



ROYAL NEW ZEALAND PIPE BANDS' ASSOCIATION

RNZPBA REQUIREMENTS FOR CONTEST ORGANISING COMMITTEES

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1. Introduction

All members of the Contest Committee should make themselves thoroughly conversant with the Association Constitution and Contest Rules. (See RNZPBA Website <https://rnzpbba.com/documents/>).

It is recommended that sub-committees for the contest be established as follows:

- Accommodation
- Advertising and publicity
- Catering and Food Trucks
- Finance
- Grounds
- Programme (printing programme, advertising, and sales)
- Tickets, newsletters and ribbons/name tags
- Trophies
- Transport

And ensure that the individuals selected have the necessary skills to complete the tasks.

- Each of the Sub-Committees comprises at least one person who is a member of the Contest Committee with additional help as required. When decisions are made or approved by the Contest Committee the Sub-Committee should bring forward a firm recommendation for consideration.
- Sub-Committees should draft their own correspondence and submit to the Contest Committee for approval.
- The Contest Committee should not have to deal in detail with matters that should be handled by the Sub-Committee(s). The Contest Committee should meet each month commencing about eighteen months prior to the Contest. Additional meetings may be required in the last months before the Contest.

Note: The Contest Supervisor, and their Assistant(s), are responsible for the layout of the grounds and the running and timing of the contesting events. The Organising Committee is responsible for organising the Contest around these contesting events.

The following pages set out the duties and functions of the principal officers and of the Sub-Committees.

2. Contest President

- a) The Contest President is the Chairman of the Contest Committee and is responsible for the overall organisation of the Contest and making sure the RNZPBA Contest Group Leader and Contest Supervisor(s) are kept always informed.
- b) The President will prepare a suitable budget for presentation to the RNZPBA Board. See Financial Planning Guidelines, Appendix 1.
- c) The President will ensure that the allocation of Sub-Committees among the members of the Committee is made in such a way as to make the best use of the people concerned and ensure that all tasks are properly carried out. The President should see that extra help is available to Sub-Committees when required.
- d) The President will obtain a report from each Sub-Committee at each meeting of the Contest Committee to ensure that all necessary arrangements are receiving attention and being completed at the appropriate time.
- e) The President will be available throughout the Contest to ensure that each Convenor is doing the task appointed to them and, when required, meet special guests invited by the Contest Committee or the National President, thus ensuring the smooth running of the Contest.
- f) It is advisable that the President invite the RNZPBA Contest Group Leader, the RNZPBA Contest Supervisor, Chairman of the previous National Championships, and the RNZPBA Executive Officer, to committee meetings from time to time to assist planning.

3. Contest Treasurer

- a) Will obtain the approval of the Contest Committee to open a bank account, if needs be, authorise signatories and, before opening the account, ensure that the bank will pay interest on the amounts deposited.
- b) Arrange for a \$1,500 plus GST non-refundable advance from the RNZPBA.
- c) Use a recognised 'online' accounting system (the RNZPBA recommends Xero and is a Xero Partner).
- d) Establish suitable receipting and transaction recording systems.
- e) Ensure all monies received are banked promptly and receipted in every case.
- f) Ensure all payments are made by approval by the Contest Committee.
- g) Arrange for change to be available to gatekeepers and programme sellers, and for safe custody of these monies during the Contest by arranging regular cash pick-ups by a security firm.
- h) Chair the Finance Sub-Committee.
- i) The Treasurer should be aware of Appendix 3, Functions of the Contest Committee, Rule 2 - Schedule of Expenses for Contest Officials and Judges, which states:

Travelling and accommodation expenses of Contest Officials and Judges, and, where applicable, out of pocket expenses, shall be paid in accordance with the following schedule.

