



Updated 9.23.24

Hello!

Thank you for bringing your band to Westford! Please see the following pages for our pertinent info.

We are working VERY hard to ensure this is a smooth process for you. It's our first time, and we have 15 high schools and 2 collegiate ensembles to fit in!

If, at any point, you have a question or are in need (and are a director), please give me a shout on my Google Voice # for the day.

We want the experience for your students to be enjoyable, memorable, and meaningful!

Please note that this event is going to be **CASH ONLY** our first year. The goal is that we are able to secure a more streamlined option by 2025.

We look forward to seeing you on October 5th!

Adam Shekleton
Band Director
Westford Academy Ghosts Marching Band



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SCHEDULE

Band	Requested Arrival	Warmup	Warmup Location	Gate	Perform
Fitchburg	2:30	3:15-3:45	2	3:55	4:00
Medford	2:45	3:30-4:00	1	4:10	4:15
Reading	3:00	3:45-4:15	2	4:25	4:30
North Andover	3:15	4:00-4:30	1	4:40	4:45
Salem	3:30	4:15-4:45	2	4:55	5:00
Burlington	3:45	4:30-5:00	1	5:10	5:15
Lowell	4:00	4:45-5:15	2	5:25	5:30
Leominster	4:15	5:00-5:30	1	5:40	5:45
Westford	4:30	5:15-5:45	2	5:55	6:00
WPI	4:45	5:30-6:00	1	6:10	6:15
UMASS Lowell	5:00	5:45-6:15	2	6:25	6:30
AWARDS/INTERMISSION - 6:45					
Melrose	5:35	6:20-6:50	1	7:00	7:05
Millbury	5:50	6:35-7:05	2	7:15	7:20
Danvers	6:05	6:50-7:20	1	7:30	7:35
Andover	6:20	7:05-7:35	2	7:45	7:50
Wakefield	6:35	7:20-7:50	1	8:00	8:05
Methuen	6:50	7:35-8:05	2	8:15	8:20
Oliver Ames	7:05	7:50-8:20	1	8:30	8:35
WPI	N/A	8:00-8:30	2	8:40	8:45
AWARDS - 9:05					



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PARKING

**Westford Academy
30 Patten Rd.
Westford, MA 01886**

BUSES - Entrance #1

Restrooms available!

TRUCKS - Entrance #2

STAFF/SPECTATORS - Entrance #3

please ask staff to carpool if possible!



OVERFLOW PARKING - Keep the field on your right until you reach the overflow lot.

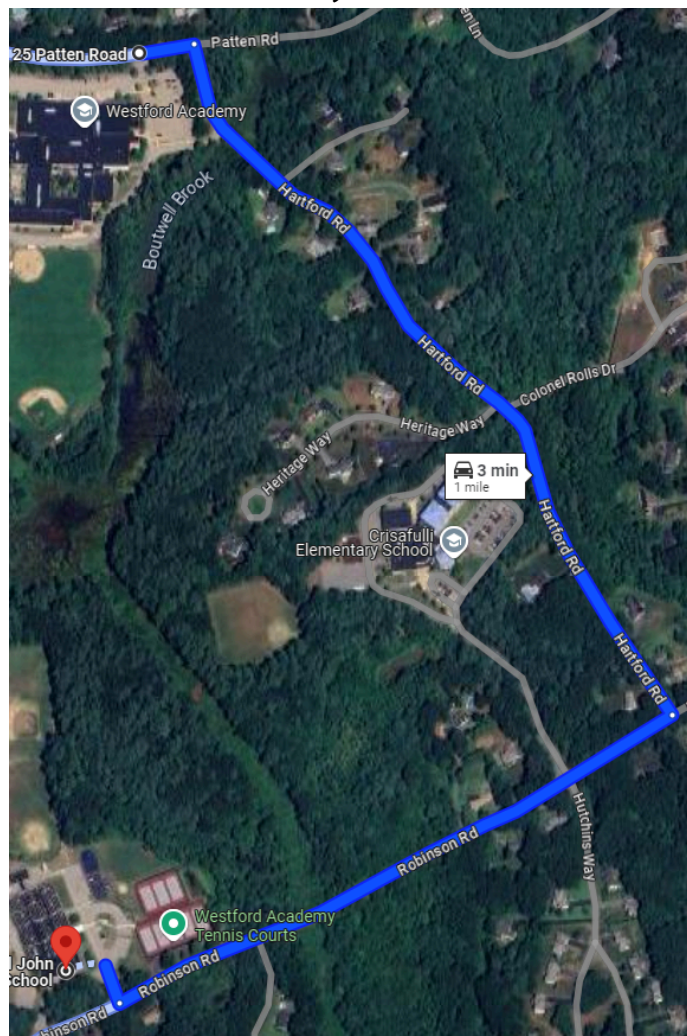


UNLOAD

please do what you can to arrive at your requested arrival time
If your truck arrives too early, we may not be able to accommodate parking and will ask you to wait down the street.

