

Director's Packet
NESBA Clinic @ Everett HS
100 Elm Street, Everett, MA 02149
February 14th, 2026

Check-In

- All Unit Directors or a designated staff member should please check-in at the Main Entrance of Everett High School.
- NESBA Badges will be available for pick-up at the main entry or Judges' Room starting approximately 1 hour before the event. Please contact Charley Poole if you need to make specific arrangements otherwise.
- When members arrive, please have all students come in through the Main Entrance to be stamped and directed to the proper locations for their belongings. Since this is a FREE event, we will only be stamping hands for the sake of keeping track of students who SHOULD be in the building for security purposes.
- Student/Volunteer representatives will be available all day to help you and your members navigate Everett HS.
- Please make your students aware of their primary locations BEFORE unloading and if you feel the need to do a full walkthrough, there will be people on every floor to assist with that process!

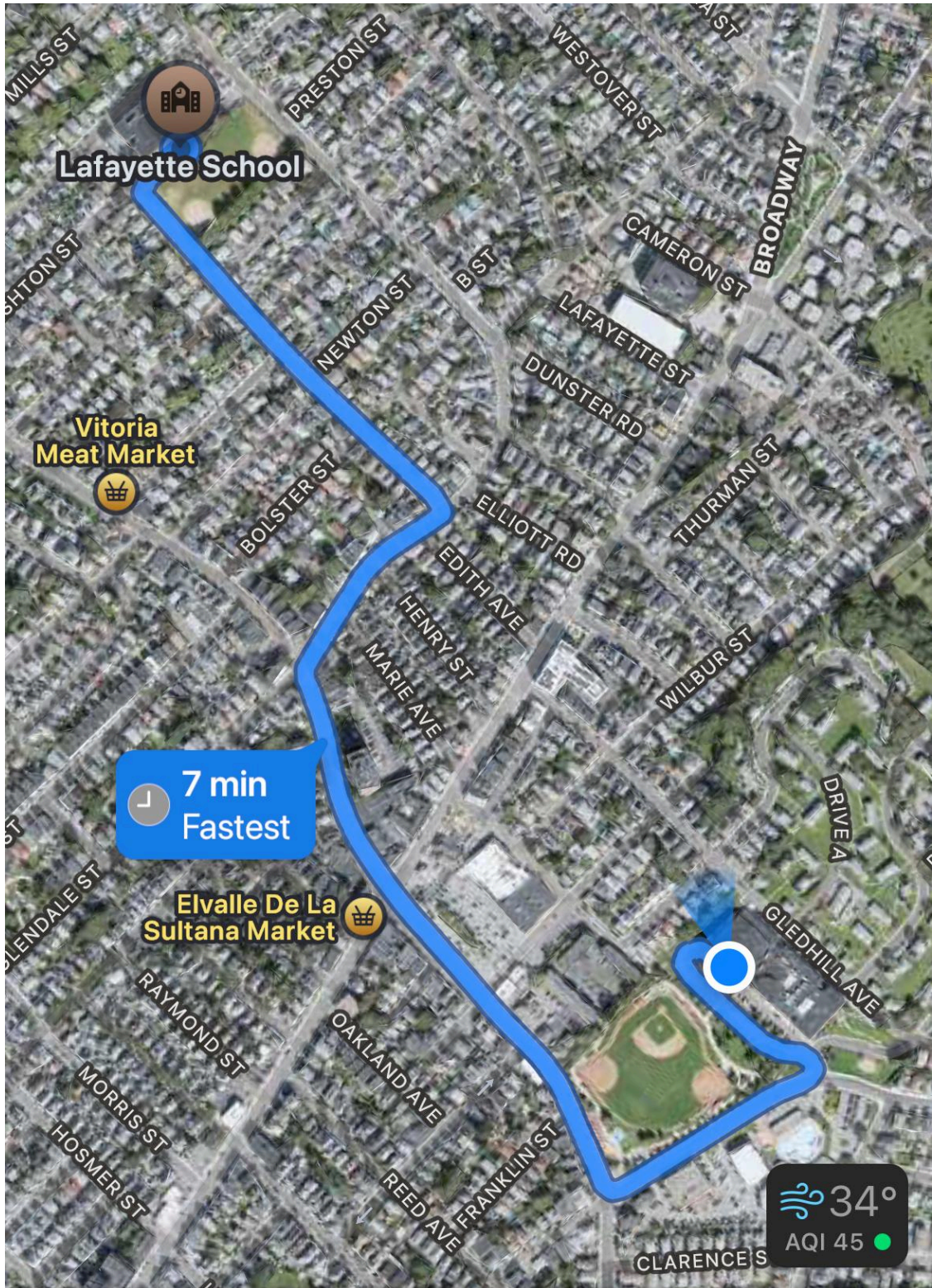
Bus Parking

Once students arrive and are dropped off at the main entrance, ALL buses will be parked off-site at one of our K-8 schools in an adjacent neighborhood. The address for Bus Parking is:

Lafayette School
117 Edith Street
Everett, MA 02149

This location is less than 5 minutes from Everett HS and there will be plenty of parking available in both the parking lot and the main entry concourse.

If your bus drivers would rather find street parking closer to the event, they can also park along Elm Street from the Everett Police Station to the Everett Ice Rink if parking is available at time of drop-off!



Use of Building & Security (FYI)

- There is absolutely NO SMOKING in the building or on school grounds. We ask that you advise and enforce this policy with your members, staff(s) and parents.
- ALL Everett Public Schools buildings have a thorough security detail. Given the size of the event, and in light of recent events on the national stage pertaining to violence/security at Marching Arts events, we have encouraged our Security team to be present during the event on 02/14.
- Security personnel will be stationed at both the Main Entrance (Front) and Gym Entrance (Back) for the duration of the day.
- EHS Percussion/Band staff personnel will be assisting on all levels of the building and at all other entry points starting at 2:30. Please refer to any of them if you have informational needs during the day. The Security team is solely there for that purpose and they do not have any role in the logistics of the event.
