

Wakefield Public Schools
Visual & Performing Arts Department

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Wakefield High School
60 Farm Street
Wakefield, MA 01880

Dear Director,

Welcome to the 2024 NEBSA Indoor Show at the Galvin Middle School in Wakefield, MA! We are excited to host our third indoor show in Wakefield and look forward to seeing all of the color guard groups attending the event. Please take some time and familiarize yourself with the information in this packet.

CONTEST DATE: Saturday, February 10, 2024

SHOW SITE: Galvin Middle School
525 Main St.
Wakefield, MA 01880

START TIME: 5:00PM

ADMISSION: \$15.00 for adults; \$10.00 for students; children 5 and under are free
Cash and Venmo will be accepted.

Galvin Middle School will open to everyone at 3:30PM. Please be respectful of this time.

PAYMENT: Each group should submit their purchase order or check for \$100 payable to 'Wakefield Music Boosters'. Invoice is in this packet.

UNIT CHECK IN: ALL students and at least one staff member must check in at door #4 (see map) to receive final information, dropoff show payment and get hand stamps for students. This is the only location hand stamps will be given to student performers.

FLOOR, PROPS AND EQUIPMENT: After checking in, all equipment should be brought in the Equipment Entrance at Door #5 (see map) and moved to an assigned holding area. After your performance you will exit the front right gym door and immediately take your equipment, props and floors outside to your truck to load.

LOCKER ROOMS: Locker rooms are available for changing. Please advise your performing members not to bring valuable personal items with them. Wakefield Public Schools cannot be held responsible for personal property.

CAFETERIA: Please support the Wakefield Music Boosters who will have the cafeteria set up for food and beverages throughout the show.

BUILDING USE: There is absolutely no smoking in the building or on school grounds. We ask that you advise and enforce this policy with members, staff and parents. The main part of the building and the second and third levels are off limits to spectators and unit members. Please follow directions of all signage in the building.

WARM UP ROOMS: There are separate spaces for body and equipment warmup for color guards. All warmup areas are notated on the detailed warmup schedule in this packet and rooms are directly across the hall from each other.

AWARDS: There will be one award presentation at the end of the show. Guard captains should meet at the group entrance of the gym notated on the map. **There should be no flooding of the floor after the award ceremonies. The schedule is very tight and groups should leave the gym quickly after being dismissed by the show coordinator.**

CRITIQUE: Critique will take place in the chorus room - Room #146. Groups must signup for critique on Competition Suite starting the Monday before the event.

SPECTATOR PARKING: Spectator parking is in the parking of the Galvin Middle School, as well as street parking on Main St. in front of the school. Parking is tight so please carpool if at all possible.

BUS PARKING: Buses should enter the Galvin Middle School at the main entrance on Main St. and proceed to the dropoff circle across from the first soccer field (see map). After dropping off students, buses should turn left and proceed through the front of the school and take a left on North Ave. Buses will park at MG Fitness, which is 200 yards from Galvin Middle School on the right.

EQUIPMENT TRUCK PARKING: Equipment trucks will enter the Galvin Middle School by the Wakefield Skatepark on Main St. (see map). Once equipment is emptied from the truck, you will be told where to park in the Galvin Middle School rear parking lot to allow for other groups to unload their equipment.

If you have any questions before the day of the show please contact me by email at thomas.bankert@wpsk12.org.

If you have any questions on the day of the show please call or text me at 607-349-0223.
I look forward to seeing you in Wakefield!

