

Shamrock Winter Showcase

February 13th, 2021

Westfield High School

IMPORTANT - SHARE WITH YOUR PARENTS, FANS, DRIVERS:

OUR MAPQUEST / GPS ADDRESS IS

18250 North Union Street, Westfield IN 46074

Welcome to the 2021 IHSCGA Contest Season. Please read all of this information carefully as most of our Contest format has changed from previous years. Thank you for coming and we hope you have a great day at WHS and the rest of your season.

Group Information

Group Covid 19 Procedures:

To help prevent the spread of Covid 19 and to comply with all State, Local, IHSCGA and Westfield High School guidelines the following must be in compliance while attending this event.

- Prior to leaving for the event have all Performers, Directors/Staff, Prop Crew Members, Drivers and any other volunteers complete your individual school Covid screening process.
- Have all Performers, Directors/Staff, Prop Crew Members, Drivers and any volunteers complete the WHS Bands Covid wavier form **found at the end of this packet.**
- Have all equipment, props etc. properly sanitized.
- All Performers, Directors/Staff, Prop Crew Members, Drivers and any other volunteers must wear a mask while at the contest. Performers only may remove mask when actively warming up and when performing.
- All Groups may bring their own water bottles. WHS will have bottle refilling stations located in the Warm-up area and holding area.
- Groups are encouraged to routinely wash their hands or use hand sanitizer while in the building. Sanitizer stations will be located in each warm up area and in the holding area.
- Groups are required to comply with all posted signage and direction from Staff, Volunteers, and Boosters working the event. Anyone who refuses to comply with any event rules/procedures will be required to leave the facility and the performing group may be penalized.

Director CHECK IN/Parking:

Director Check IN will be located at the North Entrance to WHS at **Door 19.**

Director vehicles will enter the campus via the Northeast Entrance off of Union Street. Parking will be available in the lot just outside of the Check in Area. **See map.**

Only one director/representative of each unit will be allowed to enter the check in area. Directors should arrive at least 5 minutes before your group check in time.

At Check in each director/representative will:

- **Turn in a Covid wavier form (Found at the end of this packet)** for each Performer, Staff member, 8 Prop Crew members and drivers that may be entering the building. Anyone not having a form on file will not be permitted into the building.
- Receive a packet containing wristbands for all performing members based on your IHSCGA Eligibility form, 8 Prop Crew bands, and up to 4 Staff Wrist Bands.
- All Directors/Staff must wear the provided wrist band in addition to the IHSCGA Badge.
- Receive Contest Day Staff Goodie Bag
- After Check-in, please go to your bus to distribute your wristbands. Wristbands must be worn at all times while at the contest. **This includes performers.**

Group Unload Process:

All Buses and Equipment vehicles will enter the WHS campus via the Northeast Entrance off of Union Street. [See Map](#).

- Each group will be able to check in and unload 30 minutes prior to your assigned warm up time. All units will enter our campus via the same entrance and be lined up in performance order. Groups will not be permitted to enter the campus until their assigned time. If you arrive prior to your time all vehicles and groups will be asked to park and wait in our North Student Lot labeled as "Early Arrivals Parking" on the map.
- Please arrive dressed and ready to perform as no changing or homeroom areas will be provided. Please leave all personal belongings on your buses.
- Each group will stay on their buses and proceed to the prop unload area which will be the large overhead door (#13) that goes directly into our field house. Each group will unload their bus and trucks at this door and once their wristbands have been distributed. [See Map](#). **All Performers, Staff and Prop Crew members will have their temperatures checked prior to entering the building.**
- Once your group has finished unloading both your bus and equipment vehicles will move to the re-load holding area. Your drivers will need to remain on campus with their vehicles the whole time. Please do not count on your drivers to be a part of your staff or prop crew.
- In the event that a **Director** is also a bus or vehicle driver there will be a designated parking area for those groups. [Please let us know in advance if you need these accommodations.](#)
- If you have multiple groups that are sharing the same equipment vehicle you will only be able to unload one group at a time. You will then have to re-enter the lineup after the first groups performance.
- **All groups need to fill out the Transportation Information google form by Tuesday February 9th. A link to this form will be emailed out by February 1st to all participating schools.**

Sound Checks

Sound Checks can be done while your group is setting up on the performance floor.

