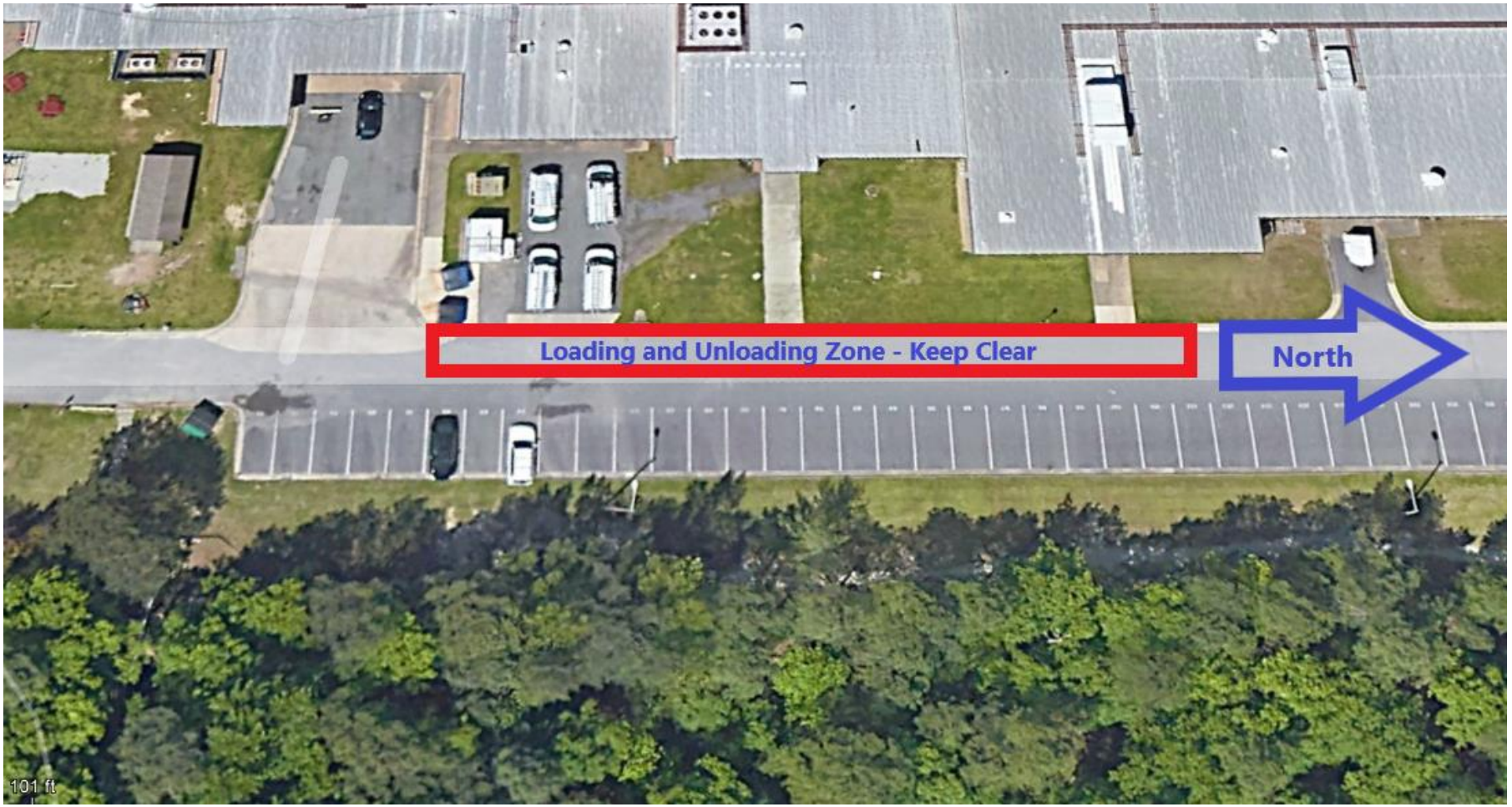
Equipment Parking Guidelines for Loading and Unloading

* Generally, for both loading and unloading we require the space inclusive of the entire sidewalk exit point to the street through about ’90 with the vehicle facing north plus the space inclusive of the entire sidewalk exit point to the street up through the parking lot just south of the band exit door on the building side with the vehicle facing south.
* Student pickup location after away events is the parking area near the bus loop unless otherwise instructed.
* Safety cones will be placed whenever possible to denote the space depicted in the picture, below.



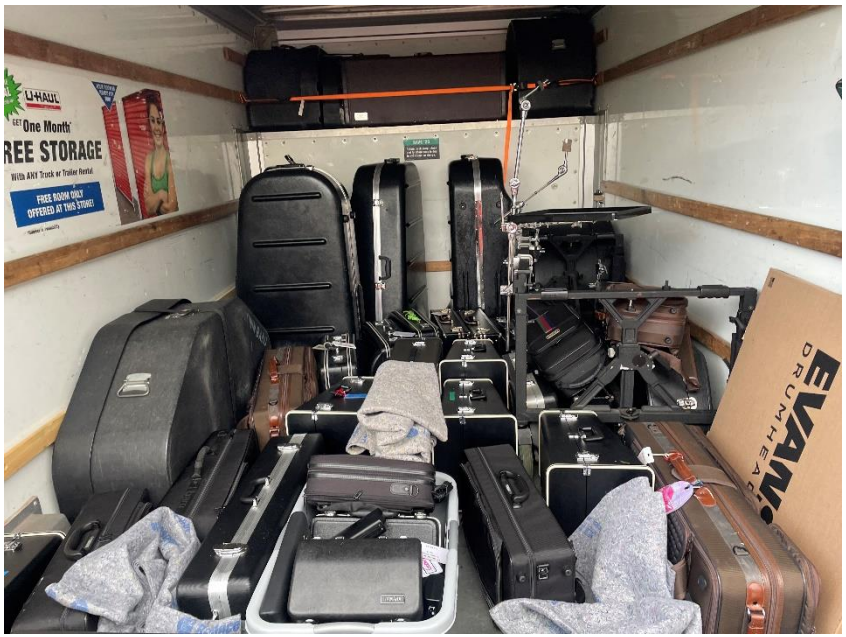
Band Equipment Organization for Transportation to/from Away Events

The following pictures show the general organization of the equipment for the 18ft trailer, 15ft Uhaul, and 20ft Uhaul rental truck.

