



Show Host Application Form

Revised 05.23.24

Application

Overview:

This application collects vital information from potential contest venues to enable the UCGC to offer the best experience for its units. Incomplete or incorrect information can be detrimental to a unit's performance; all information must be up-to-date and complete. Incomplete applications will be refused – including applications from previous show hosts.

Required Information:

Please complete this form in its entirety and send to the address in the instructions with all required supplemental materials no later than **August 15**. Once your building reservation is confirmed through your school district or other organization, copies of reservation documentation must be submitted with the application. The final schedule will be presented by September 15th, 2024.

Required Materials:

Completed and signed show host application (this form)
Unit must be in good standing with the circuit in both membership and fees/fines
Contact information List of three (3) dates ranked in order or preference
Prop loading/unloading/storage information and measurements
Warm-Up information and measurements
Performance gym information, measurements, and logistics
Facility layout map including routing (school diagram with locations to be used highlighted)
Facility photos (digital on flash drive or originals – must label as to what photo is)
Copy of building reservation approval paperwork for preferred dates.

Announcement of Venue Selection:

The UCGC competition venue selection will be finalized and announced no later than September 15, 2024. If there are any open dates at that time, the Contest Director may inquire about any further availability of your facility or interest in hosting additional competitions.

Communication:

The UCGC Contest Director may contact you for additional information or clarification on specific information submitted with this application. You may contact the Contest Director at contestdirector@utahcolorguardcircuit.org.

Instructions:

Complete all pages and send the entire submission via email or postal mail.

Email is highly preferred for submission
contestdirector@utahcolorguardcircuit.org

Kirsta Browne
UCGC: Contest Director
PO BOX 708282
Sandy Ut 84070

Applications must be postmarked on or before **August 15th**.

All information must be submitted in order to be considered as a host school.



Show Host Application Form

Competition Sponsor: _____

Show Coordinator: _____ Unit Director (if different): _____

Primary Phone: _____ Cell Phone: _____ Best time to reach you: AM/PM

Primary E-mail: _____

Have you hosted a Utah Color Guard Circuit contest before: _____

Is your school/Unit currently in good standing with UCGC: _____

Please list your choices (in order of preference) for contest dates below:

Jan 25th, Feb 1st, Feb 15th, March 1, March 15th, March 29th (State)

Voting on venues will only take place if there are multiple dates that conflict.

1st choice: _____

2nd choice: _____

3rd choice: _____

Note: Your school's facilities must be reserved for these dates to be considered as a competition host. Please attach school approval paperwork along with your application.

Photos of the performance arena with bleachers extended are required upon application submission



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Proposed Location: _____

Address: _____

Have you reserved your building for both Friday and Saturday? Yes _____ No _____

If only on Saturday, do you have the building reserved for all day? Yes ___ or No ___

If not, what time is available? _____

Are there any other events scheduled in the building on the same day? _____

Prop Loading/Storage

Prop door dimensions: W- _____ x H- _____

Describe doorway including obstructions: _____

Where will the props/equipment be stored? _____

Where will the units fold floors after performing? _____

Warm-up Facilities

Please describe the warm-up facilities (gym, auditorium, band room, etc.) _____

Area 1 dimensions: _____ x _____ Height _____ Additional info: _____

Area 2 dimensions: _____ x _____ Height _____ Additional info: _____

Performance Gym Facilities

Performance Area Measurements: _____ x _____ Minimum ceiling height: _____
(Minimum gym floor area 70x100 per WGI regulations.) (lowest point including rafters/hoops)

Front sideline seating capacity: _____ #of rows of bleachers (front): _____

Performer seating capacity: _____

Please include a map of the performance floor logistics, including diagram of spectator seating, performer seating, spectator entrance doors, as well as performance entrance and exit doors.



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Materials Checklist

Facility layout map with areas indicated

- Warm-up areas
- Performance gym
- Routing between warm-ups and performance gym
- Judges room
- Critique room
- Prop loading/unloading
- Prop storage
- Floor folding area
- Concession area
- Tabulation/MP3 area

Photos of facility (digital or originals LABELED)

- Prop loading/unloading doors
- Prop storage areas
- Floor folding area
- Warm-up areas
- Performance gym (high view from judges' perspective)
- Entry/exit doors for performance gym

Signatures

Applicants Signature

Position/Title

Administrator/Athletic Director signature for approval

Date