Roles	Accommodation and Meals	Travel	Out of Pocket Expenses	Paid by
Association President	50%	50%		Contest Committee RNZPBA
Judicial Committee (2 appointees)	50%	50%		Contest Committee RNZPBA
NZ Resident Music Judges	100%	100%	100%	Contest Committee

Overseas Judges	100%			Contest Committee RNZPBA
		100%		
Judges of Dress, Marching, Mace Flourishing and Special Trophies	100%	100%	100%	Contest Committee
Executive Officer	100%	100%		Contest Committee
National Contest Supervisor	100%	100%	100%	Contest Committee
Assistant Contest Supervisor	100%	100%	100%	Contest Committee
Promotional Group Leader	100%	100%	100%	RNZPBA
Contest Group Leader	100%	100%	100%	Contest Committee

4. Contest Secretary

- a. The Contest Secretary should keep proper Minutes of all meetings of the Contest Committee. To save time at meetings and to ensure prompt action on decisions made, copies should be sent to all committee members as soon as practicable after the meeting. Copies are also to be sent to the RNZPBA Executive Officer, RNZPBA Management Board and the RNZPBA Contest Group Leader, and the National Contest Supervisor. The Board will ensure all Newsletters are posted on our website.
- b. The Contest Secretary shall attend to all inward and outward correspondence on behalf of the Contest Committee and send all newsletters to the RNZPBA Executive Officer who will in turn advise all member bands and overseas bands. Entry by bands is online, and invoice and payment thereof is the responsibility of the Association and not the Contest Committee.
- c. The Contest Secretary should keep in close touch with the RNZPBA Contest Group Leader, the Contest Supervisor, and the RNZPBA Executive Officer, on all aspects of the Contest organisation and assist the President in ensuring that all decisions are made, and matters dealt with at the proper time.
- d. The appointment of an Assistant Secretary should be considered.
- e. Arrange for key Contest contacts details (mobile phones and email addresses) to be printed in the programme or available online.

5. Accommodation

- a. It is crucial the Accommodation Convenor regularly attend meetings of the Contest Committee., and if not, a bands person be fully briefed on bands' requirements.
- b. Bands are responsible for booking their own accommodation and are solely liable for payment. No financial obligations should be assumed by the Contest Committee.
- c. In arranging accommodation for Judges, Officials, and assisting band members and supporters, it is essential that contact be made with the hotels and motels as early as possible; at least 18 months before the date of the Contest.
- d. Obtain from the Executive Officer information regarding accommodation required for officials including Judges, as close as possible to the ground. 38 rooms should be pencilled in initially and confirmed when all judging appointments and officials are known. This includes accommodation for personnel who are involved with livestream broadcast team.
- e. Give the details of the accommodation to the Contest Secretary and the RNZPBA Executive Officer who has final authority for Judges and official's accommodation.
- f. Where possible bands and their supporters should be accommodated together.
- g. Keep in touch with the situation through the Contest Secretary and the RNZPBA Executive Officer and assist in dealing with any problems that may arise. Be available to seek out accommodation for any band experiencing difficulties.

6. Grounds

1. Inspect and consider suitable grounds for Contest events and make recommendations to the Contest Committee accordingly.
2. Arrange for the Contest Secretary to confirm the booking of grounds for all events and terms and conditions applicable.
3. Check if public liability insurance cover is needed and contact the Executive Officer for details of the Association cover.
4. The RNZPBA President, Contest Group Leader and Contest Supervisor will view the grounds and facilities and will advise the Organising Committee of the general layout and tuning areas. The Organising Committee will determine the bus/car Parking and will consult with Transport Department and appoint supervisor for bus/car parking areas. Make sure bands can move forward to their events without interruption.
5. Liaise with Local Authority or owner of grounds for the Grounds Committee to carry out the necessary preparations. After consulting with the RNZPBA Contest Group Leader and Contest Supervisor, consult with the Executive Officer who will arrange and manage the painting of lines. Painting, and payment for, circle 1 is the responsibility of the RNZPBA not the local committee. Painting for circle two is also managed by the RNZPBA but payment for such is the responsibility of the local organising committee.
6. Ideally white picket fencing should be made available to surround circle 1 and circle 2. Shrubs can be placed to mark tune-up areas. Marking out the Set and Medley Circles is the responsibility of the National Contest Supervisor--not a committee action. Set and Medley Circles to be marked out according to Rule 5.3.6 with an additional four metre circle outside to be fenced off for the Judges. Approximately 200 metres of picket fencing will be required with sufficient bunting and poles to contain the entry chutes for each circle . Suitable pot plants for decoration etc.
7. Erect tents – 2 x 5 metres x 3 metres minimum – between the circles for the Judges and one 3 x 3 tent at the circle for the officials.
8. Obtain tables and chairs for the ground as follows:
 - a. Trestle tables for Judges (3 located inside each tent)
 - b. Chairs – 7 in each tent for judges and 4 in the timekeepers/Officials tent.
9. Inspect tuning facilities and arrange for seating, announcing, judges' positions, secretarial office space and other arrangements as required.

