

# ATSSB Region 13 Event Guidelines

This document and set of guidelines is to insure that all events hosted in Region 13 run smoothly and that students and their directors know what is expected of them at other campuses.

- All Directors are responsible for trying to bring at least one parent for every 15 to 20 students entered into the process.
- All Directors are responsible for informing the chaperones of their duties.
- All Directors are responsible for instructing the students on how they are to act when on campus. If they are asked by another adult to do something then they need to do what is asked of them.
- The Host School will be responsible for setting up a P.A. system of some sort in order to allow a director to speak to the students before auditions about the rules and how they should act while on campus.
- The Host School is responsible for setting up a holding area for the students and provide a map of the facilities on where the students need to be when not auditioning.
- After students are done auditioning, they are to put up all equipment (including drum sticks) and stay in the holding area or dining area. (They are not to play their instruments after auditioning and may only play in the allotted warm up area before they audition)
- After auditioning, students are not to walk around in the hallways or anywhere around campus unless going to and from the warm up area, holding area, or the dining area.
- After auditioning, directors will be placed at different locations around the campus to help with the control of the students.
- All participants will display respect and courtesy towards everyone at all times.
- Any student that is asked to do something by an adult and refuses to do what is asked will be escorted to the contest office and be held in the contest office until that student's director can be notified.
- All school policies and procedures will be enforced during the entire audition procedure. Any student not following school policies or procedures set by the region will be escorted to the contest office or their name will be taken and given to their director. It will be at the discretion of the region coordinator if the action requires an official letter to the school's principal about the student's actions.