

State Finals Workforce Information

| Area | Description | Material to Review | Report Time/Shift/ Location | Valid Credentials | Add'l. Info |
|------------------------------|---|--------------------------|---|--|---|
| WB Coordinator/Administrator | This person coordinates and administers the work force. Help set up <i>Registration</i> and <i>Check In</i> . | All maps Schedule | 7:00 a.m./ All Inside Gate A | MCBA Armband | This person will be given an <i>MCBA 2-Way Radio</i> so that he/she may communicate with the <i>contest director</i> and indirectly with <i>Ford Field</i> . He/she should also have a <i>West Bloomfield 2-way radio</i> so that he/she can communicate with the rest of the <i>volunteer workforce</i> . |
| Registration/Check-in | Greet the band directors and hand them their packet of materials. (The directors receive in their packets the following items: chaperone tickets, contest schedule, judging panel, 2 Club Level passes, Official Championship Program, Championship Contest Finalist patches). People at Registration should also be able to answer questions and give direction. | All maps Schedule | 7:00 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 Inside Gate A | MCBA Armband Championship Contest Badge Judge Badge Band Director Badge School Admin. Badge Band Staff Badge | People holding this job should be <i>thick skinned</i> . Many attempts will be made by people to gain entry into Ford Field without benefit of a valid credential or ticket. Verbal abuse has happened in the past. The band director must check in first. All band students must be present before they are stamped. Spectators are to be directed to the doors just down from Check-in at Gate A. |
| Hand Stampers | Stamp hands of student band members. | All maps Schedule | 7:30 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 Inside Gate A | MCBA Armband | Chaperones that are with the band need to get their hand stamped. If they have a ticket, direct them to the general admission doors and then they can return to their band. |

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| Parking/Greeters | Meet busses and equipment vehicles and direct them to unloading location (Beacon St.) and to parking (Service Drive). | Maps A & B Schedule | 7:30 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 St. Antoine & Beacon St. | MCBA Armband | <i>Note: Bands should be informed that equipment vehicles, after unloading, should move to Adam St. for reloading and then move to the Service Drive to park.</i> |
| Equipment Vehicle Unloading | Direct and facilitate unloading of vehicles. Directing pit crews to the bands' <i>Outside Warm-up Areas A & B.</i> <i>Some bands have chosen not to use the outside warm-up. They will be entering the Tunnel from Beaubian St.</i> | Maps B & C Schedule | 7:30 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 Beacon St. | MCBA Armband | Note: <i>There will be an MCBA official on Beacon St., throughout the event, to enforce time limits, etc.</i> <i>The vehicle(s) must have a yellow Unloading Pass.</i> <i>Bands are not allowed to enter the area until their unload time. You must tell them that they can go park on the Service Drive until it is their turn.</i> |
| Band Guides | Meet band at their outside warm-up area and guide them into their inside warm-up area. Help the band stay on schedule during inside warm-up (<i>let director know # of minutes remaining before having to move</i>). Guide band down the tunnel and into performance area. | Maps C, D & E Schedule | 7:00 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 Beacon St. | MCBA Armband Band Student Hand Stamp Pit Pass Wristband Band Director Badge Staff Badge | Important – know the locations of restrooms in the tunnel. Some bands may choose not to do their outside warm-up or have rented a location somewhere else. If so, meet your band at the intersection of Beaubian and Beacon St. at their “Move to Inside Warm-up” time. A list of bands will be provided by MCBA. |