10. Clocks, refer Contest Rules Appendix 3, Ground Requirements 6.2, are required to record time scheduling. These are the most important pieces of equipment for showing the official times.
11. Arrange for transport of all equipment to grounds, arranging in position and return of same to owners after Contest.
12. Supply a good public address system (see Appendix 4) should include a mobile microphone for use on the ground at presentation ceremonies etc. The announcement of Sets which are drawn for Grades 1 and 2 is also necessary (the RNZPBA provides the announcer in consultation with the local organising committee).
13. Check with the Contest Secretary as to requirements for official seating. Arrange suitable reserved space on stands and supervise reserved stand space.
14. Arrange a suitable private office on the grounds for the Chief Recording Officer. Rooms are also required for the Trophy Convenor and a private room for the Grading Advisory Panel to meet immediately after the G1 Medley.
15. Arrange and erect signs for these offices and for the Inquiry Office and First Aid Post.
16. Arrange with The Order of St John to provide a First Aid Post. Recommend to the Contest Committee a suitable donation to St John.
17. Mace Flourishing course – Refer to Contest Rules, 5.5 MACE FLOURISHING
18. Time Scheduling – this is the responsibility of the Contest Group Leader and Contest Supervisor.
19. Consider possible routes for Street March. Discuss with Local Authority and make recommendations to the Contest Committee. Ensure that Contest Secretary obtains necessary approvals. A traffic plan may be required by the Local Authority.
20. Inspect route for suitable areas for drop-off and pick-up points, tuning up, marshalling etc. Ensure streets are closed off to all through traffic and parked cars from early morning. Crowd Control Marshals should be appointed, and a blanket collection is a good source of revenue.
21. Approach a Marching Association or other similar organisation for provision of placard bearers for the Street March. One bearer is required for each band.

22. Bands may provide their own banners and bearers (who must be suitably dressed). Check with bands before appointing bearers. (entry form asks that question).
23. Arrange delivery of placards for the Street March from the RNZPBA and delivery to the placard bearers. After the Street March the placards must be taken back to the grounds.
24. It is the Contest Group Leader and Contest Supervisor responsibility for marking of Street March course, and finish of the course.
25. It is imperative that the wheels are a true 90 degrees and that there are no islands or other obstacles in the middle of the road which must be wide enough to take a band marching (at least) five wide (as most G1 bands are 6,7 and sometimes 8 wide) at a two-pace interval. The distance must not be less than 300 metres nor more than 400 metres.
26. Liaise with the Police Department and Local Council in obtaining all permissions and Traffic Management Plan for the Street March and for other events, as necessary.
27. Make every endeavour to provide, both at the Contest venue and at some point, on the Street March, a suitable area for the exclusive use of physically handicapped or disabled persons. Providing toilets or bands in the tune up areas for the street march is also recommended

7. Appointments

The Contest Supervisor will consult with the Contest Committee to make the following appointments, the final decision will be made by the RNZPBA Contest Group Leader:

- a. Chief Marshal - plus three assistants.
- b. Non--Music Judges from the respective Panels shall be appointed by the National Contest Supervisor.
- c. The Contest Supervisor will appoint in consultation with the Convenor of the Music Judges Committee, a competent person to judge the Bass & Tenor section in each grade.

8. Meetings

An AGM meeting venue, preferably at the officials' accommodation, should be arranged for the Thursday (if the competition starts on a Friday) late afternoon/early evening with a top table for five, a data projector, and theatre-style seating for 50.

9. Finance

- a) Make recommendations to the Contest Committee as to the number of tickets and passes to be printed. Take note too that many band members travel by car these days not by bus.
- b) Consider what insurances should be arranged in respect of the Contest. Obtain quotations and make recommendations to the Contest Committee (e.g., Public Liability, Equipment etc).