- ***The trailer is used to transport the fence props, panels, synthesizer, major stands, generator, ramps, water coolers, toolbox, and color guard flags.***
- ***The 15ft Uhaul truck is used to haul all the individual instruments in cases, water coolers, auxiliary cart, and any other miscellaneous items.***
- ***The 20ft Uhaul truck is used to haul all pit equipment except the synthesizer, auxiliary cart, and generator.***
- ***Numerous miscellaneous items will be loaded where appropriate in the trucks or trailer to include the plumes, water coolers, field prop spare parts, toolbox, trailer tire changing supplies, flags, rifles, LED lights, safety cones, etc.***

15Ft Truck Typical Organization

* Cases in the attic area should include a larger cased instrument between the ratchet strap and the snare drums to better secure the items in transit.
* Instrument cases are to be arranged as necessary to fill voids on the floor to limit movement of cases and instruments in transit.

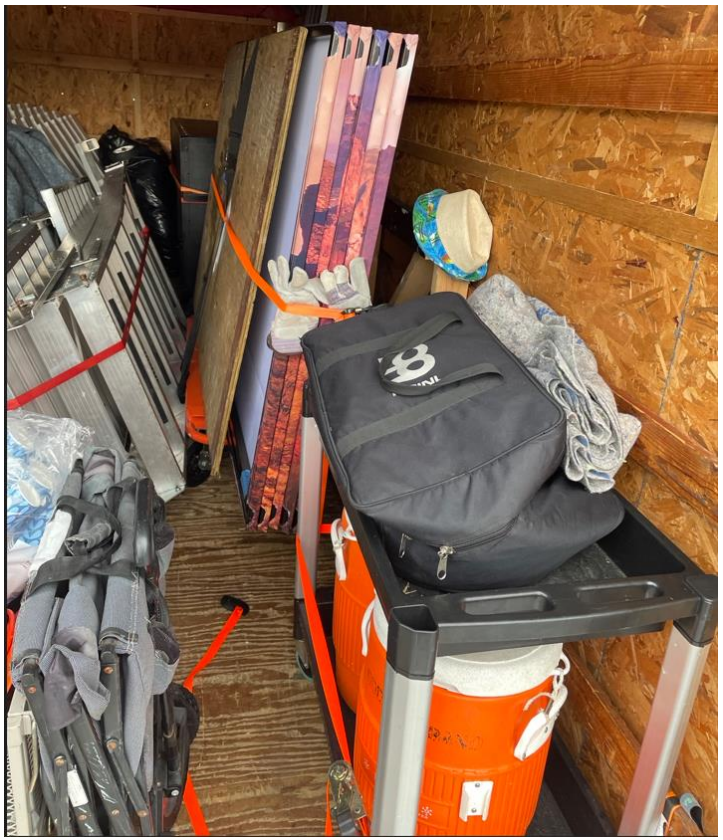


20Ft Truck Typical Organization

* All pit equipment except the synthesizer, auxiliary cart, and generator.

18Ft Trailer Typical Organization

* Clean the surface of the fence props before departing for any away events and, where appropriate, touchup any significant paint defects.
* Fence props are stacked oversetting alternating front to back with 7 panels in the front and 5 panels over the wheel well on the driver side strapped in place.
* Synthesizer is placed at the front passenger side of the trailer double strapped.
* Major stands are placed against the 5 fence props mid trailer mirroring each other (front to front) strapped and padded.
* Panels and the panel cart are slide between the wheel well passenger side and the major stands being careful not to damage the wires attached to the base of the panes. When loading and unloading panels they tend to slide on the cart. Remove and store the protective plywood layer on the panels inside the trailer for performances. Place the plywood back on the carts before securing panels for return.
* Spare parts and equipment supplies (tires, wheels, wheel assemblies, fix-a-flat, nuts, bolts, screws, touchup paint, straps), a toolbox, and trailer tire changing supplies (ramp, impact wrench) are loaded on the trailer near the exit doors for ready access if needed or in the cab of the 15 ft truck (pulls trailer).
* Turn on the truck parking lights to turn on the interior LED trailer lighting.



Band Equipment Field Placement

* 3 panels on each side (6 total panels) should be placed between the 37.5 and 45.0 yard markers on each side. Each panel has a specific location. The corners of each panel are marked with clear indication of where each panel is to be placed relative to the yard markers. Front panel base should be placed on the yellow line in the out of bounds area.
* 2 drum major stands each between the 35 and 36 yard lines with front leg base placed on the grating for the track. Exact location off field can vary for away events, but must always be between the 35 and 36 yard lines.
* 2 speakers placed at about the 36-37 yard lines (just outside the outer corner of the respective panel) turned at about 15 degrees inward pointing toward the center of the stadium audience/judges.
* 12 fence props will be placed facing the stadium audience in the endzone in an orderly fashion to be placed by band members just prior to beginning the performance.
* Generator placed at the 20 yard line on the track right side of field (viewing facing field from bleachers) with exhaust facing toward endzone opposite the band.

