



GEORGIA INDOOR PERCUSSION ASSOCIATION

SHOW HOST HANDBOOK

2027

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Table of Contents

Introduction 03

Show Host Duties 03-07

- Show Host Fee
 - Judge Transportation
 - Awards
 - Admission Prices
 - Floor Damage
 - Contest Information Packets
 - Program Information
 - Videotaping
 - Vendors/Mechandise
 - Process of being awarded a show
 - Process after being awarded a show
 - Show Day Responsibilities
 - Invoice/receipt list:
-

Contact 08

Introduction



This application is for all GIPA membership schools that would like to be considered for hosting a GIPA contest during the 2027 season. All GIPA shows are in a prelims/finals format and will be offering percussion and winds competitive divisions. The following basic requirements will be evaluated when selecting contest sites.

Please review the contest host information below before applying to host a GIPA contest.

The Executive Board will do our best to provide GIPA members and directors the best performance opportunities at all contests during the 2027 season.



What do I need to know about hosting a GIPA contest?



Show Host Fee:

The show host fee is \$300. GIPA will send you an invoice for this amount once you have been selected to host a show. You can pay by check or credit card.

Checks are payable to Georgia Indoor Percussion Association and please mail to:

Georgia Indoor Percussion Association

33 11th Street NE Unit 1606

Atlanta, GA 30309



Financial Responsibility:

The contest host is responsible for the show host fee, awards/trophies, and transporting Judges to and from their hotel or the airport. GIPA will pay the fees for the Judges/T&P/Announcer/Contest Coordinator. Ticket sales will be split 60/40. The host school receives 40% of ticket sales and GIPA receives 60% to cover the costs listed above as well as airfare and hotel costs for the Judges.

Awards:

The contest host must provide 1st, 2nd, and 3rd place trophies or plaques for all competing classes.



Admission Prices:

Ticket prices for regular season GIPA sponsored events is \$25 per person for an ALL-Day Pass.

Children under 4 are free. **60%** of all regular season tickets sales of the entire show day goes to GIPA and the rest goes to the host school.

**Contest Information Packets:**

The contest information packet must be submitted to GIPA no later than 3 weeks before the event. The packet should include information and maps that pertain to your show site. A template can be provided if requested.

Floor Damage:

The timing and penalties judge will monitor the performance area and if any damage is done by a participating unit. Documentation will be provided to the unit director, contest sponsor and GIPA eBoard. Participating units will be responsible for damage to the performance area floor.

Program:

Contest hosts may produce a program for the event. One full-page must be provided to GIPA to promote our organization. GIPA will provide artwork for all logos.

GIPA Logo:

No shirts or other merchandise containing the GIPA logo shall be sold without the express permission of the GIPA board.



Videotaping:

Due to copyright laws, no person is allowed to videotape any performances. Each unit who paid the video fee at registration will receive the video available for download within 24 hours.

Due to copyright laws, there is to be no selling of contest videos.

GIPA may video any part of the event for educational purposes.

Videoing is provided at registration via Marching Photography/Devin Witt.

Process of being awarded a show:

After applying for a show, a GIPA Board member will contact the main contact and set up a walk-through (if the school has not hosted a show in the past). The board will then decide which dates and schools work better for the entire membership. After the deadline has been passed, a board member will reach out again to confirm the date availability.

The Process after a school is awarded a show:

The host school needs to supply GIPA with a contact person. This can be a band director or a parent who is in charge of planning the event. The contact person and a GIPA eBoard member will be in direct contact throughout the planning phase, as well as, the day of the event. It is the responsibility of the GIPA eBoard member to make sure each show host is supplied with all necessary information to make the event run smoothly for the host and for GIPA.

P/L Sheet: GIPA simply requests a profits and losses sheet of each show being hosted to stay in line with community needs and to keep awareness for hosting booster clubs. Please send P/L sheet to Kevin Kenny.

Invoice/receipt list:

In the days following an event, the host school will receive a receipt for hosting a GIPA show. This receipt will include the breakdown of ticket sales and any other costs that come up that are detailed in hosting responsibilities. Once this receipt is received, a check for ticket sales will be sent via mail to the show host.



Show Day Responsibilities:

- Events can start as early as 10am and end as late as 10pm
- Spaces for judges must be blocked off at the center of the bleachers both at the 5th row and top row
- Power supply must be provided at the front center and back center of the performance area
- Hospitality room provided for judges with food and drink
- Hospitality room provided for directors and staff with food and drink
- Concession stand available from the beginning to the end of the contest
- Parking for units (buses, vans, equipment trucks)
- Parking for spectators
- 2 tables set up for the tabulation and sound area. A power supply must be near both tables.
- Sound system with aux cable for the announcer to play music between ensembles
- Critique room provided for judges and directors. A large class room, band room, chorus room, orchestra room or media center are ideal locations.
- All door posts must be removed between the warmup areas and performance venue.
- Floor Cart volunteer to aid gym flow.

Booths/Vendors

Vendors are allowed at GIPA shows at the responsibility of the show host. The rate is also up to the show host. This money goes to the show host. We however do recommend a rate of \$150-\$300 for the day.

Questions?

If you have any questions before sending in your application or after you have been awarded a show, please contact Kevin Kenney - kevin@gipacircuit.com





Contact Information

✉ kevin@gipacircuit.com

🌐 www.gipacircuit.com

