

*Atlantic Indoor Association*  
2017 Percussion Championships  
Potomac Senior High School  
3401 Panther Pride Drive, Dumfries, VA 22026

For your convenience, an external map of the school campus and an internal map of the school with all locations labeled is provided to accompany these instructions. Please refer to those maps when familiarizing yourself with the various locations described in the instructions.

**EQUIPMENT UNLOADING, STUDENT DROP-OFF, AND PARKING INSTRUCTIONS.**

1. Upon arrival at the school, all traffic will be directed to turn left onto a side road at a traffic control point on Panther Pride Drive. After turning left:
  - a. **Equipment vehicles and buses** will follow the road to its end at Parking A where they can unload their equipment and drop-off students. Unit check-in is located just inside Door 7 of the high school near the northeast corner of Parking A. If Parking A becomes excessively crowded, equipment vehicles and buses may be directed to unload/drop-off in Parking B.
  - b. **Unit Staff arriving in private vehicles** may park their vehicles in the second parking lot on the right, Parking C, and join their units.
  - c. **Spectators** should park in the first parking lot on the right, Parking D. If Parking D is full, spectators can also park in Parking C. A sidewalk leads up from Parking C/D to the main entrance to the high school.
2. Equipment vehicles and buses should unload promptly upon arrival. While parking and unloading please be considerate of other units, and do not position vehicles and/or equipment in such a way that they obstruct the flow of traffic into and out of the lot.
3. After finished unloading/dropping off, equipment vehicles should depart Parking A, following the road back around to the traffic control point. Vehicles will turn left back onto Panther Pride Drive and follow it around to the back of the school. All equipment vehicles and busses should park in Parking E during the event. Again, please be courteous and orderly in parking to ensure that all vehicles are accessible and that traffic is free to flow into and out of Parking E.

**PRE-EVENT WARM-UP, FLOOR/PROP STORAGE, AND UNIT STAGING.**

1. **Warm-up and Practice upon arrival.** Because of the limited space available for unit drop-off and equipment unloading, and the need for easy and safe traffic flow into and out of the area, **units are asked not to set-up and practice in Parking areas A or B prior to prelims.** Instead, units will fund a driveway across from the entrance to Parking A that leads up to a large practice field and the football stadium. Units are free to find space in either of these locations for practice. When setting up, please do so in a way that will not block other unit's access to the practice areas.
2. **Floor/prop storage.** Floors and any props enter through Door 7 and will be stored in the hallway beyond the unit check-in desk. Units will pick up these items just prior to entering the performance area.

3. **Instrument storage and unit staging area.** Prior to their scheduled warm-up time, units should move the unit staging area with of all their instruments, being careful to allow sufficient time for any necessary pre-performance preparations (e.g. dressing, tuning, etc.). The unit staging area can be accessed through Door 35, which is adjacent to the main entrance of the school. Space is also provided in this general area for the storage of instruments, as needed, throughout the day.

### **EQUIPMENT LOADING, STUDENT PICK-UP, AND DEPARTURE INSTRUCTIONS.**

After performing, all units will exit the gym and then immediately exit the rear of the high school through Door 21. If needed, floor recovery can be conducted on the tennis courts across the street from the unit pickup/equipment leading area, or in the auxiliary gymnasium, which can be accessed through Door 19 immediately to the left after exiting the school. All other equipment and props should follow the sidewalk to the Unit Pick-up/Equipment loading area. Units will be directed where to move by a staff member. Please move to the appointed area quickly but in an orderly fashion and **move all equipment off the sidewalk onto the adjacent grassy area so as not to restrict the movement of other units and equipment.**

#### **1. After Prelims.**

- a. Units that will not be departing after their performance in Prelims may move their equipment back to the instrument storage area, which can be accessed from the back of the school through Door 25.
- b. Units wishing to practice/rehearse prior to Finals are free to find an open area in the vicinity of the Unit Pick-up/Equipment Loading area for this purpose (there is lots of open area behind the school). Again, please be careful not to block the flow of traffic or movement of other units that may also be looking for space.
- c. Units that require access to their buses/equipment vehicles after their Prelim performance may do so by walking up to Parking E, a short distance behind the school. Please do not move buses/equipment vehicles to the unit pickup area for this purpose.
- d. Units that will be departing after their Prelim performance should follow the instructions in (2) below.

#### **2. After Finals.**

- a. Units should move to their appointed Loading/Pickup area as directed, and move their equipment off of the sidewalk.
- b. Equipment Vehicles may be moved from Parking E to a position adjacent to their assigned Loading/Pickup area. If your unit will be departing, buses may also be moved to the Loading/Pickup area for boarding.
- c. Please load vehicles quickly in an orderly fashion, but as quickly as possible as there are many units that must be accommodated. Please be considerate of other units and make sure that all vehicles are positioned so as not to block traffic.
- d. Once equipment loading is completed, vehicles may either depart or return to Parking E for the remainder of the event. Units that will be staying until the end of the event may re-enter the school through Door 25.
- e. After the event is complete, units that have already completed loading their equipment may walk up to Parking E to board their buses and depart.