- The Sound table and announcer will be located upstairs in the performance gym. Directors will have direct access to the Sound area via the stairs located in the holding area. [See map](#).
- Only **one** representative for the group is allowed in the sound area. There will be social distancing markers on the floor for those waiting to do sound checks.
- Your music must be downloaded to Competition Suite by the deadline date in order to play your show music during your performance. If you plan on using a separate device you will need to provide your own sound system.

Transit/Inspection/Warm-up Procedure:

WHS is fortunate enough to feature a large 4 court fieldhouse with an indoor track. Once you have unloaded each group will transit on the track to the side of one of the courts.

- We will use each court as a designated Warm-up space (A, B, C, D) that all equipment, props etc. will go to. Time in this space will be a group's full warm up time. We will alternate the courts so that each court can be cleaned between groups.
- During your Warm-up time all props and equipment will be moved to a corner of the court so your prop crew can do any assembly required. Contest Volunteers will do a contactless inspection of all props/equipment and let a director or designee know of any issues that will need addressed. [\(No music will be allowed\)](#)
- You will be given a music start time then a 5, 3- and 1-minute warning leading to the end of your warm up time. Cadet/Festival/Regional A - 24 minutes, A - 26 minutes, Open - 28 minutes, World - 30 minutes. [\(Music will be allowed in the last half of your warm-up time\)](#) **WHS will NOT be providing a sound system. All groups must provide their own.**
- Once your Warm-up is complete, groups will transit on the track to the holding area just outside the performance gym.
- Group Restrooms will be located in lobby just outside the Warm-up area near the holding area. [See map](#).

Holding/Performance area Procedure:

Once your Warm-up is complete groups will transit on the track to the Holding area just outside the performance gym.

- The holding area is a lobby where you will have plenty of room to prepare everything before entering the performance gym.
- There will be restrooms available in this area just as you exit the warm-up area. There will also be a hand sanitizing area.
- We will be utilizing a vertical timeline with groups entering the judges left and exiting on the right. **See map.**
- All doors into and out of the gym are double doors with the bars removed.
- Groups will not enter the performance gym until a contest official has instructed you to do so and the previous group has cleared.
- There will be a marked and socially distanced seating area for your prop crew along the first row of seating. There will also be a director/staff viewing area in the top section of bleachers.
- Once your performance is complete you will exit out a set of double doors with the post removed that leads directly to a hallway that leads to the reloading area. **See map.**

Reloading Procedure:

Once your group has finished unloading, both your bus and equipment vehicles will move to the re-load holding area. Your drivers will need to remain with their vehicles the whole time. Please do not count on your drivers to be a part of your staff or prop crew.

- Restrooms will be available to drivers via Door 9 (**See map.**) Drivers must have on a mask and their driver wristband in order to enter the building. Drivers must return to their vehicles immediately and will not have access to the warm-up or performance gyms.
- We will be providing a box lunch for drivers to enjoy while they wait.
- All vehicles will be lined up in performance order and move forward when directed by a Parking lot Volunteer.
- There will be a ramp off the curb for groups to bring the equipment to road level. **Please do not block the ramp at any time.**
- Once your group has finished loading you will depart the contest site. No one will be permitted to re-enter the building with the exception of Directors/Staff with IHSCGA passes and appropriate wristband.

Competition Suite

Wi-Fi information for access to Competition Suite while at WHS will be given to Directors at Check-In. Please only share this information with your staff as it will slow down the systems if too many people are on it.

- All Commentary and Videos will be uploaded following your group's performance.
- Results and recaps will be available at the completion of the Awards ceremony on Sunday.
- **There will be no Critique offered at this contest.**

Awards

There will not be a live awards ceremony. Awards will be presented virtually by the IHSCGA on Sunday.