10. Advertising and Publicity

- a) **All promotional material must be approved by the RNZPBA.**
- b) Early contact should be made with the Press and Radio, Social Media informing them of the Contest. Use them to best advantage. If the Centre/band has a Publicity Officer they can be of great assistance as they can submit information to the Press, Radio, Social Media in their preferred form.
- c) Press Releases on information about the Contest should commence no less than six months prior to the Contest and must be approved by the RNZPBA. Keep feeding the Press news items periodically from that time forward relating to the Contest, e.g., names of adjudicators appointed, total band entries in all grades etc.
- d) A newspaper supplement just prior to the Contest (two or three days) is an excellent form of advertising.
- e) Car banners can be distributed locally about four months prior to the Contest. They can be sent to other areas as well but will have most impact in the immediate locality.
- f) Arrange Card Posters for distribution to local hostelrys, retail shops etc.

- g)** Window displays of trophies should be arranged for no less than fourteen days prior to the Contest.
- h)** Newspaper advertising. It is recommended that advertisements be published on the Saturday prior to the Contest, a midweek advertisement, preferably in a supplement issue, and on the days of the Contest.
- i)** Contact the leader of the RNZPBA Promotion Group as soon as it is known that you have the Contest. It may be possible to arrange national coverage of events and they will be of assistance in many areas of promotion.
- j)** Radio advertising should be arranged no less than one month prior to the Contest. The most effective form is radio spot advertising during the breakfast sessions, e.g., "New Zealand Pipe Band Contest time is....".
- k)** Proposals for advertising should be submitted to the RNZPBA Promotions Group for approval, and approval obtained for expenditure intended which should not exceed 10% of budgeted gate takings. The Contest Committee should be kept fully informed at each meeting.

11. Catering

- a. Plan for ground staff to have lunch on the Contest grounds as time does not permit them to leave the grounds.
- b. Arrange morning tea, lunch and afternoon tea for: officials, recording office, gatekeepers, runners, ground staff and the livestream team at the grounds. The officials are Contest Group Leader, Contest Supervisor, Assistant Contest Supervisor, 5 Judicial Committee (includes National President and 2 national appointments plus 2 local appointments), 23 Judges, 3 Recorders, the Announcer, Trophy Convenor, the livestream team plus all the Contest Committee. Note the livestream team and the 3 in the recording office cannot leave their posts and so all meals, including lunch, must be delivered to them.
- c. It is imperative that Judges etc. are notified early in the day where they are to go for lunch, as Judges arrive late and go straight onto the ground. Once the events start it is too late to notify them.
- d. When planning for the meals the Contest Supervisor will advise whether to provide tea for Judges either before the commencement of the day's events, between events or during events. It is important that tea should not interrupt the progress of an event, nor cause a delay in the continuity of the programme between events.
- e. Judges' room and hospitality room. A room is needed somewhere in the administration centre for Judges to leave their belongings, to retire to complete their reports, and gather after the music events have concluded to hold their regrading meeting. A hospitality room can also be set up for entertaining special guests. (Refer to National President).

12. Programme, Printing, and Advertising

- a. The program is designed and compiled by the RNZPBA Promotions Group. Printing of the finished product is the responsibility of the local organising committee.
- b. The Programme Sub-Committee to recommend to the Contest Committee the number of programmes that should be printed.

- c. Obtain quotes for printing the number of programmes required as decided by the Contest Committee.
- d. Check with the printer as to the quality of paper to be used.
- e. Refer quotes to the Contest Committee for final decision.
- f. Recommend to the Contest Committee rates for advertising charges in the programme and obtain a decision on this.
- g. Approach prospective advertisers to sell advertising in the programme. A list of prospective advertisers should be drawn up with the aid of other Contest Committee members, who could assist in approaching firms where they have personal contacts.
- h. It is essential for all letters asking firms to take advertising space to be addressed to a specific person in that firm, especially where a contact on the Contest Committee has made the initial approach. All letters should be followed up with a personal approach.
- i. Settle draft programme and deliver to printer. Arrange for proofs to be available.
- j. Delay printing of programme for as long as possible to accommodate withdrawals. Delivery should be one week prior to Contest. Complimentary copies to be handed out on arrival of individuals or bands.
- k. Recommend to the Contest Committee a selling price for the programme.