- Everett HS is also on constant video surveillance in all locations except for individual classrooms and restrooms. Security will only use video to monitor any suspicious behaviors during the event.
- PLEASE NOTE - Any students, staff, or spectators who happen to violate any safety protocols, or enter portions of the building that are not designated as public spaces indicated on the School Map (enclosed in this document) will be handled with immediately discretion by the Security team.

Concessions

Please support the Everett Marching Arts Coalition! They will have the Gym set up for the purchase of snacks and beverages throughout the day. Since this is NOT a typical NESBA Event with an Awards Ceremony, some concessions will be available in the Gym ONLY!

Absolutely NO food will be available in the Cafeteria.

Admissions

This Clinic Event is FREE ADMISSION for all guests. Any donations are welcome, and will be used to support our Everett Marching Arts' trips to Dayton, OH for the EHS Winter Guard and Percussion Ensemble to compete at WGI World Championships!

General Logistics

The Main Entrance at the front of EHS has ground access at Level 1, our Loading Dock has access at the Basement Level, and our Gym has ground access at Level 4. The two main challenges are as follows:

1. EHS has only TWO SETS OF DOORS that open double-wide: our Loading Dock and the main entry area, where our Machine/Carpentry Shop rooms are.
2. EHS has TWO ELEVATORS that you'll be required to use, in order to take your equipment to the Gym on the 4th Floor.

Each of the three entrances we will use primarily that day, will give you access to the separate elevators. The loading dock has its own elevator and the Carpentry area has access to the main elevator.

If you happen to be a group with very few large pieces of equipment, we have arranged for you to come in at the back of the school at the top of the hill, and get you directly through the Rear doors by the Gym. If you wish to unload/load some items at the BACK and other items at the FRONT, that is totally fine as long as you speak with our Logistics Manager, George Spencer during the process.

Since all of our main doors do not open double-wide, please note that if you want to unload props and equipment at the back door, the items should meet the dimensions listed below.

