

IHSCGA Shamrock Showcase

FEBRUARY 3rd, 2024

Westfield High School
18250 North Union Street, Westfield IN 46074

GROUPS WILL NOT BE ALLOWED TO CHECK-IN OR UNLOAD UNTIL 1 HOUR BEFORE THEIR FIRST TRANSIT TIME

Director CHECK IN/Parking: (See Campus Map for Locations)

- Please access director check-in and director parking from Hoover Street
- Director check-in will be located at Door #32
- Director parking will be available in the lot South of Door #32

At check-in each director/representative will:

- Sign-in
- Receive Wi-Fi
- Receive lane/holding information
- Receive performance wristbands (WHITE)
- Receive crew wristbands (ORANGE)
- Receive driver wristbands (BLUE)
- Purchase any additional wristbands for crew or staff members
- Check announcer information

Please Bring in any Equipment/Uniform Materials needed in your homeroom area at check - in.

Parking: (See Campus Map for Locations)

- Director parking will be available to the South of Door #32
- Equipment parking/bus parking will be in the North Lot of WHS near Door #19.
- Crew parking will be in the North Lot of WHS near Door #19.
- Spectator Parking in East Lots off Union Street and Hoover Street near Door #3.

ONCE YOUR BUSES AND TRAILERS PARK THEY WILL NOT MOVE UNTIL YOUR GROUP DEPARTS THE SHOW. DO NOT HAVE YOUR BUSES PULL UP TO THE BUILDING for Reloading.

Group Unload Procedure- Trailers and Buses: (See Campus Map for Locations)

All buses and equipment vehicles will enter the WHS campus via the South West Entrance (Rock Alley) off of Hoover Street.

- Each group will be able to check-in and unload **1 hour** prior to your first transit time.
- Group Check - In will be at Door #32 in the circle drive.

- Please leave all belongings that are not necessary for your performance on your bus. You will have a small hallway area for personal belongings but WHS can not guarantee the safety of your belongings.
- Please have your group enter the building together with your equipment needed for warm-up once your Check-in time has been reached.
- No outside food or drink will be permitted in the building.
- Once your group is checked in a guide will take your group to your designated hallway area.
- Your hallway area is yours to use until **1 Hour** past your performance time. Please have your items removed and the area clean as another group will be using the space later in the day. Please do not apply glitter in any carpeted areas.
- Once everyone has checked in and you have received your wristbands your buses and trailers will park together in the North Lot near Door #19. Once they are parked they will not move until your check out time.
- All bus and equipment drivers will receive a wristband for entrance to the show and hospitality. One wristband per vehicle.
- All prop/equipment trailers will be unloaded from their parking spaces and enter the building at Door #19.
- We will have ample crew parking outside Door #19. Please have your crew meet you at Door #19 to receive their wristbands and enter the building.

Changing Areas:

- There will be restrooms throughout the hallway areas designated as changing rooms only. Please do not use any restrooms in spectator or performance areas as changing rooms.

Sound Check: (See Building Flow Map for Locations)

- The Sound Table will be located upstairs in the Performance Gym. Directors can access the Sound Table via the stairs near Door #22 or the stairs in the Holding area. Sound Checks can be made during breaks or as your group takes the floor for your performance. Your music must be downloaded to Competition Suite by the deadline date and time in order to play your show music during your performance.

Warm-up/Inspection: (See Building Flow Map for Locations)

FOLLOW Blue ARROWS

- You will be given a 5 minute warning from a hallway monitor prior to your first transit time for inspection/warm-up. At your transit time please follow the **Blue** arrows taped on the floor to the inspection/warm-up area.
- Inspection will be held in our MPIF (Fieldhouse) on the track just outside your Equipment Warm-up area. Inspection volunteers will inspect all equipment for proper padding and tape per the IHSCGA rule book. Any issues will be addressed with the unit director to correct the issue before proceeding to warm-up. Your group will be allowed to stretch and do floor exercises in this space. **No music will be allowed in this area.** Please use hand claps only for pulse.
- Warm-up will be held in our MPIF (Fieldhouse) on a full size basketball court with curtain dividers.
- A warm-up monitor will bring you from the inspection area to your warmup at the start of your transit time
- Warm-up times are as follows per class:
 - Cadet/Festival/Regional A- 14 Minutes, A- 16 Minutes, Open- 18 Minutes, World- 20 Minutes