Contact Info

On the day of the contest please contact via Call or Text Dave Shinault at 317-250-4272 or Andrew Muth at 574-971-1248. Leading up to the contest please feel free to email shinaultd@wws.k12.in.us

Shamrock Winter Showcase
February 13th, 2021
Westfield High School
IMPORTANT - SHARE WITH YOUR PARENTS, FANS, DRIVERS:
OUR MAPQUEST / GPS ADDRESS IS
18250 North Union Street, Westfield IN 46074
Bus/Equipment Driver Information
(Directors please print this information for your Drivers)

Check-In Time: _____. Performance Time: _____. Reload Time: _____.

We will be providing a box lunch for drivers to enjoy while they wait curtesy of the Westfield Band Boosters and contest sponsors.

Group Unload Process:

All Buses and Equipment vehicles will enter the WHS campus via the Northeast Entrance off of Union Street. Please follow the directional signage and our Parking lot volunteers.

- Each group will be given an assigned parking "Check-In Time" as to when they can pull into the parking lots on the logistical schedule. All units will enter our campus via the same entrance and be lined up in performance order. Groups will not be permitted to enter the campus until their assigned time. If you arrive prior to your time all vehicles and groups will be asked to wait in our North Student Lot labeled as "Early Arrival Parking" on the map.
- Each group will stay on their buses and proceed to the prop unload area which will be the large overhead **door (#13)** that goes directly into our field house. Each group will unload their bus and trucks at this door at an assigned unload time and once their wristbands have been distributed.
- If you have multiple groups that are sharing the same equipment vehicle you will only be able to unload one group at a time. You will then have to re-enter the lineup after the first groups performance at the assigned time for the second group.
- Once your group has finished unloading both your bus and equipment vehicles will move to the re-load holding area. **Your drivers will need to remain with their vehicles and on campus the whole time. Please do not count on your drivers to be a part of your staff or prop crew.**
- In the event that a Director is also a bus or vehicle driver there will be a designated parking area for those groups. **Please let us know in advance if you need these accommodations.**
- **All groups need to fill out the Transportation Information google form by Tuesday February 9th.**

Reloading Procedure:

Once your group has finished unloading, both your bus and equipment vehicles will move to the re-load holding area. Your drivers will need to remain with their vehicles the whole time. Please do not count on your drivers to be a part of your staff or prop crew.

- Restrooms will be available to drivers via Door 9 (See map.) Drivers must have on a mask and their driver wristband in order to enter the building. Drivers must return to their vehicles immediately and will not have access to the warm-up or performance gyms.
- All vehicles will be lined up in performance order and move forward when directed by a Parking lot Volunteer.
- There will be a ramp off the curb for groups to bring their equipment to road level. Please do not block the ramps at any time.
- Once your group has finished loading you will depart the contest site. No one will be permitted to re-enter the building with the exception of Directors/Staff with IHSCGA passes and appropriate wristband.

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February 13th, 2021
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IMPORTANT - SHARE WITH YOUR PARENTS, FANS, DRIVERS:
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18250 North Union Street, Westfield IN 46074
Spectator Information
(Directors please print this information for your Parents and Fans)

Covid 19 Procedure:

- Spectators should do a self-screening for Covid symptoms prior to coming to the event. Any persons experiencing symptoms should remain home.
- Spectators are encouraged to routinely wash their hands or use hand sanitizer while in the building. Sanitizer stations will be located throughout the competition area.
- Masks are required at all times while inside the building.
- All Spectators must sit socially distanced from others in the sections marked in the bleachers. No persons or personal items will be allowed outside the marked areas.
- Spectators are required to comply with all posted signage and direction from Staff, Volunteers, and Boosters working the event. Anyone who refuses to comply with any event rules/procedures will be required to leave the facility and the performing group may be penalized.
- A Covid waiver form will need to be completed for each person purchasing a ticket.
- All Spectators will be subject to temperature checks before entering WHS.

Ticketing Information:

Tickets for The Shamrock Winter Showcase must be purchased in advance by visiting our ticketing website at <https://whsband.ticketspice.com/shamrockshow2021> . There will be NO onsite ticket sales on the day of the event.

