

## *Coffee Marching Invitational*

Dear Directors,

First of all, I want to thank you for choosing to participate in the Coffee Marching Invitational. We are excited about hosting this event.

There are a few request that I would like to make of you that I feel will help our event run smoothly. If you have any questions, please contact me. You will find my contact information in this correspondence.

Thanks,

Steve Myers  
Cell Phone: 912-393-5662  
Office Phone: 912-389-6584  
Email: [steve.myers@coffee.k12.ga.us](mailto:steve.myers@coffee.k12.ga.us)

Zach Williams  
Cell Phone: 912-850-2635  
Office Phone: 912-389-6645  
Email: [zach.williams@coffee.k12.ga.us](mailto:zach.williams@coffee.k12.ga.us)

### **Buses:**

- Please bring your buses into the stadium parking (South End) area via Van Davis Road from Hwy 441. Please see Google Maps.
  - **159 Trojan Way, Douglas GA 31535**
    - (School Address-The Stadium is right next to the school.)
- Please ask students not to leave items of value on the buses. This parking area is very safe, but it is difficult to completely monitor the buses due to the fact that numerous students will be on and off the buses.

### **Registration:**

- The registration booth is located at the southeast side of the stadium (visitors' entrance). One of our students/parents will meet you at your buses and escort you to this area.

### **Changing Areas:**

- Please have a male and a female chaperone supervise your students while they are in the changing rooms. We will need assistance with supervision in these areas simply because we do not know the students from your school.

### **Hospitality Room:**

- The hospitality room will be located inside the Coffee High School building. Please be sure to inform your bus and equipment truck drivers as well as your staff members and all directors (and spouses) that the hospitality room is provided for their enjoyment. We do ask that use of the hospitality room be limited to these individuals. Your cooperation with regard to this matter will be appreciated. There will be a constant shuttle running between the stadium to the hospitality room.
- We will have a dinner for the band directors and staff in the hospitality room during the dinner break between the festival and competition portions of the event.

**Forms:**

- If you completed the online registration process, I will already have most of the information needed for the event. The Announcer's Script can be completed and emailed to me or turned in at registration. The Director's Declaration Form can be turned in (or filled out) at the Registration Booth.

**Seating in the Stadium:**

- All bands will sit on the home side of the stadium.

**Video Recording:**

- You will be afforded access to the upper deck (roof) of the press box for video recording of your band only.

**Special Requests:**

- If you have any special requests, please see one of the Coffee High Directors (Steve Myers, Zach Williams, or Andrew Bennett) or any contest official. We will do our best to accommodate any need.

**Adjudication Sheets:**

- The judges will be instructed to provide any written comments on the back of your adjudication sheets that they feel could be helpful to you in preparing your band for the finals future contests and festivals.

**General Requests:**

- If you experience any difficulties in getting to the venue in time for your warm-up and performance, please call Steve Myers on his cell phone and inform him of your situation at 912-393-5662.
- Please let us know of any way that we can be of assistance to you and your band members/chaperone, etc. through out the day.
- Please conform to all requests with regard to scheduling. It is our goal to keep the event on schedule.
- We ask that you please do not bring in any outside food to CMI. Please support our Band Boosters and eat at the concessions stand. This will enable us to continue the contest for many years to come.

**Field Props:**

- Field Props can be staged in the area beside the registration booth. This area will have easy access to the field and the parking lot. Please inform the CMI staff if you will need to stage props in this area upon your arrival.

**Most Importantly:**

- Good luck to you and your group. Thank you for supporting the Coffee Marching Invitational!
- Please contact me if you have any additional questions or concerns.
- Please be sure to review the information contained on the other documents included with this correspondence.