- o Music can be used in the last half of your warm-up. The Warm-up monitor will tell you when you can use music. A **Bluetooth** Speaker will be available for you to connect to with your own device.
- You will receive a 5-, 3- and 1-minute warning leading to the end of your warm-up time.
- Please remember that your warm-up time begins the minute the first person steps into the warm-up and ends the moment the last person exits.

Holding/Performance Area Procedure: (See Building Flow Map for Locations)

FOLLOW Green ARROWS

- One your warm-up has concluded head straight to the holding/staging area following the **Green** Arrows taped to the floor to get to the holding/staging area.
- The holding/staging 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.
- Do Not enter the performance area until you are instructed to do so by a contest official or the T&P Judge.
- We will be utilizing a horizontal timeline with groups entering the judges' back left and exiting on the front left.
- There will be a marked 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.

Performance Exit/Reloading Procedure: (See Building Flow Map for Locations)

FOLLOW PURPLE ARROWS

- You will exit the gym front left corner from the judge's perspective.
- There will be an immediate right turn followed by an immediate left turn. It is important to keep everything moving.
- Volunteers will be on hand to help with the flow of hallway traffic.
- There will **not** be a tarp refold area available.
- Groups will exit the building via Door #22 to reload your equipment vehicle in the parking lot.
- Equipment vehicles need to remain parked and have the equipment taken to them.
- Groups may re-enter the building at Door #23 to return to your hallway area and proceed to backside seating, concessions, etc.
- Buses will remain parked from the time they arrive after check-in until it is time for your group to depart the campus.
- At the conclusion of your groups Awards Ceremony please have your group exit through Door #22 or #23 near the Hallway areas and return to your buses. Buses should not pull up to any doors to load.

First Aid:

First Aid will be available near the main gym. If at any time during the event you should need medical assistance please notify a contest worker.

Performer/Prop Crew Seating:(See Building Flow Map for Locations)

FOLLOW RED ARROWS

- Performer/Crew seating will be available on the backside of the performance gym.
- When entering the gym Performers/Crew must present their wristband to the Contest Staff at the door.
- Performer/Crew Bands will not be allowed to sit in the frontside seating area.
- During a performance Performers/Crew must remain in their seats.
- 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.
- Performers/Crew will exit backside seating from the floor level on the same side as the entrance.
- Restrooms will be located in the concessions area and directly outside the performance area.

Wi-Fi Information

Wi-Fi information for access to CompetitionSuite while at WHS will be given to directors at check-in. Please only share this information with your staff.

Critique

Critique will take place in the hospitality area at the conclusion of Regional A Round 1 with the groups in Jr. Cadet, Cadet, Festival and Regional A Round 1. All other Classes will take place in the same area at the conclusion of World Class. Only groups that signed up on Competition Suite by the IHSCGA deadline will be allowed to participate in Critique.

Hospitality

Hospitality will be available for directors and staff in our Learning Center. This area is only for those with the IHSCGA Passes or Driver Wristbands.

Awards

A captains-only retreat will be held at each Award Ceremony. Please send no more than two representatives to the unit holding area outside the performance gym entrance following the last group's performance before your Award Ceremony time.

Emergency Contact Info

ANDREW MUTH- Director of Bands

(574) 971-1248

mutha@wvs.k12.in.us

PETER LINTZENICH- Director of Operations

(317) 353-5962

linzenichp@wvs.k12.in.us

DAVE SHINAULT- Administrative Director

(317) 250-4272

shinaultd@wvs.k12.in.us

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Driver Packet

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YOUR GROUP CAN BEGIN LOAD-IN AS YOU ARE CHECKING IN

Parking: (See Campus Map for Locations)

- Equipment parking/bus parking will be in the North Lot of WHS near Door #19.
- Crew parking will be in the North Lot of WHS near Door #19.
- Spectator Parking in East Lots off Union Street and Hoover Street near Door #3.