13. Selling of Programmes

- a) The Sub-Committee is responsible for the custody, distribution and sale of all Contest programmes and accounting for all proceeds. Although its duties should be appreciated from the time of appointment, most of the work will fall in the period shortly before the Contest and at the time of the actual Contest.
- b) Take custody of programmes after receipt from the printer and check quantities.
- c) Arrange for suitable retail stores, e.g., band outfitters, music shops etc to pre-sell programmes, preferably in conjunction with trophy displays, during the two to three weeks before the Contest. If there is an opportunity to pre-sell at a street parade of local bands to publicise the Contest, advantage should be taken of this.
- d) Obtain the approval of the Local Authority to sell on the streets during the Street March or any other desired public place before or during the Contest. The correspondence will be handled by the Contest Secretary after the Contest Committee has received a recommendation from the Sub-Committee.
- e) Authorisation of complimentary programmes. These should be kept to a minimum, but complimentary programmes should be available to all National and Contest officials and one complimentary programme be available for each band manager on arrival at the Contest.
- f) Procure and organise programme sellers. As many programme sellers is required at various times during the weekend, the best course is to engage a youth group, e.g., Boy Scouts, to undertake all sales at Contest events on a 10% commission basis. Some such groups are used to this type of project and will do their own rostering and guarantee the attendance of the required number of sellers.

14. Transport for Judges and Officials

Two 10/12-seater vans will be required to transport the 20+ Judges and officials. Generally, these vehicles are obtained from a local motor vehicle dealer in return for free advertising in the programme and by the announcer over the weekend events. Provide Drivers for the Judges Transport.

15. Trophies

This is an area which creates problems if the trophies are not forwarded by the holders to the Contest Secretary by the prescribed time.

- a. The National Association will appoint a National Trophy Convenor.
- b. The Contest Committee will appoint a Trophy Receiving Officer to be Custodian of the Trophies and to organise cleaning the trophies, if required prior to the Contest.
- c. Refer to Rules on Trophies - Chapter (7) Page 22, Paragraphs 7.1 - 7.6 inclusive.
- d. Bands will compete for trophies, medals and/or certificates.
- e. Cash prizes may, at the discretion of the Board, be competed for at Contests.
- f. Bands winning trophies at a Contest must have them engraved at the bands' expense.
- g. The National Trophy Convenor will communicate with the Trophy Receiving Officer to organise an address and a date for the return of trophies. The date is to be not less than one month prior to the Contest. Bands failing to forward trophies within the prescribed time will be liable to a penalty of \$20 or such other disciplinary action as shall be determined by the Board.
- h. The National Trophy Convenor will contact bands holding trophies to let them know the date they are to be returned and the address they are to be returned to.
- i. The National Trophy Convenor will send the procedures for the return of trophies and a schedule of bands who won trophies the previous year and which trophies they are holding to the Trophy Receiving Officer.
- j. The Trophy Receiving Officer will mark off the trophies on the schedule as they arrive and will notify the National Trophy Convenor which trophies have been returned.
- k. The National Trophy Convenor will chase up any band who have not returned trophies by the due date.

- l. The Trophy Receiving Officer will be custodian of Trophies and will, on their receipt, check for any damage and report this damage to the National Trophy Convenor.
- m. The National Trophy Convenor will report this damage to the Board.
- n. The cost of any such repairs considered not to be due to fair, wear and tear, will be recoverable from the band from which the trophy has been received.
- o. The Contest Committee will allocate a secure room on the grounds for the trophies. This room is to be downstairs and as close to the presentation area as possible.
- p. The Contest Committee will provide 4 trestle tables to place the trophies on for presentation.
- q. The National Trophy Convenor will provide Tartan material to cover the tables.
- r. The Trophy Receiving Officer will take the trophies to the grounds on Thursday morning and separate them in to Grades and leave them in boxes in the Trophy Room.
- s. With the assistance of the Trophy Receiving Officer, the National Trophy Convenor will set the trophies up on the tables in order of presentation.
- t. The National Trophy Convenor will have small wooden blocks for each trophy with the name of the award printed on the front side and the name of the trophy printed on the reverse side. These wooden blocks will be placed in front of the corresponding trophies with the name of the award showing.
- u. The National Trophy Convenor will organise a script in order of presentation and will write the winning bands' names on to the script from the master score sheets once they have been completed by the Recorder's office.