- Tickets may be purchased per round of performances. General Admission Tickets are \$7.00.
- When purchasing your ticket please make sure that you select the Round for your group's performance time.
- All Spectators will be given a colored wristband for each Round Time on your ticket. Only those wristbands will be allowed in the building at that time. Once the Round is complete you will be asked to leave the venue.
- Spectator Entry doors will open 30 minutes prior to each round to allow spectators in the building.

Spectator Parking:

Parking for all Spectators will be in the lot just off of Union Street near Doors #1, 2 and 3. (See Map)
Parking Volunteers and signage will be on site to assist and direct Spectators to the parking areas.

- Spectators will park in the green lined spaces
- Handicap spaces will be located near the side walk closest to Doors #2 and 3.
- Spectators will enter WHS via **Door #3** and **Exit Door #2**.
- Overflow Spectator parking will be in the South East lot off of Hoover Street. (See Map)

Concessions:

Limited Concessions will be available to Spectators to purchase after your ticket is scanned and before you enter the performance gym.

- All Concession items will be taken to the performance gym as there will be no seating available in the concession area.

Spectator Seating and Procedures:

Due to Covid restrictions and to adhere to all Health Guidelines, the performance gym will be seated at a limited capacity.

- Spectators are required to comply with all posted signage and direction from Staff, Volunteers, and Boosters working the event. Anyone who refuses to comply with any event rules/procedures will be required to leave the facility and the performing group may be penalized.
- When entering the gym Spectators must present their wristband to the Contest Staff at the door.
- Only the appropriate colored wristband for each round will be allowed in the performance gym.
- All Spectators will enter the double door from the floor level to access the bleachers.
- All bleachers will be marked for proper social distancing.
- Spectators must sit and keep all personal items within the marked areas only. No persons or personal items will be allowed outside the marked areas.
- During a performance Spectators must remain in their seats. Spectators will be courteous to all performing students, staff and directors. Spectators who are outside the seating area will be held out of the performance gym while a group is performing. Please arrive early to your seat so you don't miss your groups performance.
- NO FLASH Photography is permitted at any time in the performance gym. Video recording is not permitted at any time. Cell phones must be silent while in the performance gym.
- Exiting the gym for spectators on the lower level of bleachers will exit from the floor level on the opposite side from the entrance. Spectators in the upper section will exit behind the upper section bleachers and down the stairs.
- Spectator Restrooms will be located in the concession area and directly outside the performance area.
- Young children in the spectator areas must stay with their parent or guardian at all times.
- Spectators will not be allowed access to the performers area of the building at any time. If you are planning to assist your group with props etc. you will need to check in with the performing group and get a prop crew wrist band. Spectator wristbands will not be permitted onto the performance floor. In the event of an emergency and you need access to your student or director, please see a Contest Staff member and they will assist you accordingly.
- Spectators are not permitted to sit in, stand in or block any portion of the Judges or Staff viewing areas.

Thank you for being a part of this special day for all the performers, staff and directors of each group. We hope that you enjoy your day at WHS.

Westfield Band Booster Association

In association with Westfield Washington Schools

1143 East 181st Street • Westfield, IN 46074 • 317-867-8000 • FAX: 317-867-0929 • <http://www.wws.k12.in.us>

Sherry L. Grate, Ed.D., Superintendent

Waiver of Liability/Assumption of Risk Related to COVID-19 Pandemic

Notification of Pandemic Prevention Precautions

On March 11, 2020, the World Health Organization declared the Coronavirus Disease 2019 (COVID-19) to be a global pandemic and, on March 13, 2020, the President of the United States declared a national emergency with respect to this dangerous virus. On March 6, 2020, the Governor of the State of Indiana declared a public health emergency within Indiana. To reduce and slow the spread of COVID-19, the Centers for Disease Control and Prevention and the Indiana State Department of Health recommend implementation of mitigation strategies, which will be implemented and enforced by the School Corporation, including, but not limited to:

- Providing education, signs and messages regarding the current CDC guidance, the Indiana Department of Education (IN-CLASS) guidance and the Hamilton County Health Department guidance to help reduce the spread of COVID-19 such as:
 - Stay home when you're sick and/or have tested positive to COVID-19, or if a member of your household is sick and/or has tested positive to COVID-19, and/or if you have been asked to self-quarantine.
 - Educate students, staff and visitors on the importance of:
 - Practicing good hand hygiene
 - Provide accessibility to hand sanitizer that contains at least 60% alcohol.
 - Avoiding touching your eyes, nose, and mouth before washing hands.
 - Maintaining physical distance of at least 6 feet between yourself and others.
 - Follow recommendations for wearing cloth face coverings.

Acknowledgement/Waiver/Assumption of Risk

A. Identification of Risks. While on School Corporation property and while attending a Westfield Band Booster Association (WBBA) activity or event, I understand I or my child might be exposed to COVID-19, which can cause severe respiratory distress, hospitalization, permanent disability, and death. Symptoms include, but are not limited to, fever, coughing, and shortness of breath. I understand entering school property may involve risk of injury, loss, and death. I understand that this Waiver and Release of Liability and Assumption of Risk Acknowledgement (“Agreement”) is intended to address all of the risks of any kind associated with entering school property and attending a Westfield Band Booster Association (WBBA) activity or event, in any respect, including, particularly, such risks created by actions, inactions, or negligence on the part of the school district or the WBBA or any of its employees, agents, volunteers, successors, or assigns.

B. Health & Safety Precautions. While on School Corporation property and while attending a Westfield Band Booster Association (WBBA) activity or event, I and my child will abide by all rules and guidelines imposed by the school district and the WBBA, including but not limited to, temperature checks, face masks, mandatory seating arrangements, social distancing, and mandatory disinfecting or handwashing. I understand that refusal to abide by these rules may result in immediate removal from the premises. However, whether the school district and the WBBA impose these measures or not has no bearing on my assumption of risk, waiver, or indemnification as described below.

C. Assumption of Risk. I knowingly and freely assume all risks, both known and unknown to the school corporation and the WBBA, even if arising from the negligence of the school district or WBBA, as listed above, or from others, and assume full and absolute responsibility. I assume all costs associated with such risks, including, but not limited to, testing for COVID-19, quarantine, hospitalization, disability, and death.

D. Release and Waiver. I hereby release the WBBA and its board member and volunteers and the school district and its board members, employees, agents, contractors, volunteers, successors and assigns (collectively, the WBBA and "School Parties") of and from any and all claims for injury, loss, damages, actions and causes of action, claims and demands whatsoever, whether known or unknown and whether or not founded in fact or in law, and of and from any and all manner of suits, liabilities, losses, covenants, controversies, agreements, promises, damages, judgments, claims and demands whatsoever in law or in equity including, but not limited to, those arising out of or in any way related to my participation in the event/activity, and all acts or omissions related thereto, whether or not caused in whole or part by the negligence or other misconduct of any of the WBBA and/or School Parties, to the end of the Term, as defined below, of this Agreement, which the undersigned has had or now has or which he/she or his/her heirs, administrators, successors and assigns hereafter can shall or may have or acquired.

I acknowledge that the **WBBA/WWS Waiver of Liability/Assumption of Risk Related to COVID-19 Pandemic** document is intended to be as broad and inclusive as permitted by law, and that if any portion of this Agreement is held to be invalid, it is agreed that the balance of the Agreement shall; notwithstanding, continue in full legal force and effect.

I acknowledge that I am voluntarily signing this Agreement after carefully reading it and knowing and understanding its contents.

