



[www.indoorpercussioneurope.org](http://www.indoorpercussioneurope.org)

## Condensed Competition Checklist - For Unit Directors

### Prior to the Show Date

- Check the Show Schedule (posted 2 weeks prior to date of competition).
- Recheck IPE website 1 week prior to date of competition for schedule changes
- Print show host contact information
- Download the Policies/Participants Handbook at our Download area on our website
- It's a good idea to talk to students about the contest procedures and about spectator etiquette. (backside seating)

### The morning of the show

- Make sure your floor cover is folded properly for the competition entry line
- Double check performance and arrival times via the IPE website
- Have show contact information with you (in case something happens like a traffic delay)
- Bring a datastick, MP3 player and/or Laptop to listen to the adjudication MP3 files after your performance.
- Double check that all equipment is properly taped and padded according to performance regulations (all metal pieces must be taped such as screws, the ends of equipment must be taped and padded, bottoms of all props that touch the floor **must be taped**).
- Bring an equipment survival kit with extra sticks, drumheads, tape and extras you use in the show "just in case!"

### Arrival

- Go to Unit Check In to pick up your director's packet This packet will include a copy of the schedule, 1 video pass, 5 staff/volunteer passes per unit, and any extra instructions
- Sign up for Critique at the check-in table. Critique is a time for you to speak with the judges, ask them questions and get feedback beyond what is included on your adjudication datastick.
- Have all performer's get hands stamped (or bracelets depending on show location).
- At most competitions you will usually be shown to the restaurant where members and staff of your unit can relax, drop their belongings and await their warm-up time.



[www.indoorpercussioneurope.org](http://www.indoorpercussioneurope.org)

### **Equipment Drop Off**

- For those units needing to drop off large equipment, instruments or props there is usually a separate entrance. If you do not have parent volunteers doing this, performers will need to go directly to this entrance to help with them unload.
- Equipment is stored in unsecured hallways. Make arrangements for monitoring anything of value if you feel this is necessary.

### **Before Warm-Up**

- Make sure you know what time you have to be at the startingline. (If you need to pick up large props or instruments please make arrangements for doing this PRIOR to you scheduled warm-up time. You CAN NOT be late at the startingline. If you choose to skip warm-up or you want to warm-up somewhere else (like outside) you need to let your IPE guide know this so they can alert the warm-up rooms that you will not be there and you MUST be to the on-deck location at the correct time.
- Drop off your Speaker Form at the Info table.
- It's not a bad idea to stop by the gym and take a look. (locate power supplies for electronics)
- Sound speed checks are done during scheduled breaks or prior to the start of the show. This allows you to hear your music on the system that will be used during the contest. Be sure the sound op has the most recent version of your music in the event you have made changes.

### **Warm-Up**

- Percussion Units Warm-ups are mostly outside. You must bring your instruments with you to the warm-up area. Any other large instruments or props should be moved to the holding area during your warm-up time by volunteers or prior to warm-up. If you choose to warm-up your unit outdoors instead of attending your warm-up time please let your guide know so that they can find you and they can let the warm-up room monitors know you will not be present. It is YOUR RESPONSIBILITY to arrive on-deck at the appropriate time.



[www.indoorpercussioneurope.org](http://www.indoorpercussioneurope.org)

### **Performance**

- Make sure you know the floor layout/timing line.
- Upon entering the gym, greet the timing and penalty judge (on the floor with a clipboard and stopwatches in hand). They will be the one giving the go-ahead for set up and timing.
- When the timing judge gives the okay you can have the crew/performers stage all of the props/floor without crossing the timing line.
- When you are ready to cross the line and complete set up just get the nod from the timing judge. As soon as any member of the crew or unit crosses the line your time begins.
- Make sure that you allow yourself enough space at the front sideline to avoid boundary violations and at the back sideline to allow for spectators sitting in the bottom rows.
- Staff can find a seat anywhere in the stands during the performance.
- When the performance ends double check to make sure nothing is left behind the timing line or left in the gym.
- Groups will then be taken to a floor folding area to regroup and refold if necessary.

### **After the Performance**

- Equipment and belongings should be removed from the building and taken back to buses and trailers.
- Pick up your adjudication datastick from the Info table. (usually available one unit after your performance) Scoresheets are available at the conclusion of your class once the judges have a chance to verify their scores and sign off on them. Announcements are made throughout the competition. Keep scores private please.
- Find somewhere quiet and listen to the adjudication MP3 files
- Attending critique! You must fill out a critique sheet for each judge. Marching percussion units need 3 sheets and concert percussion need 2 sheets.

### **Awards Ceremony**

- Except for championships, all awards ceremonies are captain-only retreats. Most groups send 2 or 3 performers to accept their awards following the last performance. Retreat line-up is usually at the startingline. At most shows, all placements and scores are read aloud and captains do some sort of salute before accepting the award.



[www.indoorpercussioneurope.org](http://www.indoorpercussioneurope.org)

### **Judges Critique**

- The critique begins DURING the awards ceremony and instructors are allowed in based on the order they signed up at the unit check-in.
- Come prepared! Please listen to judges comments prior to attending and have specific questions or comments about your unit's performance ready for discussion. You only get a few minutes with each adjudicator so make it count! You definitely want to make a good impression with judges by coming to critique having listened to your MP3 files.

If you don't have a data stick (USB) you can download the audio files on the DCE Document Manager. ([www.drumcorpseurope.org/dm](http://www.drumcorpseurope.org/dm)) the following week after the Regional.