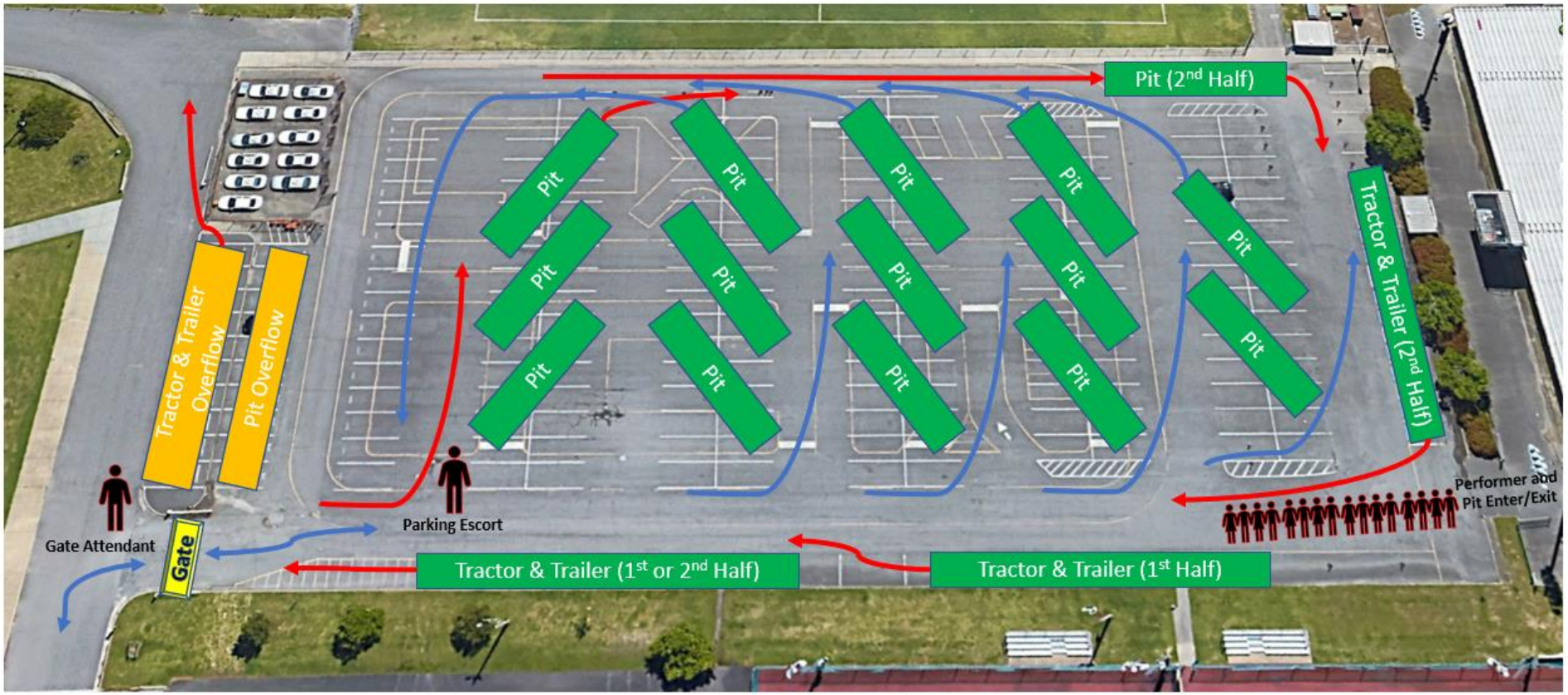
Band Equipment Field Removal

* Fence props are placed by band members prior to the beginning of the performance as depicted. Remove of all equipment including all 12 fence props is the responsibility of the parent/volunteer pit crew, not the band members.