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| Inside Tunnel | Organize pit crews, color guards, percussion batteries, and the band proper so that they can move through the tunnel efficiently and perform ON TIME. Props and pit percussion may enter the performance area ahead of the band – but not earlier than one band prior to their own. Monitor the color guard area (no tosses allowed). Traffic control – keep traffic to the right (<i>just like vehicles on our roads</i>). | Maps C, D & E Schedule | 7:00 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 Beacon St. Tunnel | MCBA Armband Championship Badge Judge Badge All Areas Badge Band Director Badge School Admin. Badge Band Staff Badge Pit Pass Wristband | Inspect everything for cleanliness (tarps, tires, bases, stands, etc.). Have the band clean any dirty items that can mar Ford Field's artificial surface. Make sure tractors, ATVs, etc. have a diaper under their crankcases. (<i>If possible – bring a good supply of rags</i>). Help bands secure equipment on wheels with chocks. (<i>If possible – bring chocks</i>). It is a lengthy tunnel and it takes a while to traverse it. The people working it should be in good health and have strong legs. The last two bands in a flight may leave their pit equipment in the tunnel until awards are over. After that, they must move out. |
| Outside Tunnel | Crowd control outside the mouth of the tunnel. Direct pit percussion crews into the tunnel. Facilitate the efficient movement of bands into and out of the tunnel. Direct bands to Adam St. to reload their busses and inform them that they must MOVE their vehicles to the SERVICE DRIVE as soon as they are reloaded. Monitor Adam St. and let MCBA know when vehicles need to be moved from Adam St. | Maps C, D & E Schedule | 7:00 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 Beacon St. Tunnel | MCBA Armband Championship Badge Judge Badge All Areas Badge Band Director Badge School Admin. Badge Band Staff Badge Pit Pass Wristband | The last two bands in a flight may leave their busses and equipment vehicles on Adams St. until awards are done. After awards, they must load and go! |

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| Performance Report | Locate orange cones to mark staging area. Direct props to the staging area. Greet band as it enters the performance area. Stage the band in a location that will not impede the band on the field moving to photography. Direct the band moving to photography to the stairs that lead into the seats. Direct the band moving onto the field to final staging. | Maps E & E1 Schedule | 7:00 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 Beacon St. Tunnel | MCBA Armband Judge Badge Champion Contest Badge Band Director Badge School Admin. Badge Band Staff Badge Pit Pass Wristband | |
| Pit Crew Organization | Locate orange cones to mark staging area. Direct percussion pit crews as to how to unload, where to move trailers after unloading, and where to take props and percussion equipment after the band performs. (Tractors and trailers must be driven up the tunnel and out of the building. Other percussion equipment may be pushed to the auxiliary tunnel until after the band's photography sessions). | Maps D, E & E1 Schedule | 7:00 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 Beacon St. Tunnel | MCBA Armband Championship Badge Judge Badge Champion Contest Badge Band Director Badge School Admin. Badge Band Staff Badge Pit Pass Wristband | Last two bands in the flight may leave their equipment in the tunnel until the awards are over. |

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| Judge Runners | Take field judges' sheets and digital recorders to tabulation (located at CLUB LEVEL). Deliver items from Tabulation to judges at Field Level (such as H20 and contest results). | Map – Location of Judges Schedule | 7:00 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 Front of Contest Field | MCBA Armband Judge Badge | <i>Shift does not end until contest results have been delivered to the field where band directors may obtain the sheets, etc.).</i> Note: This is an <i>important</i> job. Runners must move quickly in order to keep the contest running on schedule. The persons doing this job must be of good health and have strong legs. The job involves repeatedly climbing stairs from the field to street level, taking the Beaubien St. Elevator to Club Level, and taking the judging materials to Tabulation. <i>Often times, this is done through heavy pedestrian traffic.</i> |
| Security/ Front Side Steps into Seats | Inspect credentials and allow only authorized people to go into the seats from the field, or go onto the field from the seats. <i>People must have the proper credential or a ticket to go into the seats.</i> | Main Field Schedule | 7:00 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 Front of Contest Field | MCBA Armband Judge Badge Champion Contest Badge Band Director Badge School Admin. Badge Band Staff Badge Ticket | Note: There will be Ford Field Security in the area to provide backup. Pit Pass Wristbands are not admitted in the main stands. They must have a ticket. They may sit in the roped off area while their band is performing. If they are one of the last two bands in the flight, then they may go sit with their band. |

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| All Areas Roamer | Do what ever is needed by West Bloomfield Coordinator/Administrator | All Maps Schedule | 7:00 a.m./Shift 1 11:00 a.m./Shift 2 4:00 p.m./Shift 3 7:00 p.m./Shift 4 All Areas | MCBA Armband | You may have to fill in for one of the spots or just walk around to make sure things are running smoothly. You will also make sure that the band's MP3 player is brought to Tabulation at the Club Level. |