ONCE YOUR BUSES AND TRAILERS PARK THEY WILL NOT MOVE UNTIL YOUR GROUP DEPARTS THE SHOW. DO NOT HAVE YOUR BUSES PULL UP TO DOOR #19

Group Unload Procedure- Trailers and Buses:(See Campus Map for Locations)

All Buses and equipment vehicles will enter the WHS campus via the SOUTH WEST Entrance off of Hoover Street. Buses will enter the circle drive at Door #32 to unload your group for Check - In. Equipment Vehicles will proceed up Rock Alley to the Equipment parking area. Once unloaded buses will proceed up Rock Alley to the North Parking lot.

- Each group will be able to check-in and unload **one hour** prior to your first transit time.
- Your buses and trailers will park in the North Parking lot at WHS. Once they are parked they will not move for the duration of the show.
- All bus and equipment drivers will receive a wristband for entrance to the show and hospitality. One wristband per vehicle.
- Drivers and Crew may enter the building at Door #19
- No outside food or drink will be permitted in the building.

Group Restrooms: (See Building Flow Map for Locations)

- There will be a set of performer restrooms outside the holding area near the main gym. Please do not use these restrooms as changing facilities.

Performance Exit/Reloading Procedure:(See Building Flow Map for Locations)
FOLLOW Purple ARROWS

- Groups will exit the building via Door 22 to reload your equipment vehicle in the parking lot.
- Equipment vehicles need to remain parked and have the equipment taken to them.
- Groups may re-enter the building at Door #23 to return to your hallway area and proceed to backside seating, concessions, etc.
- Buses will remain parked from the time they unload after check in until it is time for your group to depart the campus.
- At the conclusion of the event please have your group exit through Door #22 or #23 and return to your buses. Buses should not pull up to any door on campus to load.

Performer/Prop Crew Seating:(See Building Flow Map for Locations)
FOLLOW Red ARROWS

- Performer/Crew seating will be available on the backside of the performance gym.
- When entering the gym Performers/Crew must present their wristband to the Contest Staff at the door.
- Performer/Crew Bands will not be allowed to sit in the frontside seating area.

Hospitality

Hospitality will be available for directors and staff in our Learning Center. This area is only for those with the IHSCGA Passes or Driver Wristbands.

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IHSCGA Shamrock Showcase- **Spectator Packet**

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Ticketing Information:

Tickets for the 2023 IHSCGA Shamrock Showcase are available now online at <https://whsband.ticketspice.com/2024-shamrock-showcase>

Tickets will also be available at the door on the day of the show via cash or credit purchases.

- o \$10 General Admission; 6 years old and up
- o \$3 General Admission; Children under 5
- o Infants in lap are Free
- Spectator Entry doors will open 30 minutes prior to the start of the contest to allow spectators in the building.

Spectator Parking:

Parking for all spectators will be in the lot just off of Union Street or Hoover near Doors #1, 2 & 3. Overflow Parking will be available at Westfield Middle School off of Hoover Street. A shuttle bus will be available to bring spectators to the entry door at WHS.

Parking Volunteers and signage will be on site to assist and direct spectators to the parking areas.