Godwin Invitational - Pit Equipment Vehicle Parking

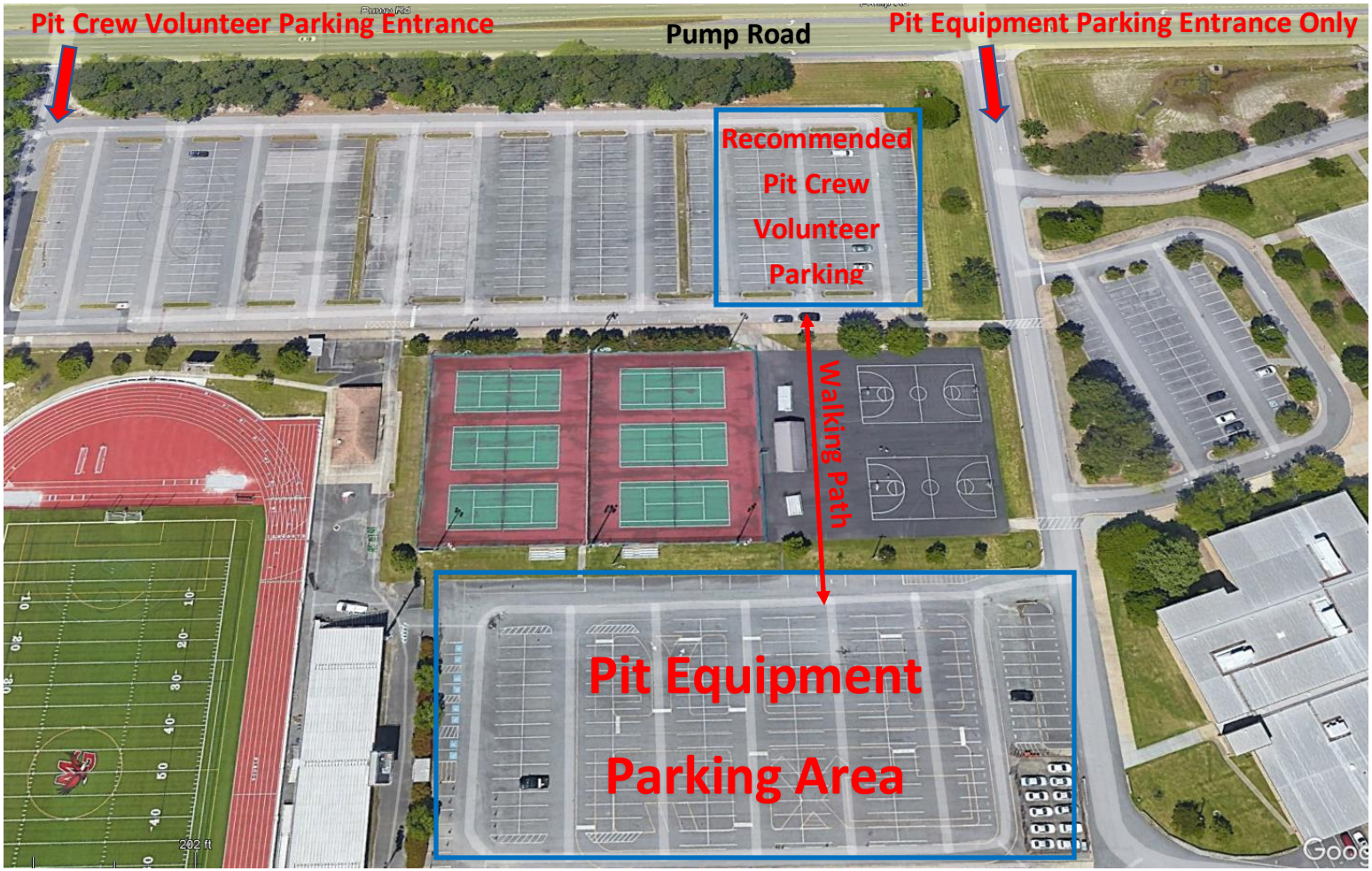
The following pictures depicts the arrangement and flow of pit equipment vehicles to facilitate effective and safe movement in and out of the pit lot. It is highly recommended that all equipment vehicles arrive, unload, reload, and then depart the parking lot in as narrow a window of time as possible to minimize any avoidable congestion in the pit parking area and related hazards with band members marching in and out as well as other equipment vehicle flow.

All visiting pit equipment drivers will be checked in by a gate attended and then escorted to a parking space suitable for the specific equipment vehicle(s) to be parked. If more than one equipment vehicle is to be parked for a specific band a reasonable attempt will be made to place a band's equipment vehicles as close as possible to each other. Departure support will be provided as needed when the equipment vehicles depart the lot.