Name: _____

Name of Organization/Business: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

Bus, Truck and Director Entrance

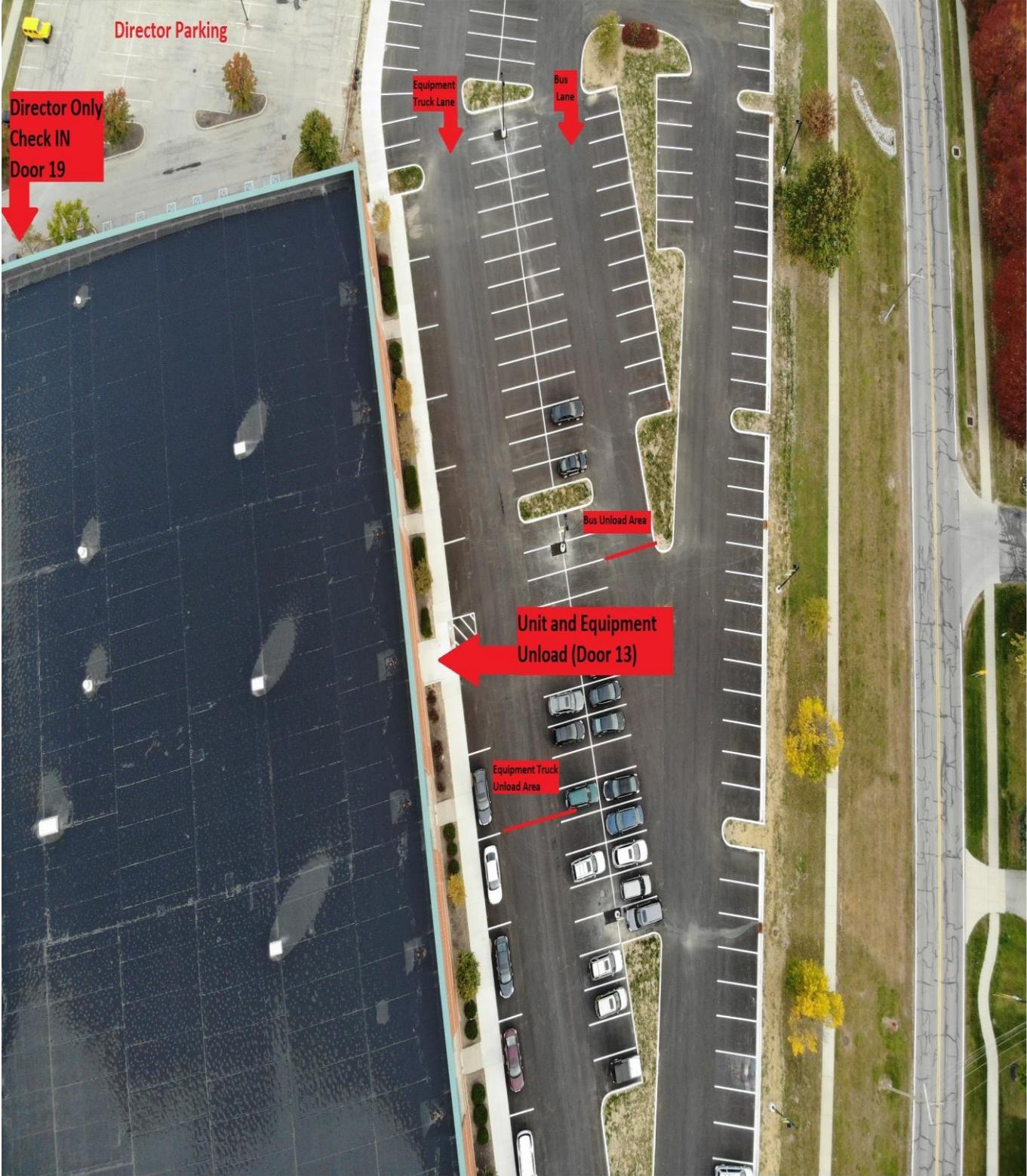
(Please Print a copy for each of your drivers)



- Coming **South** on Union Street from 191st Street you will Turn Right onto the WHS Campus
- Coming North on Union Street from State Road 32 you will Turn Left onto the WHS Campus
- Coming East on Hoover Street you will Turn Left onto North Union Street then Turn Left onto the WHS Campus

Please arrive only at your assigned Lot Time. Early Arrivals will have to park at the Westfield Middle School Campus off of Hoover Street and wait until their assigned time.

