

2026



EVENT HOST MANUAL

WELCOME

Greetings NMBC Event Host,

Congratulations on being selected to host a NMBC event; it is an honor and privilege to serve our students and we're happy to have your support. This manual includes all the pertinent information you'll need to successfully host your event. Please read through the entire document to understand all the requirements and expectations. If you have any questions, please feel free to contact us. Thank you again for partnering with us to create memories of a lifetime for our students.

EVENT HOST GENERAL INFORMATION

Event Host Participation

Event Host ensembles are encouraged to participate in their own event, Event Hosts have the following options:

- Competitive - If an ensemble decides to compete, it will compete at the same time and class as any other entry to the event. However, the host ensemble will have the option of performing last in their class. They will receive recordings and scores, and their score will be included on the recap sheet. The ensemble will be included in the awards ceremony and will receive plaques/trophies if they place.
- Adjudicated Exhibition - The ensemble may perform any time during the event. The ensemble will receive recordings and scores. Their scores will not appear on the recap, and the ensemble will **not** be included in the awards ceremony.

Event Hosts must communicate their participation choice with NMBC a minimum of **30 days before their scheduled event..**

Event Hosts do not have to pay an entry fee for performing at their own event. If host ensembles choose Competitive or Adjudicated Exhibition, their ensemble will count toward the total ensemble count for host invoicing purposes.



Event Host Timeline

To help ensure your success, please follow this list/guide.

January

- Attend the NMBC Annual Meeting (the upcoming season's preliminary schedule will be discussed).

February

- Complete the NMBC Host Interest Form (posted on the website).

March/April (draft schedule is released to the public)

- Registration opens August 1 and closes 30 days before each show.
- Prep for NMBC site visit if your event is new or requires a fresh visit for any reason.

May/June/July

- Advertise your event
- Secure vendors as needed
- Coordinate volunteers
- Draft the director's packet and maps
- Confirm facilities and communicate any adjustments with NMBC immediately.
- Confirm registration information on Competition Suite.
- Develop a plan with your school banker on who to collect registration fees and pay bills.
- Reserve hotels for judges. (7 rooms)
 - Rooms for 7 judges for a total of 2 nights.
 - Ensure transportation to and from the airport and hotels. This can include shuttles.
 - Acquire judges travel information for reimbursement purposes.
- Event Host is responsible for up to \$600 travel arrangements per judge.
- Event Host is responsible to pay each judge \$500 at Non Prelims/Finals or \$750 for Prelims/Finals competitions as compensation.
- Event Host is responsible for the \$350 Tabulator Fee.

August/September

- Check your deadlines with NMBC and vendors
- Hire an announcer.
- Complete details for using home and away concession stands.
- Complete details for judge/director hospitality.



- Ensure you have the required NMBC or sponsored logos.
- Order staff wristbands or stamps for entrance/re-entry.
- Create an event program.
 - Start selling ads for programs.
 - Ensure the NMBC Logo is in the program.
 - Acquire competing school's program information. (This information can be found on Competition Suite.)
- Communicate with parent support groups for volunteer needs.
 - Schedule sign-ups
- Acquire custodial/security staff.
- Facilitate bathroom usage.
- Create maps for directors. Maps need to include the following:
 - Flow map including field entrance/exit.
 - Check-in table
 - Warm up areas
 - Critique location
 - Parking for equipment/students
 - Spectator parking
 - Restrooms/Port-o-Potties
 - Hospitality
 - Prop/equipment staging
- Order lights for the evening portion of the event.
- Order plaques

14 days prior to event

- Check the final schedule with NMBC.
- Finalize and release director packet and maps
- Confirm any orders that have been placed
- Order food/beverages for concessions.
- Verify your announcer arrival time (1 hour before start of event)
- Verify (with school officials) that all lights, sprinklers, wifi access, power at the field, gates, and other facilities are ready for your event
- Reconfirm judges' travel arrangements.
- Review dietary restrictions for judges/tabulator/event staff.
- Provide an area for a representative to film bands.
- Ensure each judge has access to power while in the press box.



- Acquire judges' tote sheets/placemat
- Fill any remaining jobs.
- Make signage.
- Arrange for judges' transportation to and from the event.
- Collect tax information (W9) and Public Disclosure form for all judges, announcers, and tabulators.
 - Create invoices for pay. Include reimbursement for travel.
- Create an itinerary for parents/students/volunteers.