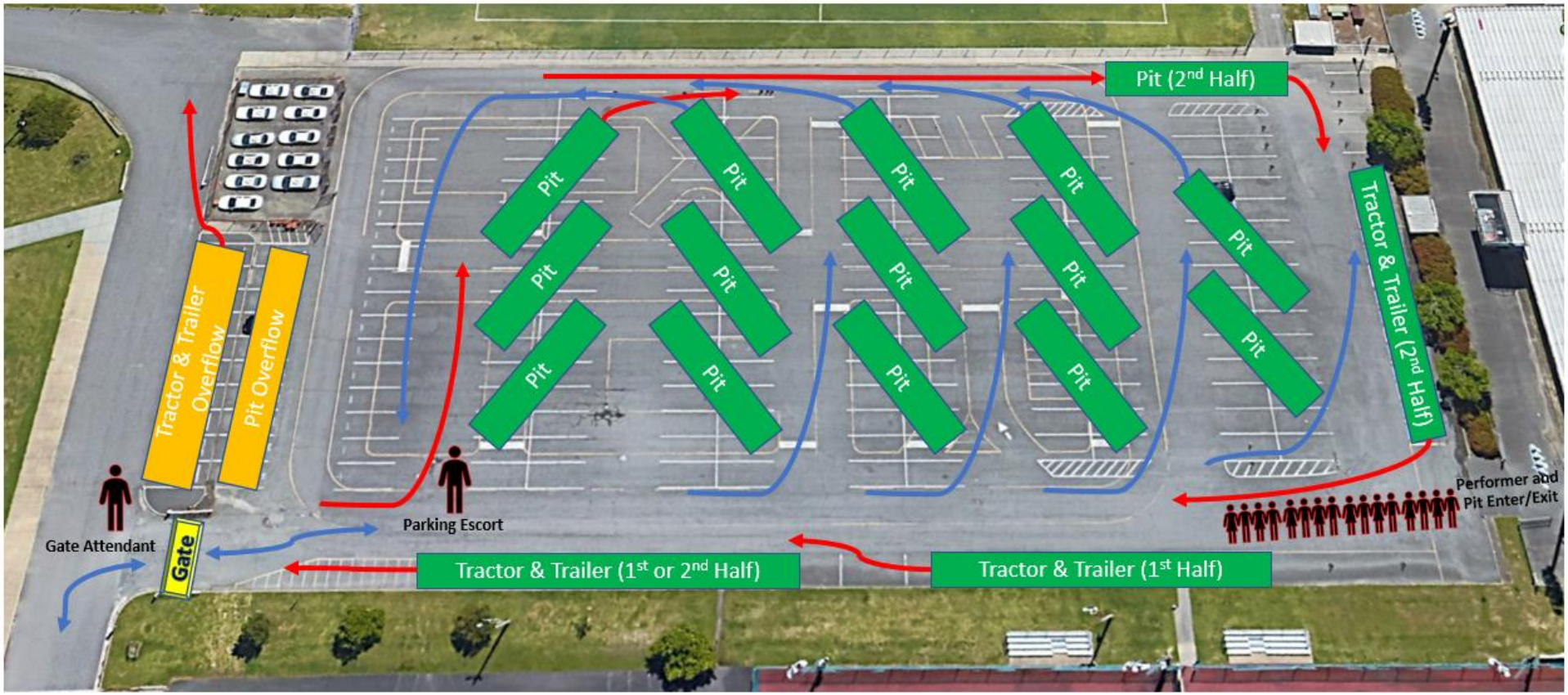


Godwin Invitational - Pit Crew Volunteer Parking

The following picture indicates the recommended pit crew volunteer parking area for close access to the pit equipment vehicles. **Parking of non-equipment vehicles is prohibited in the pit equipment parking lot. Minor equipment items (small, lightweight) in single vehicles must park in the Pump Road lot as these vehicles will not be permitted in the pit equipment lot** to ensure sufficient, safe, and efficient use of the pit equipment lot space for trucks, trailers, as well as band member and pit equipment passage to/from the field.



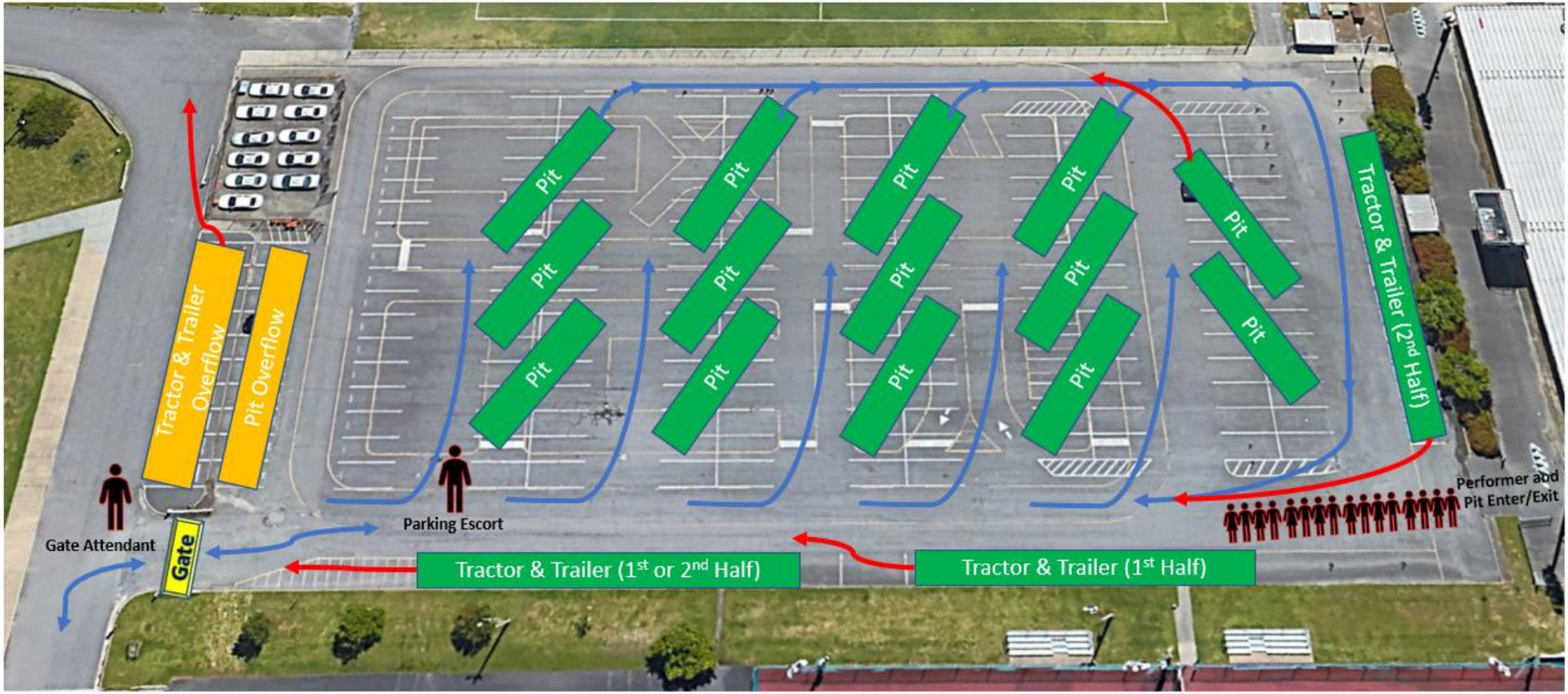
Option 1



Parking Strategy Considerations for Option 1:

- Minimizes traffic flow overlap with students while exiting when the escort will not be monitoring departures
- Avoids parallel parking complications for drivers less comfortable with the technique
- Provides space for equipment and vehicle more effectively than parallel parking
- Normally provide adequate lane for vehicle entry and exit to and from each space throughout the duration of the event
- Requires parking escort to ensure parking is consistent with space available, student traffic, and proximity to partner vehicles when more than one vehicle needs to be parked for a band
- Requires regulation of entry to ONLY equipment vehicles

Option 2



Parking Strategy Considerations for Option 2:

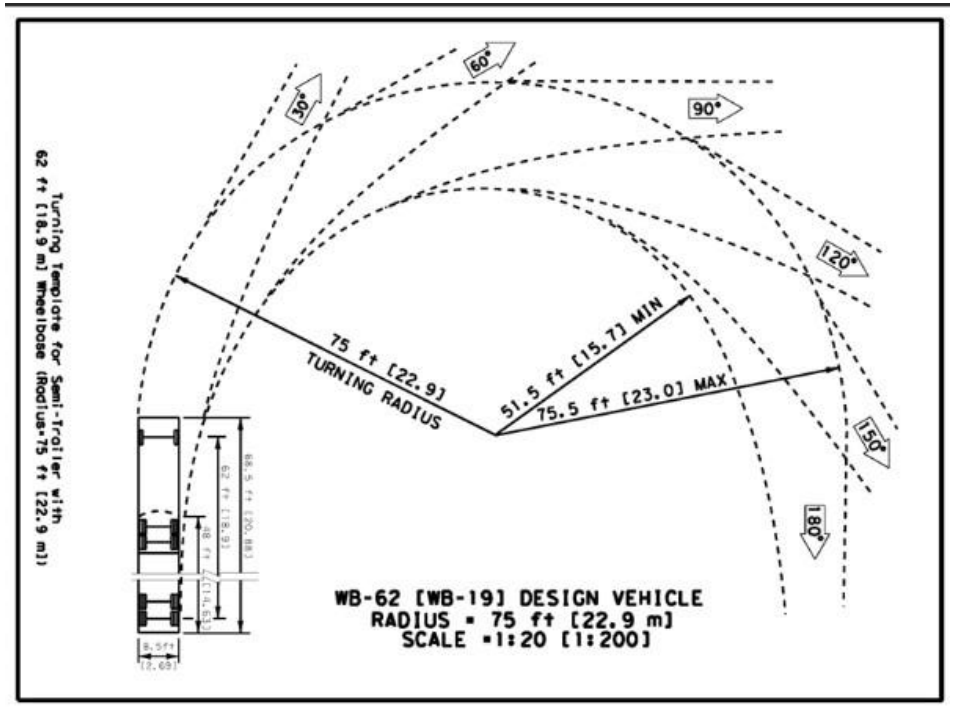
- Avoids parallel parking complications for drivers less comfortable with the technique
- Provides space for equipment and vehicle more effectively than parallel parking
- Normally provide adequate lane for vehicle entry and exit to and from each space throughout the duration of the event
- Requires parking escort to ensure parking is consistent with space available, student traffic, and proximity to partner vehicles when more than one vehicle needs to be parked for a band
- Requires careful departure of vehicles as they will have significant movement in the same path as the entering and existing performers and pit
- Requires regulation of entry to ONLY equipment vehicles

Option 3

Parking Strategy Considerations for Option 3:

- Minimizes sharp turns, but does not avoid them some due to pit equipment handling in the area where turning is required
- Minimizes traffic flow overlap with students while exiting when the escort will not be monitoring departures
- Requires parallel parking of truck and trailers
- Maximizes the number of vehicles that can be fit on the lot while not leaving as much space for equipment as Options 1 or 2
- Likely to impede normally passage for vehicle entry and exit to and from each space throughout the duration of the event
- Requires parking escort to ensure parking is consistent with space available, student traffic, and proximity to partner vehicles when more than one vehicle needs to be parked for a band
- Requires regulation of entry to ONLY equipment vehicles

Semi Truck and Trailer Turning Radius Req'd



Rain Schedule Plan for the Godwin Invitational

In the event of inclement weather, heavy rain or thunder and lighting, the Invitational will be relocated from the outside on the school's campus to the inside of the school's building. This plan will be used only if the weather prohibits outside performances. To the best of our ability, a decision will be made the day before the contest if inclement weather is in the forecast and band directors will be notified.

Each Band will perform a standing performance inside the Gymnasium. Visual and General Effect Judges will all move to the Music caption.

The schedule will remain the same under the Rain Schedule Plan.

Refer to the attached Mills E. Godwin High School building floor plan along with these instructions for your band's movement and specific location placement throughout the building.

Arrival to Godwin:

1.) Traffic directors will direct you to the ***Registration/Check-In Table (Door 12).*** Stop at the ***Registration/Check-In Table (Door 12)*** to register and pick up the Band Director's packet of information. Students will disembark buses and enter the school building along with the assigned Student Guides.

2.) Equipment and pit vehicles will proceed around the back of the school to the ***Equipment Unloading Area (Door 15)*** where pit equipment, instruments, etc. will be unloaded. Unloaded vehicles will then move to the ***Equipment Loading Area.*** Equipment will be loaded back onto the trucks at the conclusion of the band's performance. The vehicles will then move to the ***Equipment*** parking lot.

3.) Student Guides will direct Band Groups as they enter the building to the appropriate area: either to the restrooms or to one of the ***Staging Areas (Designated Hallways)*** to wait until the scheduled time to proceed to the designated ***Warm Up Areas (A or B).***

4.) Student Guides will accompany Band Group to its designated ***Warm Up Area: A (Band Room) or B (Auditorium).*** for the scheduled 30-minute warm-up time.

5.) Student Guides will accompany Band Group to the ***On-Deck Area (Gym Hallway).*** at the scheduled time. *Please keep noise to a minimum.*

6.) Pit equipment will be moved to the ***Commons/On-Deck Area (Gym Hallway)*** near the Gym Main entrance at time band students are moving to On-Deck.

7.) Student Guides will accompany Band Group to the ***Performance Area (Gymnasium)*** at the scheduled performance time. Each band and equipment/pit group will have 15 minutes to take the floor, set-up, perform and exit.