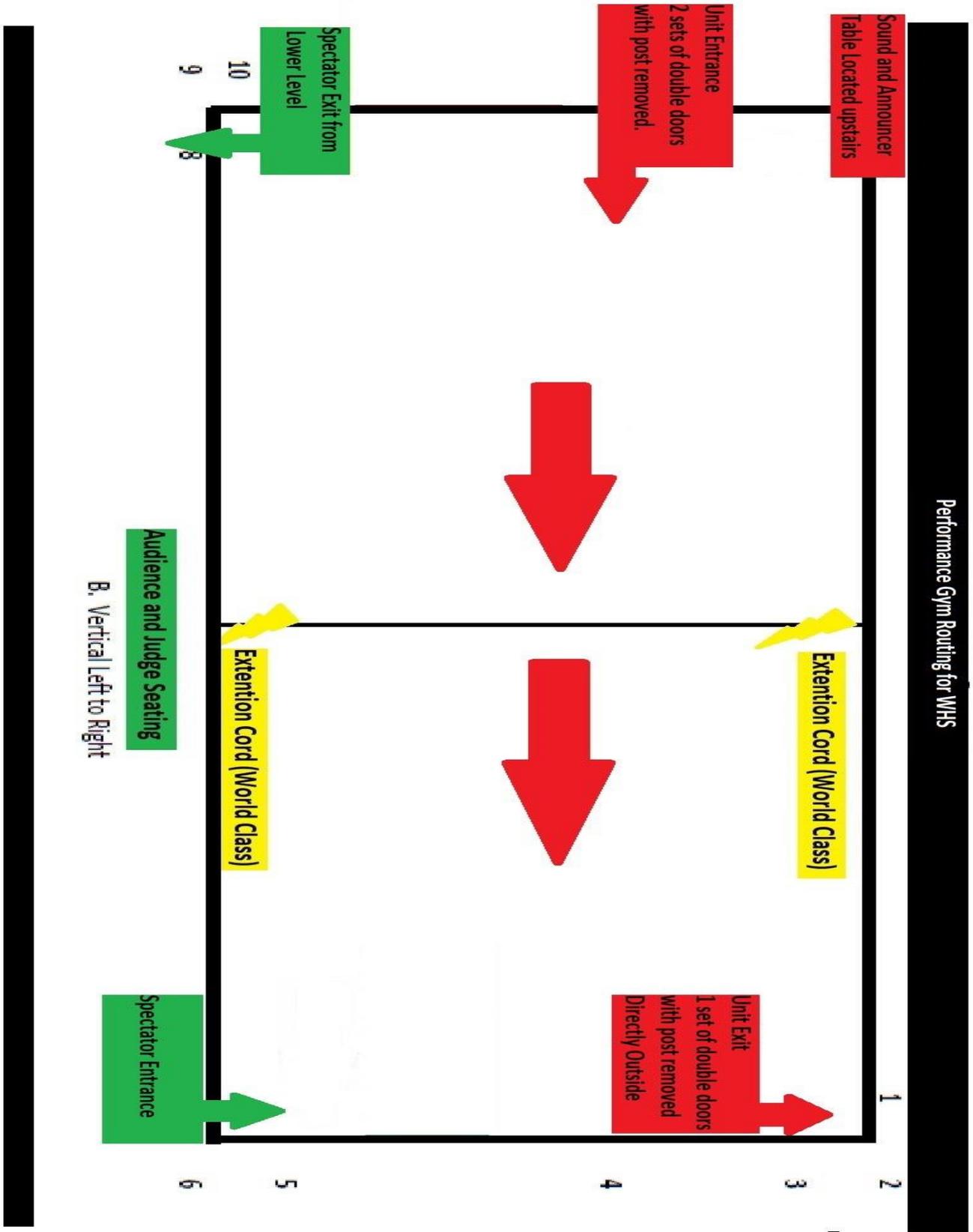
Unit and Equipment Unload



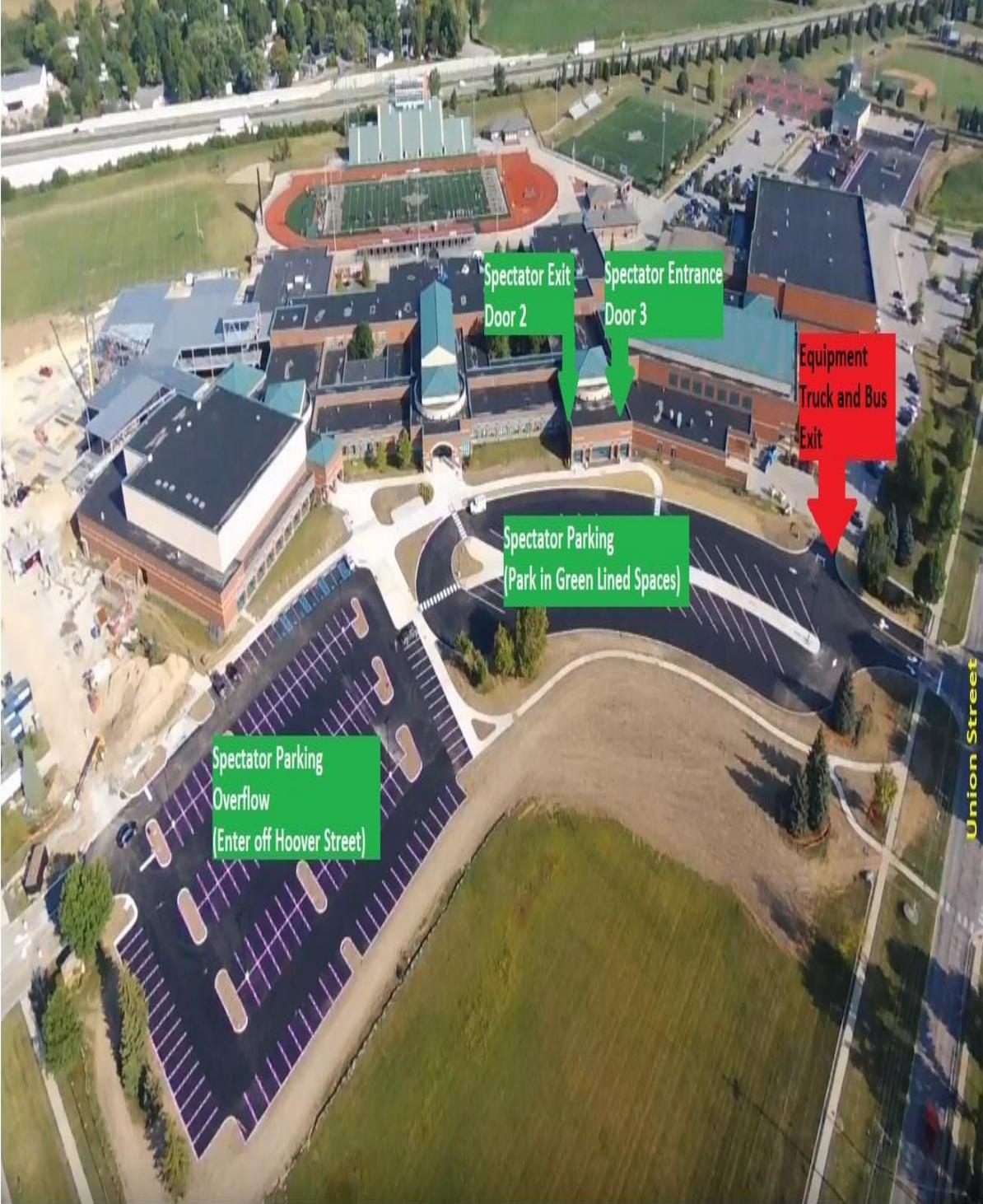
Unit and Equipment Reload



Performance Gym Map



Spectator Parking Map





Don't Miss any
of the action!

Join us online for \$14.95 PPV



<https://www.hctv1.com/?B=222409>

Also available on our Roku (search for HCTV1) and Amazon Fire devices (search for Hamilton County TV)