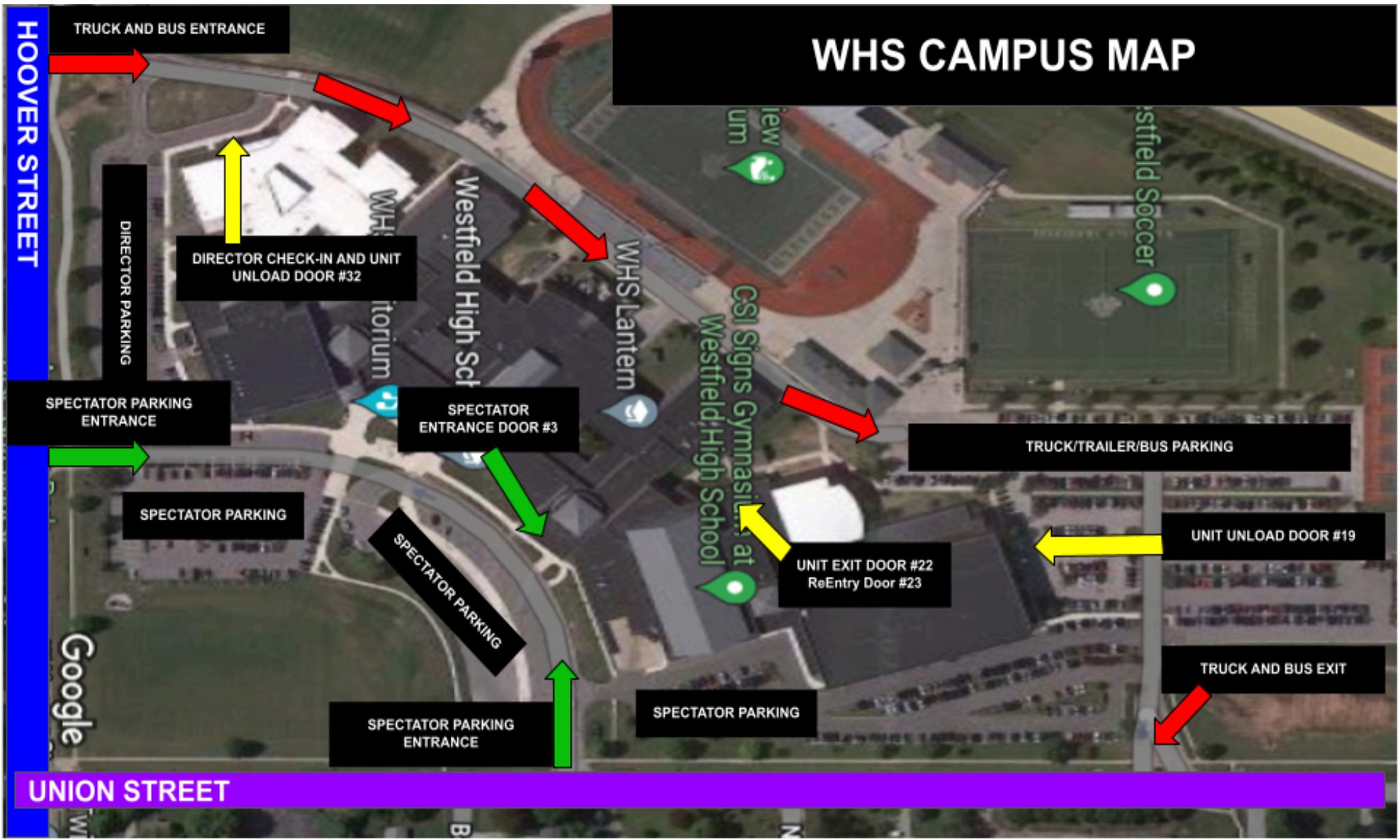
- Spectators will park in the yellow-lined spaces in the bus lot.
- Handicap spaces will be located near the sidewalk closest to Doors #2 and 3.
- Spectators will enter WHS via Door #3 and Exit Door #2.

Concessions/Vendors:

Concessions and Souvenir Vendors will be available just inside the spectator entrance.

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.