Main Doors + Rear/Gym Doors:

Exterior Doors: 30"+

Interior Doors: 33"+

Door Heights: 100"

(These measurements account for the crash bar mechanism that opens the door, so if your items are low to the ground or can be lifted, there may be more clearance space to get through the doors)

2nd Floor Hallway Doors:

Door Width: 37.5"

Door Height: 100"

(This set of doors is accessible for bringing equipment outside to the BACK of the school, if groups need to enter/exit the building from an alternative location)

Elevators

We do have 2 reasonably large elevators. As a frame of reference, we are able to fit ALL of our Percussion/Band equipment into both elevators, with few exceptions. The largest pieces of EHS equipment our 4.3 Adams Field Frame marimbas and Adams Field Frame rack, both fit fine. However, our new Yamaha 4.5 Field Frame marimbas do NOT fit.

Freight Elevator Dimensions: (Loading Dock)

Elevator Door = 64"

Interior Width = 85.5"

Interior Depth = 59"

Interior Height = 108" (9 feet)

Main Elevator Dimensions: (Carpentry Entrance)

Elevator Door = 60"

Interior Width = 89.5"

Interior Depth = 61"

Interior Height = 108" (9 feet)

Arrival Times

Once again, we hope to strongly encourage everyone to arrive at EHS as early as possible. This is solely in order to provide for more than enough time to deal with the limitations and logistics.

As you will note in the Logistical Schedule, everyone has been given an extended warm-up block of roughly one hour. If you would like to come here earlier than the suggested times below, or if you want to start as soon as you are done moving into the building, you are welcome to begin as early as you like once you're here!

SUGGESTED ARRIVAL TIMES

Dover HS	PSA	12:30 PM
Medford HS	PSA	1:00 PM
Salem HS	PSA	1:30 PM
Lowell HS	PSCA/WSA	2:00 PM
Biddeford HS	PIA/WSA	3:00 PM
Andover HS	PSCA	3:30 PM

Props + Equipment

ALL FLOORS + PROPS can be moved directly into the Gym (Floor 4) upon arrival. There is plenty of space in the Gym for Staging and pre-setup if you choose to use that space. We ask that if you are doing any staging during a group's Clinic Adjudication time, that you do so quietly with respect to the performing members in the Gym at that time. There will be volunteers at the door (Labeled "READY" on the map) to control the flow of traffic in and out of the Gym while groups are performing and being adjudicated.

On the Logistical Schedule, you will see that your "Room" is assigned as a place for your students to spend the day. Some spaces will be shared throughout the day with very little to no overlap. In all cases, your "Room" and "Warm-Up" Location are the same place (or a space directly adjacent to each other). There will be enough space for them to keep their belongings, rest, and use at your own discretion. All of the Restrooms have been labeled on the school map, and your students can choose to change in any of those restrooms, or in your individual assigned spaces.

Warm-Ups

All warm-up spaces are available for you to be playing WELL Please be considerate of others and stay within your allotted warm-up times. The warm-up times are listed on the attached Logistical Schedule and will also be posted in the appropriate areas at EHS.

If you need additional space than what has been provided, please speak with Mark Sachetta upon arrival (or any members of the Everett HS Percussion Staff) to assist! We have assigned spaces under the assumption that your group will warm up as one unit, together. If you would like space to split up your group (i.e. drumline vs. pit) we will do our best to provide a separate space for your drumline to warm-up separately.

Enclosed in this document is a complete school floorplan with detailed information.

Thank you!

I hope that this event gives everyone the chance to have a productive season kick-off in this relatively new format for NESBA. If you did not participate last year, I can assure you that it was a very helpful and productive session.

At this point you should also have received some communication from Charley in regards to how to best approach this event and be prepared! If you did not receive that information, please let someone know.

Thank you for taking the time today to go through all of this information. Please know that you can reach me any time via email, or call/text @ 617.413.2285.

Any information or questions regarding adjudication, scheduling, or classification should be forwarded to Charley Poole (@ cpoolejr@aol.com) or Lennie Machado.

Thanks again, and I look forward to seeing from you all very soon.