- v. Winners will not be announced until the Presentation Ceremony. The Association President will announce the results.

- w. Two copies of this script will be required. One will be given to the President and the second one will be for the National Trophy Convenor to follow during the presentations.

- x. The National Trophy Convenor will make contact with the Contest Committee to ask if they have any dignitaries they would like included in the Presentation Ceremony.

- y. As the winners are announced, the National Trophy Convenor will pick up the appropriate trophies to hand to the presenters. The Trophy Receiving Officer will also be at the trophy table to assist the National Trophy Convenor.

Special Awards.

The Association may, from time to time, approve Special Awards. The purpose, the criteria by which the competition will be assessed, and the judge or judges of any such award, shall be fully set out and advised to competing bands.

Any trophies won at a Contest must remain in New Zealand.

16. Appendix 1- Financial Planning Requirements

The requirements so far have covered the logistical aspects of Contest organisation. The Association also recognises the need for careful financial planning and management and the following comments, requirements and suggestions are offered to all national Contest Organising Committees.

- 1) Chapter 2.3.7 (page 5) of the Contest Rules requires the Association to provide Organising Committees with the financial results of the previous three Contests. That rule also requires Contest Committees to submit financial forecasts and results in the same format.
- 2) Forecasts. The Board will liaise with your committee on the financial forecast shortly after this has been submitted.
- 3) The Board recommends that your committee takes careful note of the constitutional financial requirements as to "who pays for what". (Contest Rules, Appendix 3 Expenses of Judges and Officials No. 2).
- 4) The Contest Rules provide for the payment of a grant of \$1,500 plus GST by the Association. (Contest Rules, Administration 2.3.5).
- 5) Expenditure. The financial reports from the previous three Contests will give your committee an idea of the areas that need addressing. Local conditions will play a big part in many of these expense items.
- 6) Promotion/Advertising. This is recognised as a difficult area and big spending may not necessarily be effective. What about considering contacting schools, clubs, associations, and businesses with a bulk purchase of tickets (maybe at a discount). A by-product of this could be ongoing recognition and support of the bands in your area.
- 7) Judges. These costs are made up as follows:
 - Travel
 - Accommodation
 - Meals
 - Other expenses, fees.
- 8) Accommodation and Meals. These should be of a reasonable standard and, therefore, at a reasonable cost.

- 9) Ground Hire. The cost of hiring the venue will depend on the ownership of the ground. However, if it is under the jurisdiction of your local Council, it may be possible to rent this at a "friendly" rate on the basis that the Contest attracts a significant number of "out-of-towners" thus injecting funds into the local business community. City and District Councils do like to promote their area - maybe this could be a persuasive promotion on your part.
- 10) Sponsored Expenses. It may be possible to have such items as printing, photocopying, security, internet, public address system and the like partly or wholly sponsored.
- 11) Printed Programme. As with the social function this ought, at least, to break even with the design and printing costs covered by advertising and sales. It is recommended that a profit should not be anticipated and, therefore, used to help to cover the running costs.

12. Income

- a) Sponsorship. The Association will work with your committee to obtain sponsorship. This can be in different forms - from a major sponsor (with naming rights to the Contest) to individual sponsorships of a particular events, e.g., the XYZ Grade 2 Street March.
- b) It would be worthwhile contacting the various banks in your area before deciding which bank to use. If there is a possibility of sponsorship the Association could assist.
- c) Radio stations seem to be keen to be involved and various benefits could be achieved by their involvement.
- d) Gate takings This is the most difficult area to forecast but is, undoubtedly, linked to the effectiveness of your promotion and advertising plan.
- e) The income and expenditure items as listed in the formatted report are not intended to be exhaustive - that would be too restrictive to your planning.

Any suggestions to enhance these Guidelines from your experience in the running of the Contest would be most welcome.

Finally, the aim of the Contests is to make a sound profit, and this is invariably the result of careful planning and financial controls. The Association, by way of the Management Board and its support teams, will always be available to liaise, assist and advise.

