

Coffee Marching Invitational

Dear Directors,

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

There are a few requests 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,

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

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

Buses, Equipment Trucks/Trailers. & General Parking:

Please bring your **buses** into the stadium parking (North End) area via Chariot Trail from Hwy 441. Turn right onto Trojan Way and then left onto Bonwell Royal Road to proceed to the parking area. Buses will be parked in the gym parking lot. Parking attendants will be awaiting your arrival and will assist you with parking. Please note that only band buses and equipment vehicles will be allowed to enter this parking area. We ask that students 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.

Equipment Trucks may also access stadium parking (North End) area via Chariot Trail from Hwy 441. Parking attendants will be awaiting your arrival and will assist you with parking. Please note that only band buses and equipment vehicles will be allowed to enter this parking area.

Spectator Parking will be located on the South End of the stadium. From Hwy 441, turn onto Davis Road and proceed to the designated parking area. Parking attendants will be awaiting your arrival and will assist you with parking.

159 Trojan Way, Douglas GA 31535 - (*School Address-The Stadium is right next to the school.*)

Registration:

The registration booth is located just outside the gym in the bus parking area on Bonwell Royal Road. One of our students/parents will meet you at your buses and escort you to this area. (You may also stop and register before parking.)

You will receive a directors' packet at the registration table that includes a schedule of the day, your Performance Bond Check, and armbands for you, your staff, & chaperones. Directors and Staff (bus drivers included) should get the red and black, CMI stamped armbands which grant access to the Hospitality Room. The Chaperones will receive white armbands. Your band guides will meet you at your buses and give your students their black armbands.

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 dinner for the band directors and staff in the hospitality room during the dinner break.

Forms:

If you completed the online registration process or submitted a printed registration form, we will already have most of the information needed for the event. The Director's Declaration Form can be turned in (or filled out) at the Registration Booth.

Seating / Video Recording:

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

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

Adjudication Sheets:

The judges will be instructed to provide any written comments on your adjudication sheets that they feel could be helpful to you in preparing your band for future contests and festivals. They can be picked up after the Awards Ceremony on the field at the 50 yard line.

General Requests:

- If you experience any difficulties in getting to the venue in time for your warm-up and performance, please call Zach Williams (912-850-2635) cell; or Steve Myers (912-393-5662) cell; and inform them of your situation.
- Please let us know of any way that we can be of assistance to you and your band members/chaperones, etc. throughout 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 band field exit gate. 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.