Best,

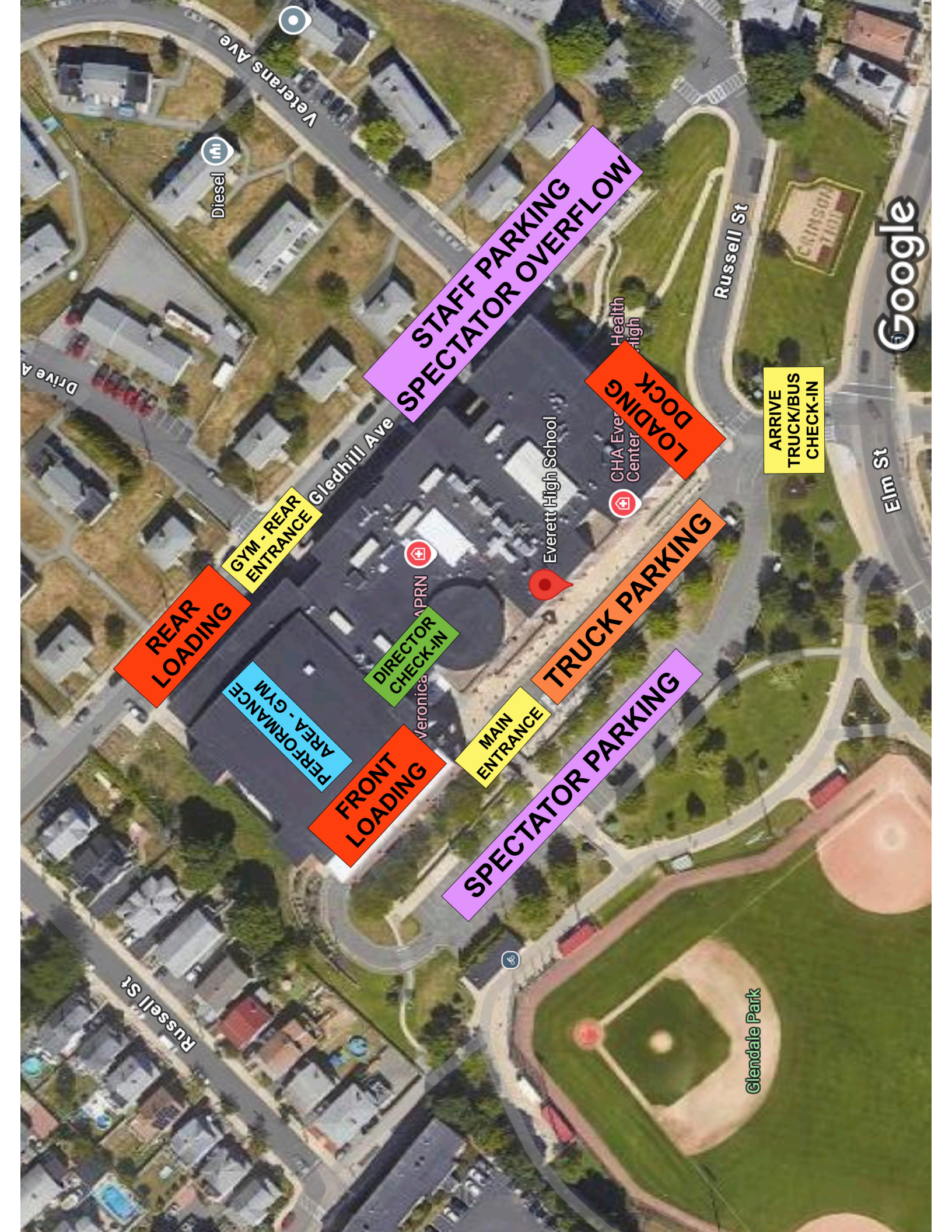
Mark Sachetta

Director of Band & Percussion

Everett High School

NESBA Clinic @ EVERETT HS 2026 - Logistics Schedule

GROUP	DIV	MEMBERS	ARRIVE	ROOM	FLR	UNLOAD	WARM-UP	FLR	FOOD	WARM-UP START	TRAVEL INFO	TRAVEL	READY	PERFORM	END	LOAD
Everett HS	PSA	47	--	Lockers	3	--	Gym	4	☑	--	--	--	2:20	2:30 PM	3:00 PM	--
Dover HS	PSA		12:30 PM	??	4	FRONT	Carpentry	1	☐	1:15 PM	ELEVATOR	2:15 PM	2:50	3:00 PM	3:30 PM	FRONT
Medford HS	PSA	19	1:00 PM	Chorus	4	BACK	Band/Chorus	4	☐	1:45 PM	--	2:45 PM	3:20	3:30 PM	4:00 PM	BACK
Salem HS	PSA	20(?)	1:30 PM	Cafeteria	5	FRONT	Cafeteria	5	☐	2:15 PM	ELEVATOR	3:15 PM	3:50	4:00 PM	4:30 PM	DOCK
Lowell HS Percussion	PSCA	25	2:00 PM	Auditorium	2	DOCK	Stage/Aud.	2	☑	2:45 PM	STAIRS	3:45 PM	4:20	4:30 PM	5:00 PM	--
BREAK														5:00 PM	5:30 PM	
Biddeford HS	PIA		3:00 PM	Cafeteria	1	FRONT	Cafeteria		☐	3:45 PM	ELEVATOR	4:45 PM	5:20	5:30 PM	6:00 PM	--
Andover HS	PSRA		3:30 PM	Chorus	3	DOCK	Band/Chorus		☐	4:15 PM	ELEVATOR	5:15 PM	5:50	6:00 PM	6:30 PM	DOCK
Lowell HS Winds	WSA	17	--	Auditorium	2	--	Stage/Aud.	2	☑	5:15 PM	STAIRS	6:15 PM	6:20	6:30 PM	7:00 PM	FRONT
Biddeford HS Winds	WSA		--	Cafeteria	1	--	Cafeteria		☐	6:00 PM	STAIRS	7:05 PM	6:50	7:00 PM	7:30 PM	DOCK
NOTES:																
- START Times are approximate and can essentially begin whenever you are ready in your space!																
- If you arrive at the SUGGESTED arrival time, enough buffer has been allotted for you to arrive, unload, and get setup with ample amount of extra time on your hands.																
- PLEASE BEGIN YOUR TRANSIT TO THE READY LINE AT THE TIME LISTED IN "TRAVEL" COLUMN (YELLOW) so that you have enough time to account for all elevator travel!																
- If you require additional space, or the space you have been assigned is problematic, please communicate with Mark Sachetta or the Volunteers at Director Check-In.																



