*pause for applause*)
5. **from** _____
   The _____ _____ (*pause for applause*)
6. **from** _____
   The _____ (*pause for Applause*)
7. **from** _____
   The_____ **(***pause of applause)*
8. **from** _____
   The_____ **(***pause of applause)*

At the conclusion for this evening's competition, performances will be judged by you, their audience, who will determine which corps you found to be the most entertaining by texting on your cell phone. But for now please turn off your cell phones; refrain from taking flash pictures and please do not leave the arena or enter the arena during a corps performance.

To begin the evening, _____ will (play, sing) the national anthem.
(Anthem performer)

Audience please stands for our national anthem.

(An American flag squad comes in with the flag during the playing or singing of the National Anthem ;)

ANNOUNCE: Thank you, _____.
(Anthem player or singer)

Audience please be seated.

(2of4)

The SDCA ("The Small Drum Corps Association") was established in 2008 to create a forum for drum corps performance within a context that would both foster the activity at a grassroots level and provide for a maximum of impact. The idea quickly took on momentum and was embraced by drum and bugle corps organizations from all across The United States and Canada. Currently SDCA is in five regions and represents over forty drum and bugle corps.

Combining live performance within a community school and on-going music education, SDCA seeks to make the excitement and intimate experience of the drum corps activity immediately available in a manner that can be potentially sustainable for generations to come. Based upon the rich traditions of the past, SDCA has embraced the present in a way that it is hoped can insure the future of an activity that, over time, has enriched the lives of tens of thousands of its participants and their audiences.

Now, ladies and gentlemen, you have the opportunity to watch and enjoy the next (____) corps in competition before being asked to vote for the corps you liked the best using your cell phones. A phone number will be given to you at the end of this evening's competition so that you can vote for the performers and their places will be announced.
Evaluators will please come to the center arena. *(Pause)* **Evaluating brass is _____ Evaluating Percussion is _____ and Evaluating visual is _____**
You will see these professional evaluators in or around the arena who will be talking on tape recorders critiquing and suggesting about the corps' performance in order to assist these performer's improvements, but they are not the judges, you are. Thank you Evaluators. You may take your place about the arena

These performers both young and old work hard to put their programs together. They do it for the love of music, performance and entertainment. Please feel free to appreciate their efforts with laud applause, yells and screams.

(Wait for corps to enter)
And now the first corps in "people's choice competition," from _____, the _____

READ CORPS BIO.

(A) ANNOUNCE:
Audience are *you* ready? *(Pause for applause)* **Evaluators are you ready?** *(Pause for their wave)*
Drum Major, ***(name on handout)*** **are the** *(read* ***groups name)*** **ready?** *(Corps may take two minutes to warm up. Wait for DM's salute).*
(Read group name), **you may take the arena for people's choice competition**.

GROUP PERFORMS.

(B) ANNOUNCE: Ladies and gentlemen, that was the (*read group name)* from (read ***their city).*** *(Wait for applause)*

Please remember that, at the conclusion of these performances, you will have the opportunity to vote for the performance that you liked the best.

(Wait for corps to enter)
The next corps in people's choice competition from _____, the _____ *(pause for applause)*

READ CORPS BIO.
REPEAT ANNOUNCEMENT "A' AND "B"

ANNOUNCE: We will now take a 15 minute intermission to allow you to stretch. We encourage you to go to the concession stand or browse the souvenirs.

INTERMISSION
15 minutes

ANNOUNCE
Drum corps fans we about to resume the show. *(You may have to announce this several times.)*

(Wait for corps to enter)
The next corps in people's choice competition from _____The _____ *(pause for applause)*

READ CORPS BIO.
*REPEAT ANNOUNCEMENT "A' AND "B***"**

(Before the final group)
ANNOUNCE:
Will all of the performers this evening, please prepare for the massed finale. *(Wait for the performers in the stands to leave the arena)*

(wait for corps to enter)
The final corps in people's choice competition from _____our host corps. The _____*(pause for applause)*

READ CORPS BIO.
REPEAT ANNOUNCEMENT "A' ONLY
(*corps performs)*

Now, ladies and gentlemen, please turn on your cell phones. You have seen each of these corps perform this evening in people's choice competition. It is now time for you to choose which of these groups you felt should receive the people's choice gold medal award for this evening.

(4of 4)

Here is how to do it. If you are not familiar with texting; follow these general steps.
Cell phones have different performances and options, so this is generic.
On your cell phone go to "messages" and click on it. Go to "new text message" and click on it. Where it says "address" type in the numbers 2 2 3 3 3; that's 2 2 3 3 3, and press enter. Now go down to "message" and type in the first *SIX* letters of the group's name. For instance; if you wanted the _____, you would type the first six letters "_____" and then press send. If you choose the _____ you would type "_____"; the _____, you would type in _____ , for the _____you type "____"; for the _____ you type "____" and for the _____ you would type "_____" and so on….again, the number is 2 2 3 3 3 press enter and vote by using the first SIX letters of the corps name and press "SEND"
Your results will be tabulated immediately. You will not be permitted to vote twice. If you're having trouble raise your hand and let's get a neighbor to help you.
O.K……Audience.. cast your vote

PAUSE: 3-5 minutes for voting
Audience , we will be concluding the voting.. do you need more time?? *(If needed)* OK one more minute.

Thank you audience, The voting is concluded.