Tom Bankert

Spectator Parking

Cannon's Cakes

Bus and Spectator Entrance

Main St

Spectator Entrance

Bus Dropoff & Pickup

Bus Parking

Benn

Group Check In

Equipment Entrance

Main St

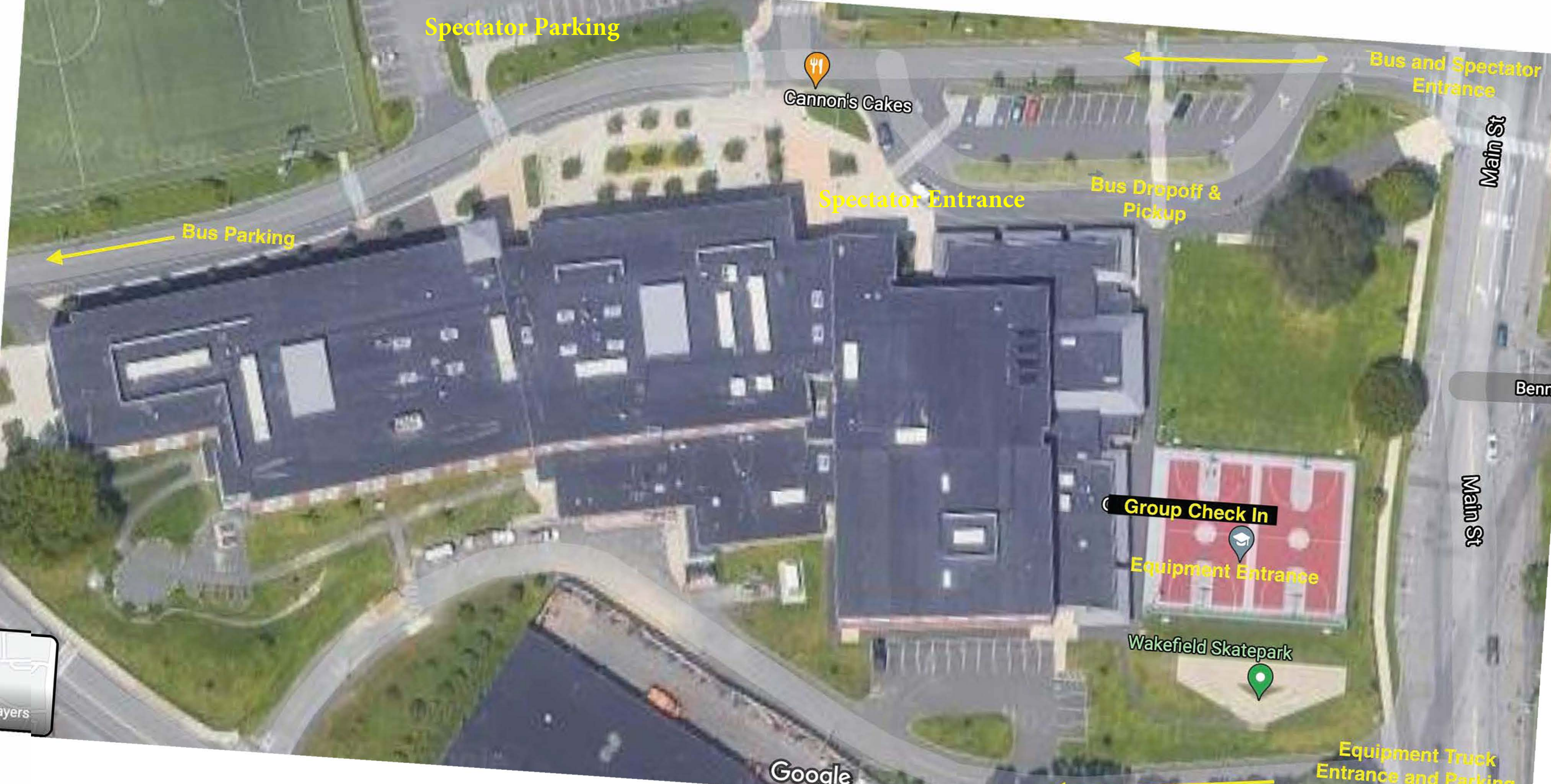
Wakefield Skatepark

Equipment Truck Entrance and Parking

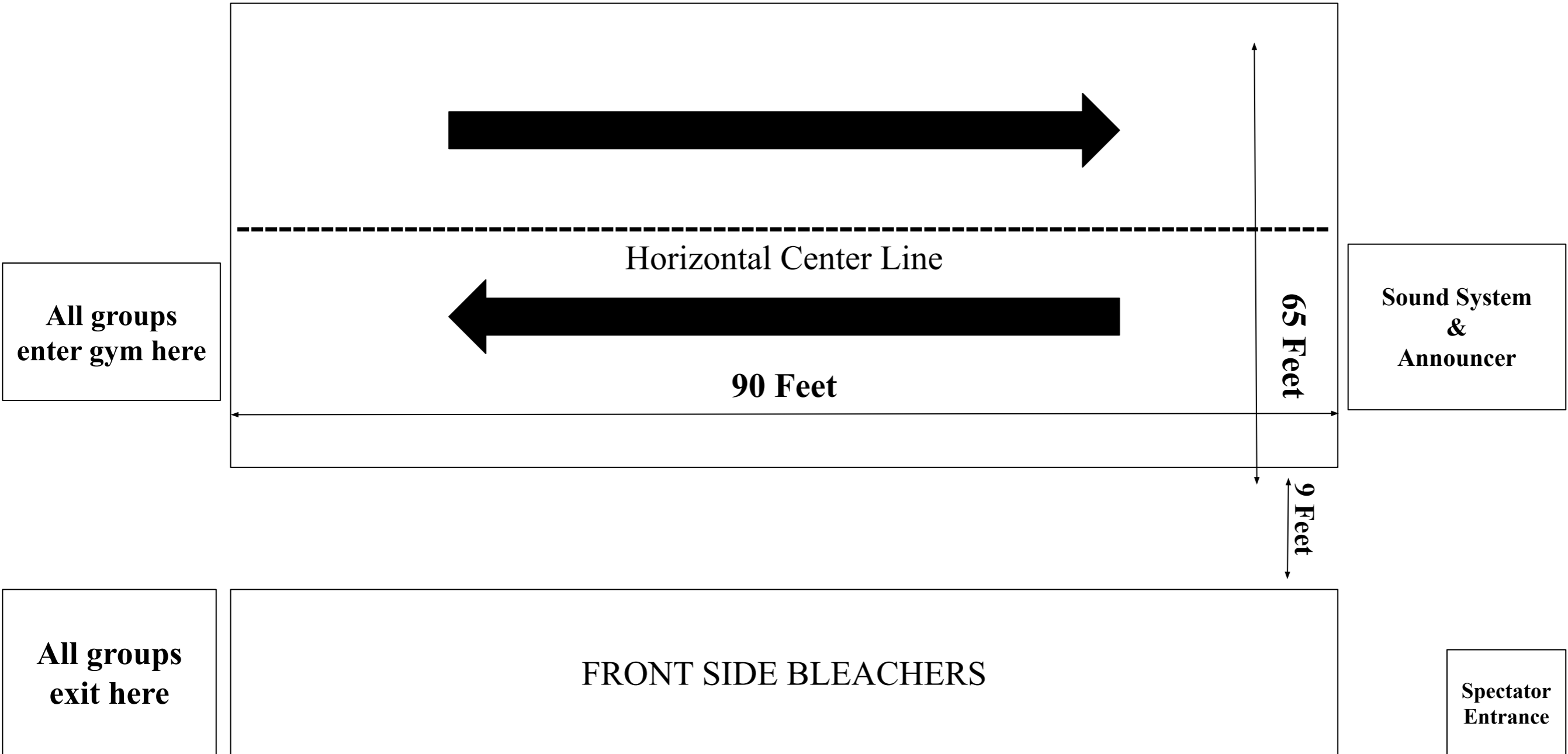
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Wakefield Winter Show Performance Flowchart





Wakefield Music Boosters, Inc.
60 Farm Street
Wakefield, MA 01880



Invoice

NESBA Competition at Galvin Middle School
on Saturday, February 10, 2024

Total due: \$100.00

Please make all checks payable to: Wakefield Music Boosters
Inc. Fed ID#: 04-3322106

Customer

Name: _____ **Date:** _____ **PO No.** _____

Invoice No.
NESBA
SHOW
2/10/2024

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Wakefield Music Booster Association, Inc.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) ▶ Not-For-Profit as a 501(c)(3)</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 60 Farm Street</p> <p>6 City, state, and ZIP code Wakefield, MA 01880-3502</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ </p>	<p>Date ▶ <u>10/18/2021</u></p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.