Google

STAFF PARKING
SPECTATOR OVERFLOW

LOADING
DOCK

ARRIVE
TRUCK/BUS
CHECK-IN

TRUCK PARKING

SPECTATOR PARKING

MAIN
ENTRANCE

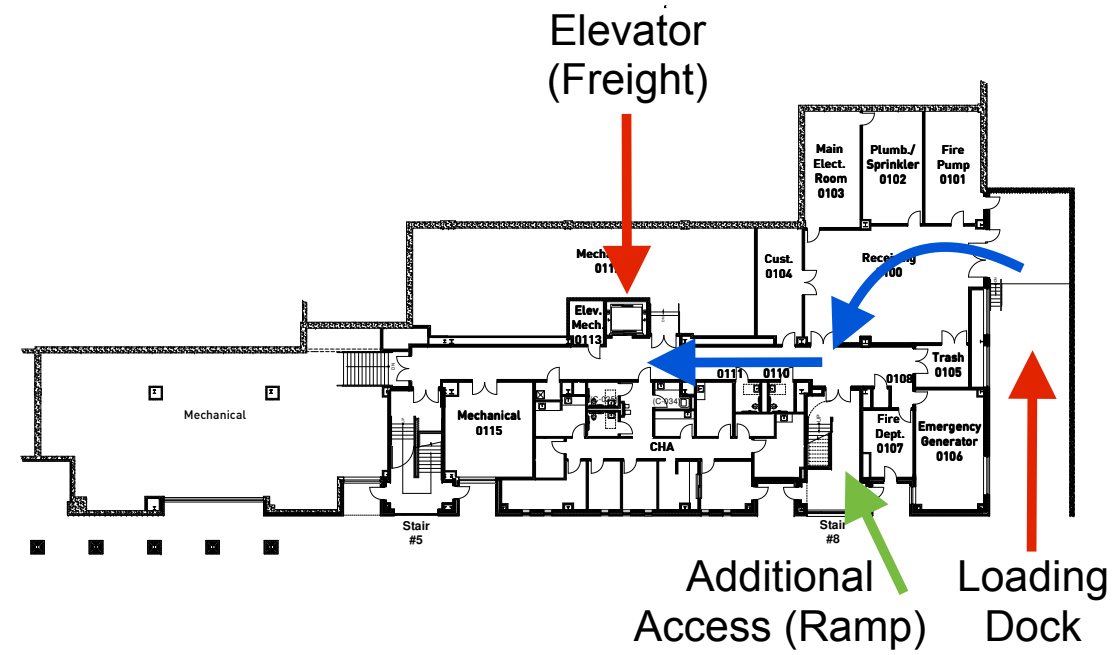