DIV I, II, III TRUCKS - will move to our secondary lot after performance at:

**Robinson Elementary School
60 Concord Rd.
Westford, MA 01886**

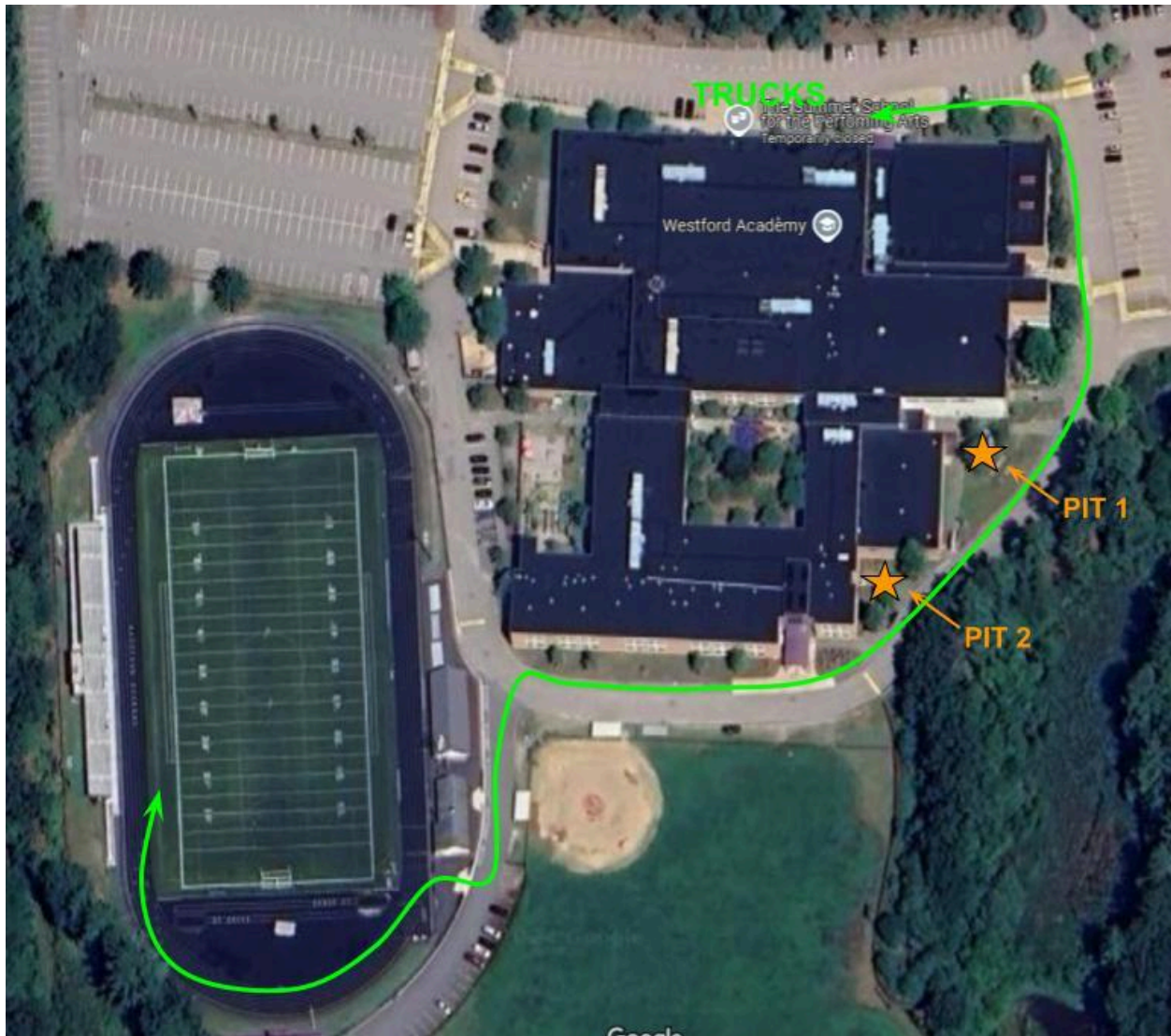


WARM UP ZONES

Pit

Pathway is the same truck to the field and back.

Both pit zones have power access.



Drivers will be able to walk back through the path by Warm Up Zone 2



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Guard/Winds/Battery

**If you are warm up area #1 you MUST face away from the field
AND place battery in the far back corner.**



WESTFORD ACADEMY BANDS SNACK SHACK

SAMOSAS \$ **3**

South Asian Pastry filled with savory potatoes and peas

RAMEN NOODLES CUP \$ **3**

Premium SHIN Beef Bone Broth Instant Noodles

CHEESE PIZZA \$ **3**

Slice of Cheese Pizza from local Westford Pizzerias

HOT DOG \$ **3**

Steamed Hot Dog in a Bun

CHIPS \$ **2**

SWEETS

CINNAMON ROLL \$ **3**

Cinnamon Roll with Icing baked fresh by Classic Kitchen Cafe

FROSTED CUPCAKE \$ **4**

Buttercream Frosted Cupcake baked fresh by Westford Bakery
Chocolate, Vanilla, Oreo, Strawberry

CANDY \$ **2**

DRINKS

SODA \$ **2**

COFFEE \$ **2**

HOT COCOA \$ **2**

WATER \$ **2**

**SPECIAL THANKS
TO THESE
LOCAL BUSINESSES
FOR THEIR SUPPORT**





Invoice

Westford Academy Marching Band
30 Patten Road
Westford, MA 01886

Invoice Date: September 12, 2024

DESCRIPTION	AMOUNT
NESBA Marching Band Competition at Westford Academy - October 5th, 2024	\$175.00
TOTAL	\$175.00

PAYMENT INFORMATION

Payment Due Date: October 5, 2024

NOTES:

Please reach out to ashekeleton@westfordk12.us with any questions.

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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Town of Westford / Westford Public Schools

2 Business name/disregarded entity name, if different from above

Westford Academy (one of ten schools)

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.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

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.

☒ Other (see instructions) ►

Municipality - Public School District

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

30 Patten Road

6 City, state, and ZIP code

Westford, MA 01886

7 List account number(s) here (optional)

Requester's name and address (optional)

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

0 4 - 6 0 0 1 3 5 7

OR

Employer identification number

0 4 - 6 0 0 1 3 5 7

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

Signature of
U.S. person ►

Christine H. Collins, Treas Date ► 2/28/2020

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-INT (interest earned or paid)

- 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.