WHS CAMPUS MAP



HOOVER STREET

TRUCK AND BUS ENTRANCE

DIRECTOR PARKING

DIRECTOR CHECK-IN AND UNIT UNLOAD DOOR #32

SPECTATOR PARKING ENTRANCE

SPECTATOR ENTRANCE DOOR #3

SPECTATOR PARKING

SPECTATOR PARKING

Google

SPECTATOR PARKING ENTRANCE

SPECTATOR PARKING

UNION STREET

SPECTATOR PARKING

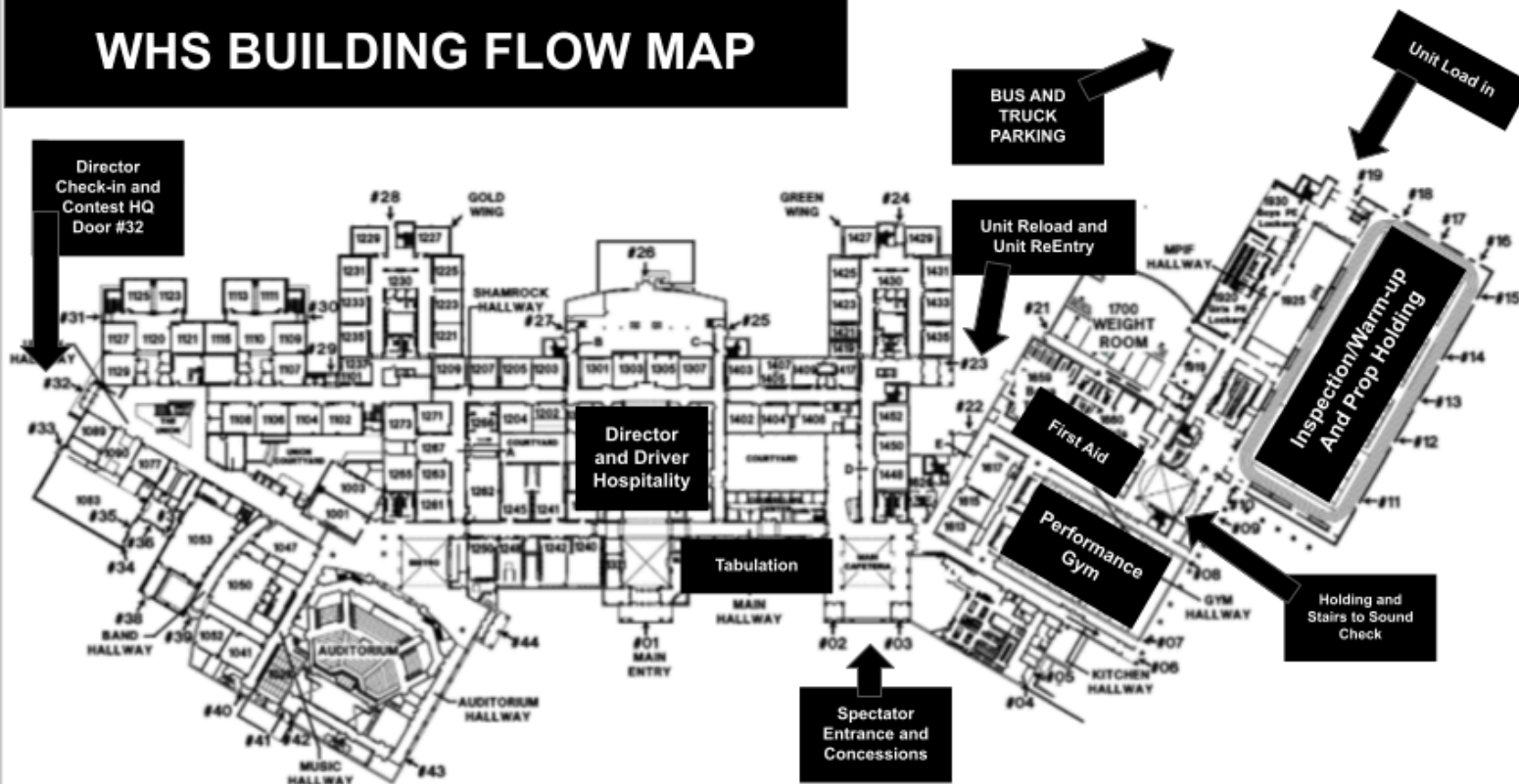