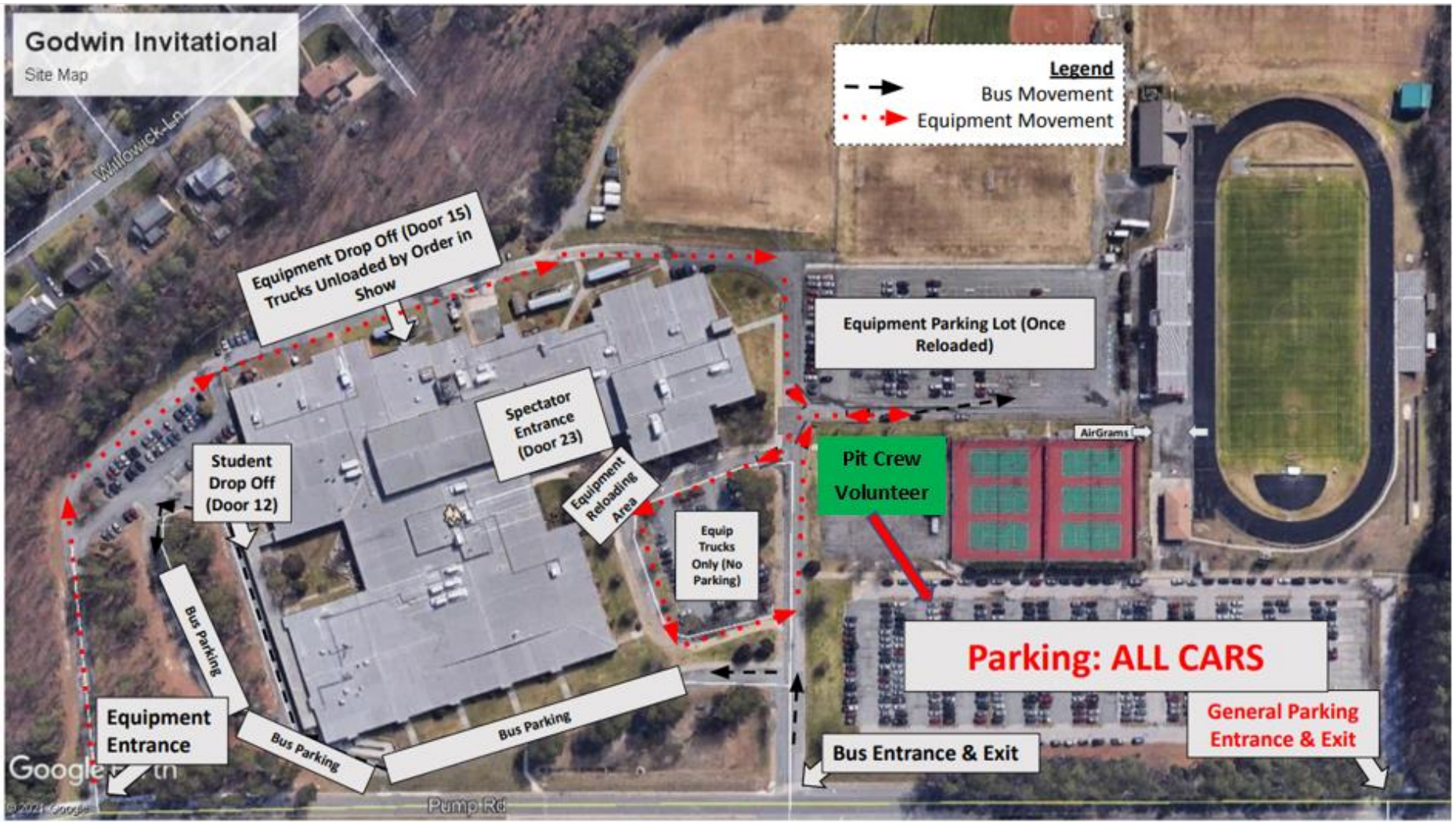
8.) After the Band Group's performance, the Band Group will exit out of the ***Performer Exit (Door 21).*** From there the Student Guide will direct the Band Group out to their equipment truck to load equipment. Band Groups will be permitted to enter the Gymnasium between performances to watch other groups. The Equipment and Pit trucks will be waiting at the ***Loading Area*** to reload equipment, etc. Trucks will then park in the ***Equipment Parking*** lot.

