

Colorado Bandmasters Association Official Announcer's Guide

Days prior to the contest:

1. Know the stadium location and performance schedule.
2. Have the cell number of the CBA Chief Judge and contest host.
3. Have your CBA staff pass or other arrangements for entry into the stadium and press box.

Equipment needed:

1. Walkie Talkie to communicate with T&P judge, CBA Chief Judge (this will be provided by contest host).
2. Digital Atomic Clock with display that shows seconds, not just minutes.
3. Announcer book with band announcements, show announcements, awards script, etc. (provided by contest host).
4. Pen/pencil

Prior to the start of the contest

1. Arrive at least one hour prior to start time for first performance.
2. Introduce yourself to CBA Chief Judge.
3. Learn how to operate PA system and do test check for volume.
4. Obtain announcer book.
5. Verify band order in announcer book with printed schedule.
6. Give announcer book to CBA Chief Judge to approve announcements.
7. Review the printed Awards script for prelims and for finals with the CBA Chief Judge.
8. Review announcements, check phonetic spelling of names.
9. Meet with CBA Timing and Penalties Judge to discuss procedures regarding timing, communication, etc.
10. Give the CBA Chief Judge the awards script.

For each band:

1. Give verbal alert regarding how much time remains prior to the scheduled start time for each band (i.e. "one minute," "30 seconds," etc. via walkie talkie to Timing & Penalties judge and the assistant).
2. Give verbal countdown from 10 seconds to the scheduled start time via walkie talkie to Timing & Penalties judge and the assistant.
3. **Exactly 3 minutes and 15 seconds** after the scheduled start time you begin reading the announcement. **The only exception to this will be if**

- the Timing & Penalties judge tells you to start the announcement early. A director has the option to do this.**
4. Some bands will start performing prior to the 3:15 mark, this is a “pre-show.” You will ignore what they are doing and announce at 3 minutes and 15 seconds. Again, the only exception to this will be if the Timing & Penalties judge instructs you to announce earlier.
 5. Practice reading the standard announcement in order to keep it no less than 30 seconds and no more than 45 seconds. This timing affects the pre-show that many bands have designed into their overall show design.
 6. Once the band’s performance has concluded you will read the exit announcement. DO NOT ASSUME THE END OF THE MUSIC OR A SALUTE IS THE END OF THE SHOW. Watch for parents and the director to move to the sideline to help move equipment to know the performance has concluded.
 7. Start the process to bring the next band onto the field. If there is enough time you may announce regarding concessions, souvenirs, etc.
 8. At no time should you adlib or go off script.

Before the last two bands perform you will announce the location where Drum Majors should assemble for the retreat. Check with Timing & Penalties judge for the location.

Wait until the CBA Chief Judge gives the OK to bring drum majors front and center.

Wait for the signal from the CBA Chief Judge to start the awards presentation.

For all prelims/finals contests you will need to make several announcements regarding clearing the stands after the preliminary awards presentation.

For all prelims/finals contests you will need to remove the announcements for all non-finalist bands and put the announcements for the finalist bands in performance order.