7 days prior to event

- Confirm volunteer assignments
- Follow up with school/administration regarding facilities and contact phones numbers
- Create airgram forms
- Confirm scoreboard usage and know how to work the clock.
- Arrange for use of orange/golf carts.
- Double check sprinklers are turned off for the event.
- Send email reminders to all school staff.
- Create clean up schedule
- Submit check requests for judges.
- Acquire money boxes
- Create awards ceremony layout
- Acquire judges/tabulator/announcer checks.

Day of the event

- Verify that:
 - The PA system and field power are working properly
 - All trash and equipment has been removed from the field.
 - Signage is present
 - All checklist items have been completed
 - Create a work area for event staff in the press box.
- Acquire start-up money to make change.
- Block off parking
- Ensure all food/drink are in concession stands.
- Run power to the field.
- Set up canopies
- Set-up tabulator area
- Check all gates.



- Create a judge break area.
- Place yardline markers

EVENT HOST PACKET INFORMATION

Director Packet Required Contents

The following elements must be represented in your director packet. You can add to the list, but not subtract.

- Ticket Sale Information
- Box Office Details
 - VIP Lists (Administration)
- Parking for Spectators
- Spectator Seating
- Programs
- Concessions
- Airgrams (if applicable)
- Merchandise (if applicable)
- Hospitality
- Restrooms
- Photography & Video
- Health & Safety
- Director Check-In
- Day of Contact Information
- Parking for Participating Ensembles
- Warm-up Areas
- Warm-up Schedules
- Field Performance Entrance/Exit
- Performer/Staff Re-Entry
- Student & Chaperone Seating
- Staff Viewing Area/Sound Mixing Area
- Critique Area
- Maps - Including a large overview of campus, detailed overview of parking/warm-up, and stadium flow.



COMPETITION SUITE

NMBC uses CompetitionSuite for commentary and scoring. Hosting schools are required to provide a credit card for each performing group's commentary.

Credit Card Process:

1. Provide a credit card to the NMBC board for each performing group commentary.
2. The credit card will be charged for each scheduled group.

Cost: Approximately \$7 per performing ensemble.

(During prelims/finals, groups will be charged twice.)

NMBC will release scores and recaps via CompetitionSuite and will not provide printed recaps at awards unless otherwise determined by the NMBC Administration.

CompetitionSuite.com/login/

TICKET SALES

Ticket sales for sponsored events are under the direction of the Event Host.

Spectator Non Prelims/Finals Show Tickets: \$10

Spectator Prelims/Finals Tickets: \$15

ADDITIONAL VOLUNTEERS

Additional Volunteers - The Director Check-In table must open two hours before the start of the competition and remain open until all ensembles have checked-in.

CHECK-IN

Participating ensembles will be provided all, but not limited to: a printed event packet, other important day-of information, staff passes, and re-entry wristbands/stamps for performing students. These items fall under the liability and expenses related to the check-in table, unless otherwise communicated and written.



COMMUNICATIONS

Event Hosts will work in conjunction with NMBC to ensure events have current information on the NMBC website. Event Hosts have access to participating ensemble information as it pertains to but not limited to program information, vehicle/trailer information, and ensemble performer counts.

NMBC will conduct a survey at the end of the season for feedback. Survey data will be shared with the NMBC Board of Directors and Event Hosts at the end of the season and before the NMBC Annual Meeting.

SCRIPTS & ANNOUNCER

Please refer to the Nevada Marching Band Circuit Constitution under the heading “Official Rules” for the required announcer scripts.

EMERGENCY SERVICES

Event Hosts are required to provide a first aid station.

CRITIQUE

The Event Host is responsible for securing a location where judges can provide critique. This room should have adequate chairs and tables for judges and band staff.



CONTEST AWARDS

All NMBC competitions will include awards that may be in the form of trophies, plaques, or acrylics. Event Hosts are responsible for providing awards at all sponsored events. The Event Host is responsible for making sure the awards meet NMBC standards. If there are any questions please reach out to the NMBC.

Award Requirements:

(Please refer to Section 4 of the Nevada Marching Band Circuit Constitution for awards requirements.)

Awards must also contain the following:

1. Awards must include the NMBC Logo.
2. Include, "Hosted by *School Name*."
3. Event Date