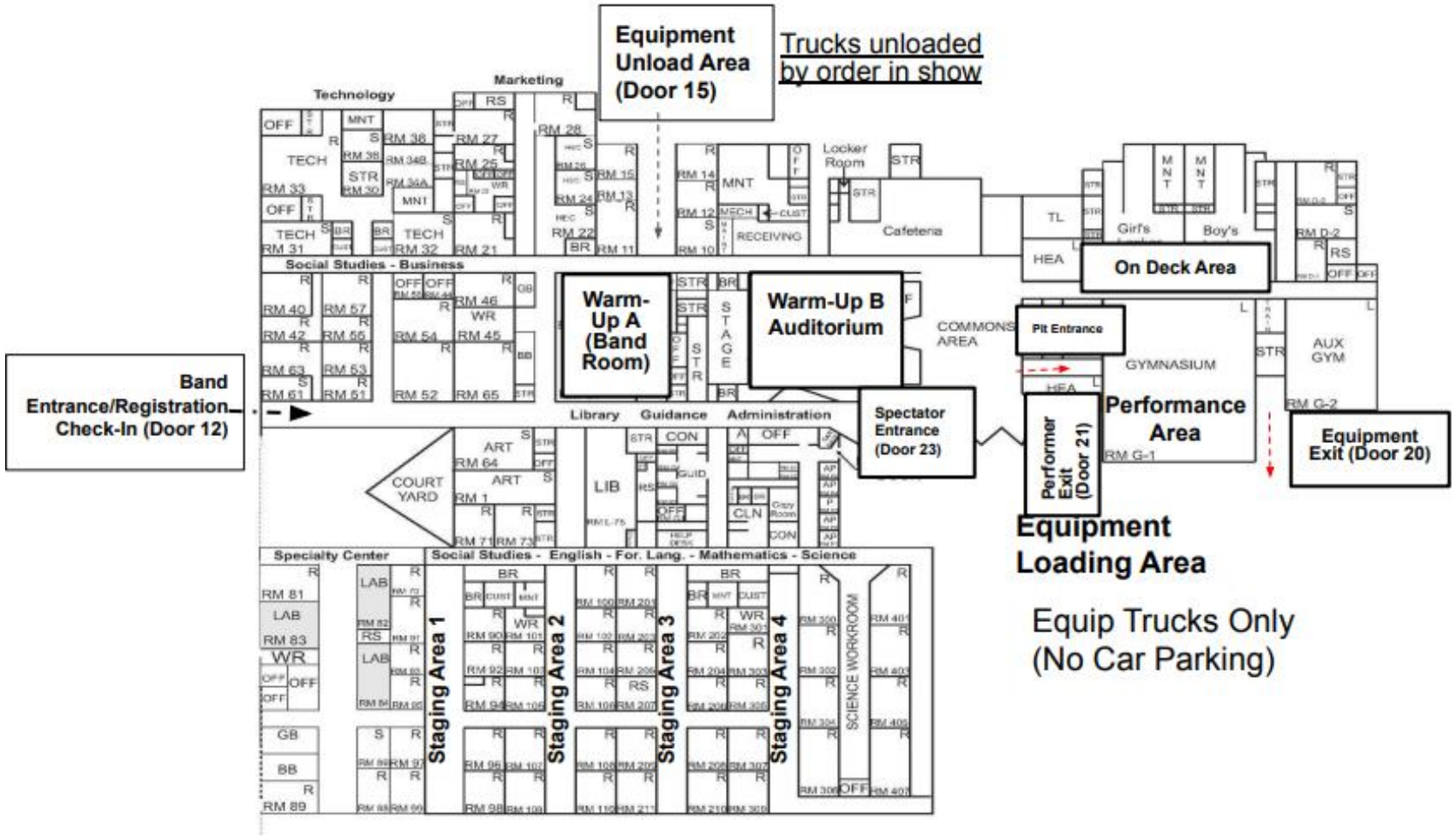
Concessions will still be available in the Commons

A Final Note for Consideration: Please help make the most out of the Rain Schedule Plan in keeping a positive and flexible attitude.

Godwin Invitational - Equipment Parking - Indoor Event

The following picture indicates the recommended equipment related parking for an **Indoor Event**. **Parking of non-equipment vehicles is prohibited in the pit equipment parking lot. Minor equipment items (small, lightweight) in single vehicles must park in the Pump Road lot as these vehicles will not be permitted in the pit equipment lot** to ensure sufficient, safe, and efficient use of the pit equipment lot space for trucks, trailers, and band member and pit equipment passage to/from buildings.




Equipment Unload Area (Door 15)
Trucks unloaded by order in show
Technology
Marketing
Locker Room
Cafeteria
RECEIVING
Social Studies - Business
Warm-Up A (Band Room)
Warm-Up B Auditorium
COMMONS AREA
Pit Entrance
On Deck Area
GYMNASIUM
AUX GYM
Performance Area
Band Entrance/Registration Check-In (Door 12)
Spectator Entrance (Door 23)
Performer Exit (Door 21)
Equipment Exit (Door 20)
Library
Guidance
Administration
COURT YARD
Specialty Center
Social Studies - English - For. Lang. - Mathematics - Science
Staging Area 1
Staging Area 2
Staging Area 3
Staging Area 4
SCIENCE WORKROOM
Equipment Loading Area
Equip Trucks Only
(No Car Parking)
Reloaded Trucks to Parking Lot

Godwin - Pit Equipment Offseason Storage Procedure

The equipment used for the marching band requires some specific practices at the end of the season to maximize the useability of the equipment for the next season. The equipment to be managed are the generator, both ATVs, and other miscellaneous equipment as noted below.

- Generator (Refer to the owners manual for details.)
  - Ensure the generator has a properly treated fuel (Stabil or other quality stabilizer) run through the system for at least 15 minutes before shutting down the generator for the season.
  - With the generator switch in the off position drain the fuel from the carburetor through the hose to a catch container for disposal, then reclose the screw on the bottom of the carburetor.
  - Drain the oil from the generator through opening at the bottom of the unit while the oil is warm from the last use, then reinstall the drain plug.
  - Refill the engine with 20 oz of 10w-30 motor oil.
  - Remove, clean, and reinstall the flame arrestor on the exhaust discharge from the engine.
  - Remove the battery for storage and occasional charging offseason.
- ATVs
  - Ensure the ATVs have a properly treated fuel (Stabil or other quality stabilizer) run through the system for at least 15 minutes before shutting down the generator for the season.
  - Top off the tanks with fresh fuel stabilized fuel.
  - Turn the fuel valve to off.
  - Remove the battery from each for storage and occasional charging offseason.
- Other
  - Remove any loose materials like paper towels, rags, etc. from the shed and trailer to limit rodents using them for bedding materials.
  - Hang all hoses on the hooks provided to ensure they are ready for the summer/fall car wash use.
  - Repair and/or replace any tires/wheels on equipment that will likely be used during the following year.
  - Lock the shed and trailer.