



SHOW TEAM PROP MEETING



Show Team Coaches,

The time frame guidelines we have used in the past for set up and break down of sets have helped us to complete each round of competition in a reasonable amount of time for the enjoyment of the fans. Consequently, the time frame will again be used this year.

Attached are the guidelines to be used. Depending how closely they are followed this year will determine the necessity of putting them into rules with penalties attached in the future. The guidelines, time frame and efficiency will be reviewed after state. It is recommended that these guidelines be tried at local competitions where possible.

Please review the guidelines with your prop team paying close attention to the staging of floors and sets. Have practice sessions for your prop team so that each person understands his or her job during the set up and break down of the show. Be sure to have adequate staffing to cover all parts of your set up and break down.

GUIDELINES FOR SHOW TEAM SET UP AND BREAK DOWN

1. A meeting will be held for the head prop/set coordinators from each Show Division School prior to the first round of competition at State. This is to clarify and coordinate with the other teams. Each school will need to have a representative present at this meeting. It will be held in the main arena on Wednesday, March 18, 2009 at 7:30 AM. Robin Hare, Vern Nickens and Pat Keaveny will facilitate this meeting.
2. Six minutes between performances will be allowed for setup and break down. A one-minute warning for set up to be completed will be given. Teams are to work together—during the break of the previous team the next team should be moving props/sets to the back/side of the floor to be staged immediately once the floor is down. Work together so that you do not interfere with the break down process of the previous team.
3. The six-minute timing will begin once the performance is complete, music is complete or prop team enters the floor—whichever can be determined first. Both the break down and set up should begin immediately.
4. All floors are to be staged on the left (south) side of the coliseum when unfolded for use. If the floor is in two pieces, have adequate prop team support to unfold and fold both pieces efficiently. A specific group for each section is recommended.
5. Clear the sets quickly from the floor so it can be removed. Sets may be set to the back or side of the floor so that a quick fold of the floor can occur while sets and props are being moved back to the appropriate staging area.
6. All floors are to be removed to the right (north) side of the coliseum. Remove the floor quickly. Time will be allowed prior to the second round for proper refolding of the floors.

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7. Staging area for all props/sets should be closest to the side/corner of the floor to where they will be placed for use. The State Prop Coordinator will direct staging of the props.



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8. Follow all rules and procedures as outlined in the DDCA Coaches Handbook and guidelines from the State Director.
 9. Adequate staffing of your prop team is essential. If your team is in violation of the guidelines, the coach and team prop/set coordinator will be met with between rounds at state to discuss ways to improve timing.