UNIT EXIT DOOR #22
ReEntry Door #23

TRUCK/TRAILER/BUS PARKING

UNIT UNLOAD DOOR #19

TRUCK AND BUS EXIT

WHS BUILDING FLOW MAP



FIRST FLOOR PLAN
WESTFIELD HIGH SCHOOL



WHS BUILDING FLOW MAP

BUS AND TRUCK PARKING

Director Check-in And Contest HQ Door #32

Unit Reload and Unit ReEntry

Director and Driver Hospitality

Contest Headquarters

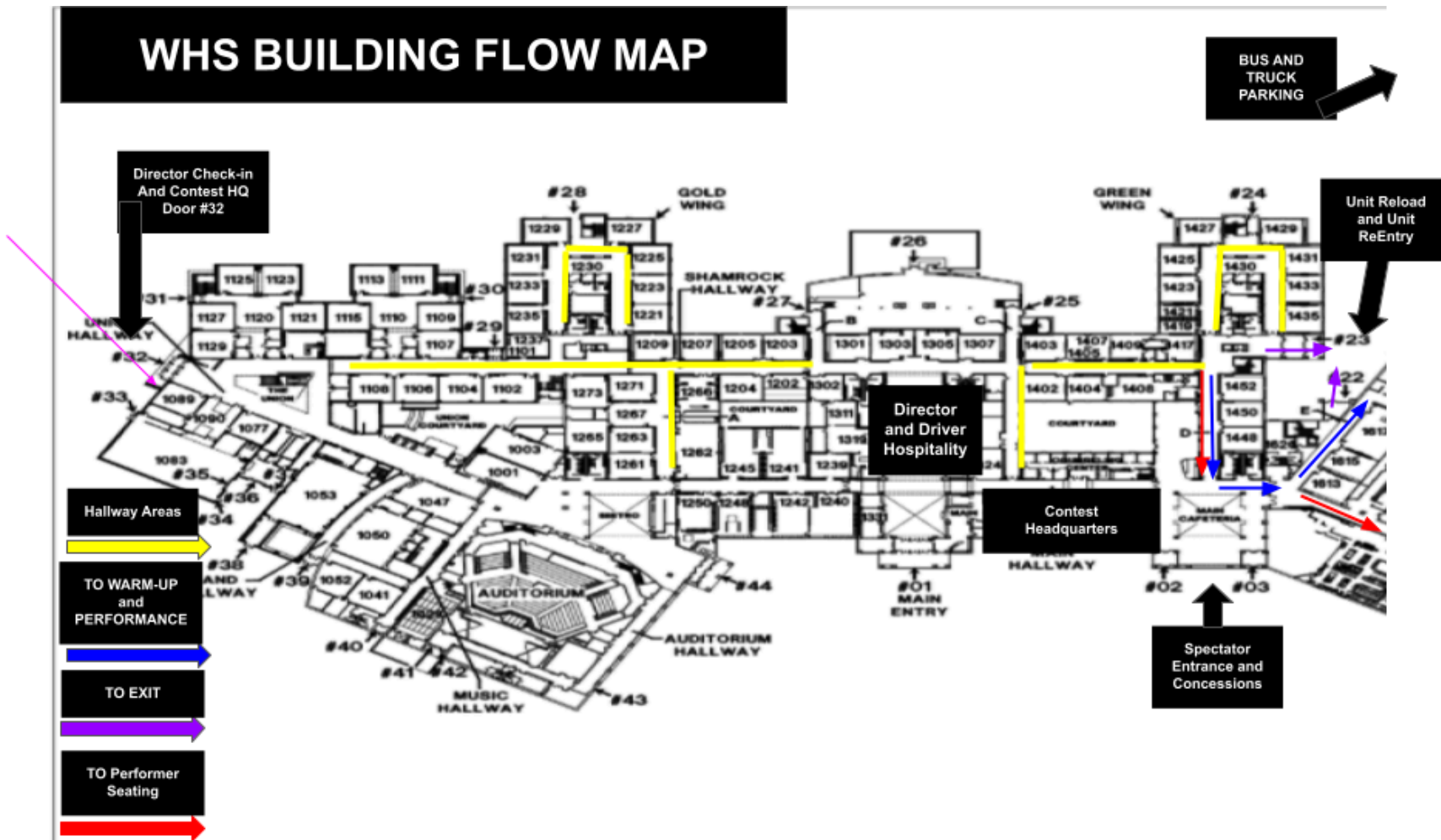
Hallway Areas

TO WARM-UP and PERFORMANCE

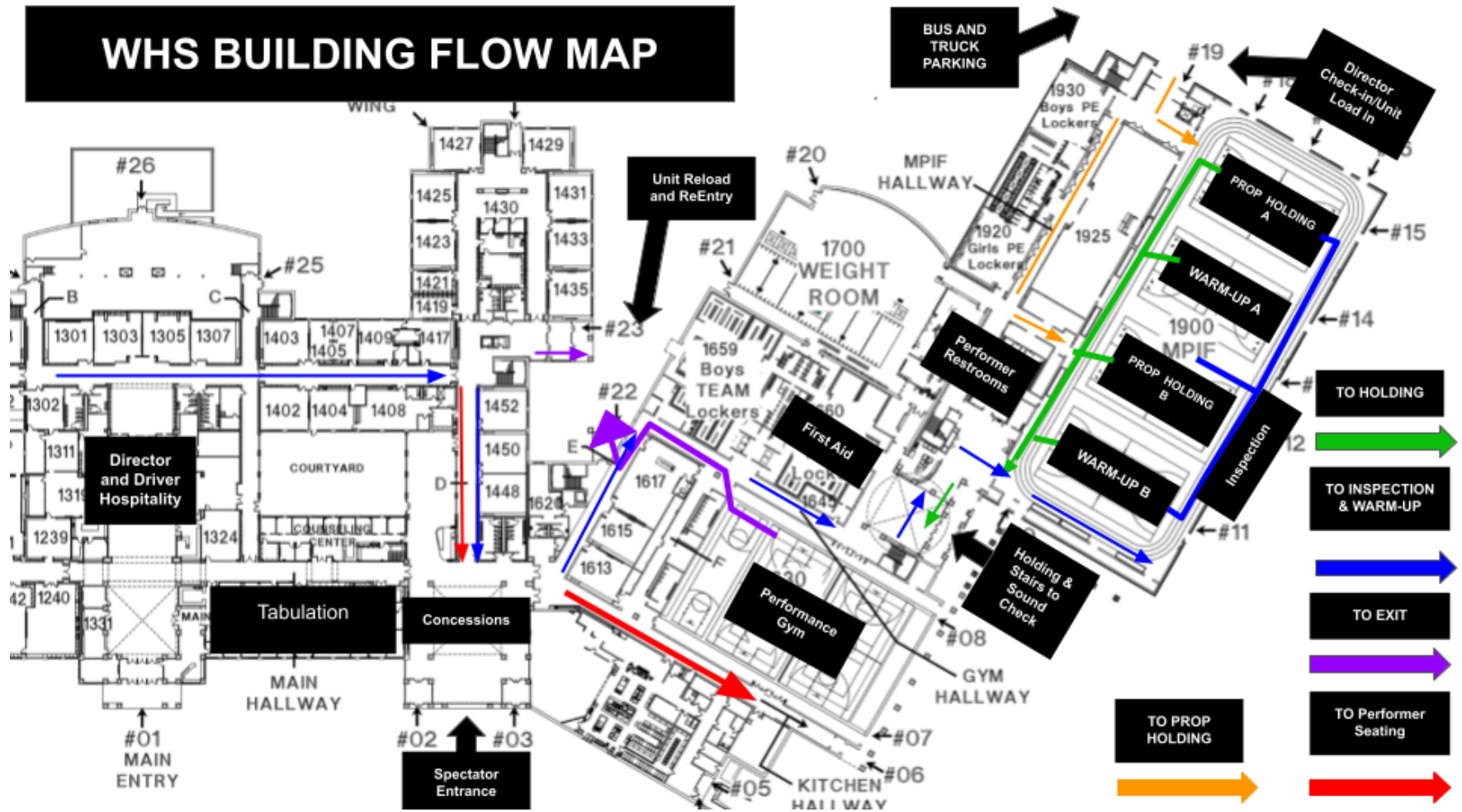
TO EXIT

TO Performer Seating

Spectator Entrance and Concessions



WHS BUILDING FLOW MAP



WHS PERFORMANCE GYM MAP

Performance
Entrance

Performance
Exit

UNIT BACKSIDE
SEATING



HORIZONTAL TIMELINE



SPECTATOR
SEATING