17. Appendix 2 – Timetable of Important Dates

Organisation based on the premise that the Contest will be held twelve months later.

Early February - Newsletter No 1 to all bands, Centres and Australian bands advising preliminary details of the Contest.

Early May - Newsletter No 2 to all bands to include questionnaire on accommodation requirements - final date 30 June. Apply to Association for \$1,500 advance as per Rules. Submit draft Contest Schedule to Association for approval.

June 30 - Final date for preliminary advice on intention to compete with estimated accommodation requirements.

Late July - Advice to Executive Officer re interested bands and Newsletter No 3 to all bands that have signified their intention to compete advising further details.

November - Closing date for entries. Final programme of events to be discussed with RNZPBA Contest Group Leader before being forwarded to Association for approval. Programme cover design sent to Association for approval. Draw for all events will be made by RNZPBA Contest Group Leader and a member of the Management Team. Appointment of Judicial Committee members (2) from Contest Committee.

Late November/Early December - Newsletter No 4 to all competing bands advising accommodation and draw and enclosing questionnaire for the Announcer and plan of ground.

December - Programme, band members, passes, season tickets, and official ribbons to printers. Decision on official invitations and complimentary tickets. Apply for Booth Licence. Final date for arrival of trophies one calendar month as per Contest Rules, Trophies and Awards 7.4.

February - Time Scheduling completed by RNZPBA Contest Group Leader and sent to the Organising Committee for inclusion in the Programme. Arrival of Programmes, band members' passes, season tickets and official ribbons from printers. Final circular to competing bands. Final date for arrival of Announcer's notes.

March - Mark out grounds, the day prior to the Contest. RNZPBA Contest Group Leader will assist Judges meeting prior to the Contest, a suitable venue to be arranged within the confines of the Judges' accommodation (if possible). Contest the following two days. Repay amounts borrowed from the Centre.

June - Final Accounts and Balance Sheet to be in the hands of the Executive Officer as per Rule: Contest Rules, Appendix 3, No. 3 CONTEST ACCOUNTS.

General

It is important for any Centre or band contemplating applying to run a National Contest to ascertain what local sponsorship is available before applying.

Once approval is granted actively pursue free advertising from the media and individual sponsorship for any Contest event not already sponsored. (Check with the leader of the RNZPBA Promotions Group).

Do not overspend on advertising; it should be approximately 10% of budgeted gate takings.

Judges' accommodation should be close to venue (where possible) based on single rooms.

18. Appendix 3- Chief Recording Officer Requirements

- i. The Chief Recording Officer requires a private office as near as possible to the main competition area.
- ii. A high-end multifunction device (printer, scanner, copier) is required, setup by 10 am Thursday morning.
- iii. High speed access (fibre) to the internet for processing of the results and placement of results on the website
- iv. Desk, two trestle tables and six straight back chairs
- v. Plenty of power points and extension cords
- vi. A whiteboard (on wheels preferable)
- vii. Rubbish bin

19. Appendix 4 – Livestream Broadcast Team Requirements

- i. 2 x 5 x 3 tents for the livestream team on the edge of the premier circle facing the circle erected by Wednesday evening.
- ii. 3 tables and eight chairs for each
- iii. Connection (Cat 5 cable) to a local router which is connected to a Chorus Fibre feed to the internet
- iv. Tents, desk, chairs, connecting to power, connect to the internet must be setup on Wednesday for the livestream team so start their setup early Thursday morning if the contest starts on a Friday
- v. Grounds need to be made available for marking and painting on the Wednesday if the contest starts on a Friday
- vi. Ground painting must be completed on Wednesday
- vii. Assist the livestream team to contact a local IT company for support
- viii. Assist the livestream team to contact a local company to supply technical equipment
- ix. Have an electrician on site to assist with the supply of power cables
- x. Power and internet for the livestream tent available first thing Thursday morning as it takes all day to set up (please advise internet speed – upload and download beforehand). Note: if this is not possible, please advise and the livestream will look at other options for accessing the internet.
- xi. The sound system needs of high quality and heard by all public and bands in attendance.
- xii. The sound system providers need to be aware there is a requirement to integrate the livestream system (audio) with the PA system for the prize giving.