Now, ladies and gentlemen we will prepare for the massed finale. Will all the corps please enter the arena. They will be played on by the _____ drum and bugle corps. _____ you may begin playing when ready.
(Pause for all corps to form)

ANNOUNCE:
Drum majors please come to the front and center of the arena

ANNOUNCE:
You have applauded each of these performers individually, would you now please give them a round of applause collectively.
(Pause)

ANNOUNCE (*host corps thank you paragraph)*
(GO TO " PLACEMENT SHEET ANNOUNCEMENT")

DIRECTIONS FOR TEXT VOTING PROGRAM

DIRECTORS

ONE WEEK BEFORE THE SHOW:
SDCA corporate will set up the poll program. Contact them one week before your show with the names of your performing groups.

THE DAY OF THE SHOW:
To access the voting you will need an internet access device.

PROGRAM URL: WWW.POLLEVERYWHERE.COM
USER NAME: SDCA
PASSWORD: DRUMCORPS

Click on "My Polls" (left side)

The shows polls prepared will appear.

Put your prompt on the name of the show and click

When the announcer begins to tell the audience how to use the poll click on "start poll" (upper right).

TEXTING A VOTE:
THE TEXT PHONE NUMBER IS 2 2 3 3 3.
IT WILL BE NECESSARY FOR THE AUDIENCCE TO TEXT THE FIRST SIX LETTERS OF THE PERFORMING GROUPS NAME; ANY MORE OR LESS WILL NOT WORK.
ONLY ONE VOTE WILL REGISTER PER PHONE.

When the announcer say the polls are closed click on "stop poll".
(It is OK if a performing group appears on the poll and they did not appear that evening. This will not effect the poll)

NOTE:
DO NOT CLICK ON ANY OTHER LINKS AND DO NOT CLEAR RESULTS.
IF YOU ATTEMPT TO MAKE ANY AJUSTMENTS YOU MAY VOID THE PROGRAM

If you have questions during this process call me on my cell 815-861-2898, Chris Ferrara, and I will walk you through it.
This program can be accessed from any state in the USA so if you are uncomfortable with any of this I will make myself available to do this process from my location during that part of your show.

August 3, 2012

SDCA PLACEMENT SHEET ANNOUNCEMENT

_____

(show and date)

ANNOUNCE: 50/50 drawing .(.adlib..)

ANNOUNCE:

And now, the time that we all have been waiting for this evening. Our host corps drum major _____ will present the awards to tonight's people's choice. *PAUSE***…The people's choice third place bronze medal award with _____ % of the vote goes to …***PAUSE..*

_____*from*_____

Pause for applause.

(Drum major comes to table to receive medal placed around DM's neck. DM returns to the center arena)

And now, the people's choice second place silver medal award, with _____ % of the vote goes to.. *PAUSE..*

_____from _____

Pause for applause

(Drum major comes to table to receive medal; placed around DM's neck and returns to center Arena)

And now, the people's choice first place gold medal award, with _____ % of the vote goes to.. (*Dramatic PAUSE)*

_____from _____

Pause for applause

(Drum major comes to table to receive medal; placed around DM's neck and returns to center Arena)

ANNOUNCE:

And now will the Drum Major of the peoples choice gold medal awarded go into stands with our host Drum Major to direct the members of all the corps assembled here this evening as they play " Climb Every Mountain." Arranged by drum corps hall of famer, Ken Norman.

All horn lines play.

ANNOUNCE: (host corps *special announcement sheet if any)*

Ladies and gentlemen, we hope you have enjoyed this evening's Small Drum Corps Association's Arena Drum Corps-Plus performance, hosted by the _____ Please come back again next year. Also, please look at the web site indicated on your ticket for other shows within your area. Now, before you leave, feel free to go to the concession stand or browse the corps souvenirs. Drive carefully, and good night.

Drum corps you are dismissed to meet and greet.

ARENA DRUM CORPS - PLUS

Small Drum Corps Association

6305 Johnson Road Hebron, Illinois 60034 SDCAferrara@yahoo.com fax 815-648-4858 phone 815-861-2898

SHOW TICKET RECEIPT SoCal Region Aug 18, 2012

TO : Cynthia McSharry

Roll # 0007501 – 0008000 (inclusive)= 500 tickets

All tickets must be accounted for. A list of names is required for complementary tickets.
$**10.00** is required for each ticket excluding complementary tickets.
One K-12 Free with one paying adult; 5 and under FREE
(don't give tickets out to the FREE kids)

A post dated check to SDCA is required the day of the performance.
For ease in accountability it is recommended that the ticket roll not be separated.

Mailed to:
Cynthia received by _____

By: Corporate office

Ticket sales:

_000_____ minus 0007501 = _____
Last Number left on roll first number on the roll = Number of tickets sold

Less names on attached comp list - _____
_(Comp tickets are only given to those on your comp list
who attended your clinic. All other tickets must be paid)

SOLD Tickets _____ X $10.00 = _____

☐ Remaining tickets given to SDCA

☐ Received check # _____ from _____
Host corps

_____
Corps signature

_____
SDCA signature

Note: Please bring this paper to your show and present it to an SDCA representative.

Small Drum Corps Association

Email SDCAterrara@yahoo.com

SDCA Agenda Item #_____ SDCA Meeting Date_____

Submitted Date:_____

Submitted by:_____

Drum & Bugle Corps

PROBLEM:

SITUATION:

ALTERNITIVES: (please have three)

1:

2:

3:

YOUR RECOMMENDATION:

The following have received a Director's Standards book

Directors books

Jane Sinclair x

Chris Wellner x

Dennis Evans x

Tom Corso x

Cynthia McSharry

Richard Geis x

John Donovan

Jeff Williams x

Chris Ferrara x