FRONT
LOADING

DIRECTOR
CHECK-IN

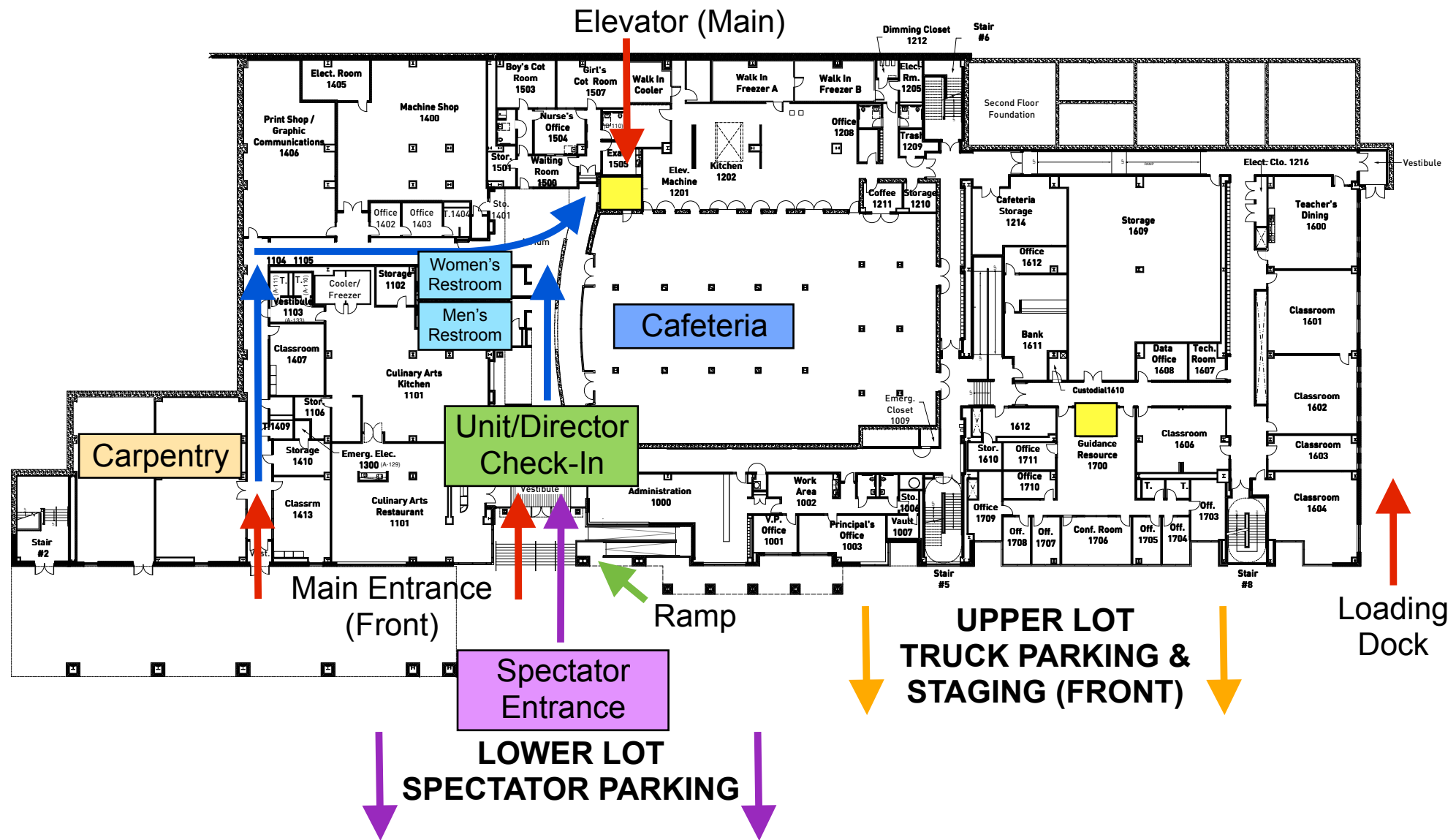
PERFORMANCE
AREA - GYM

REAR
LOADING

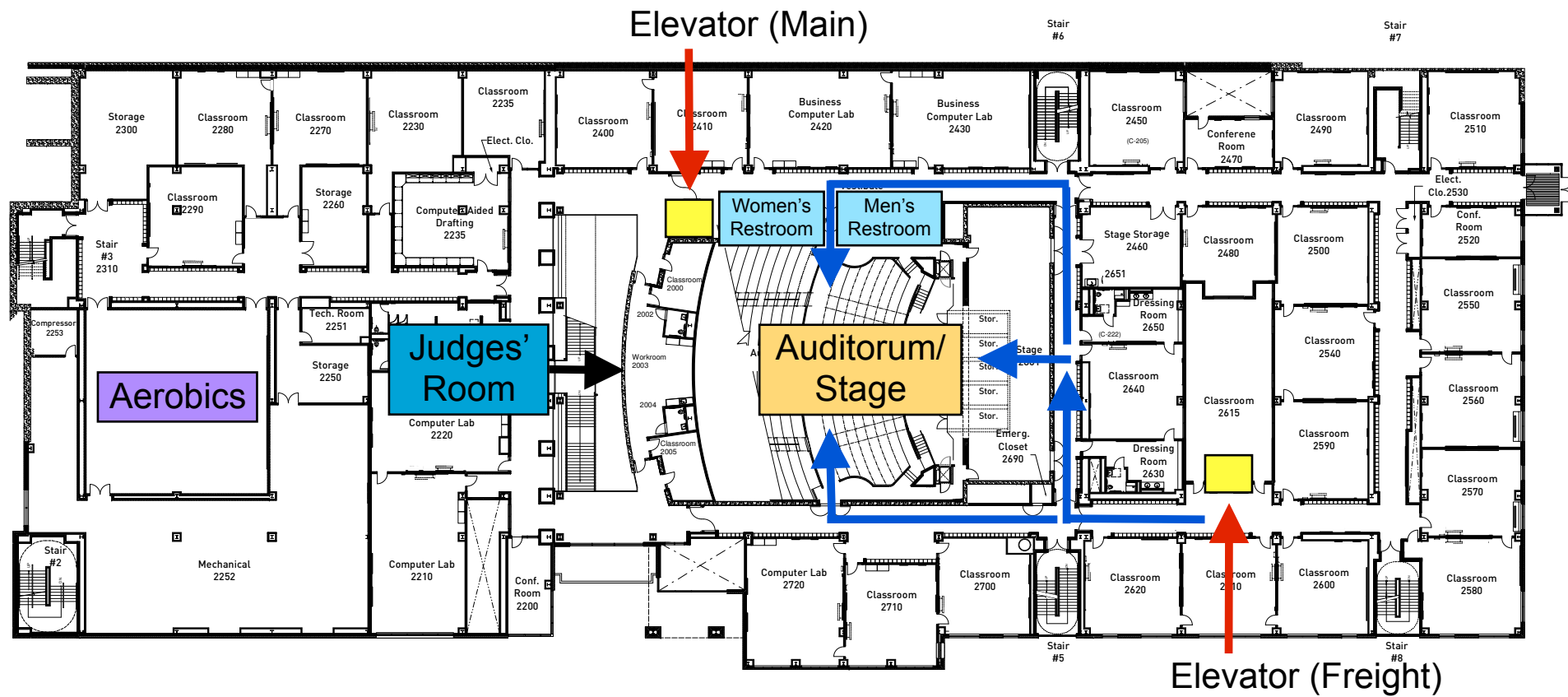
GYM - REAR
ENTRANCE



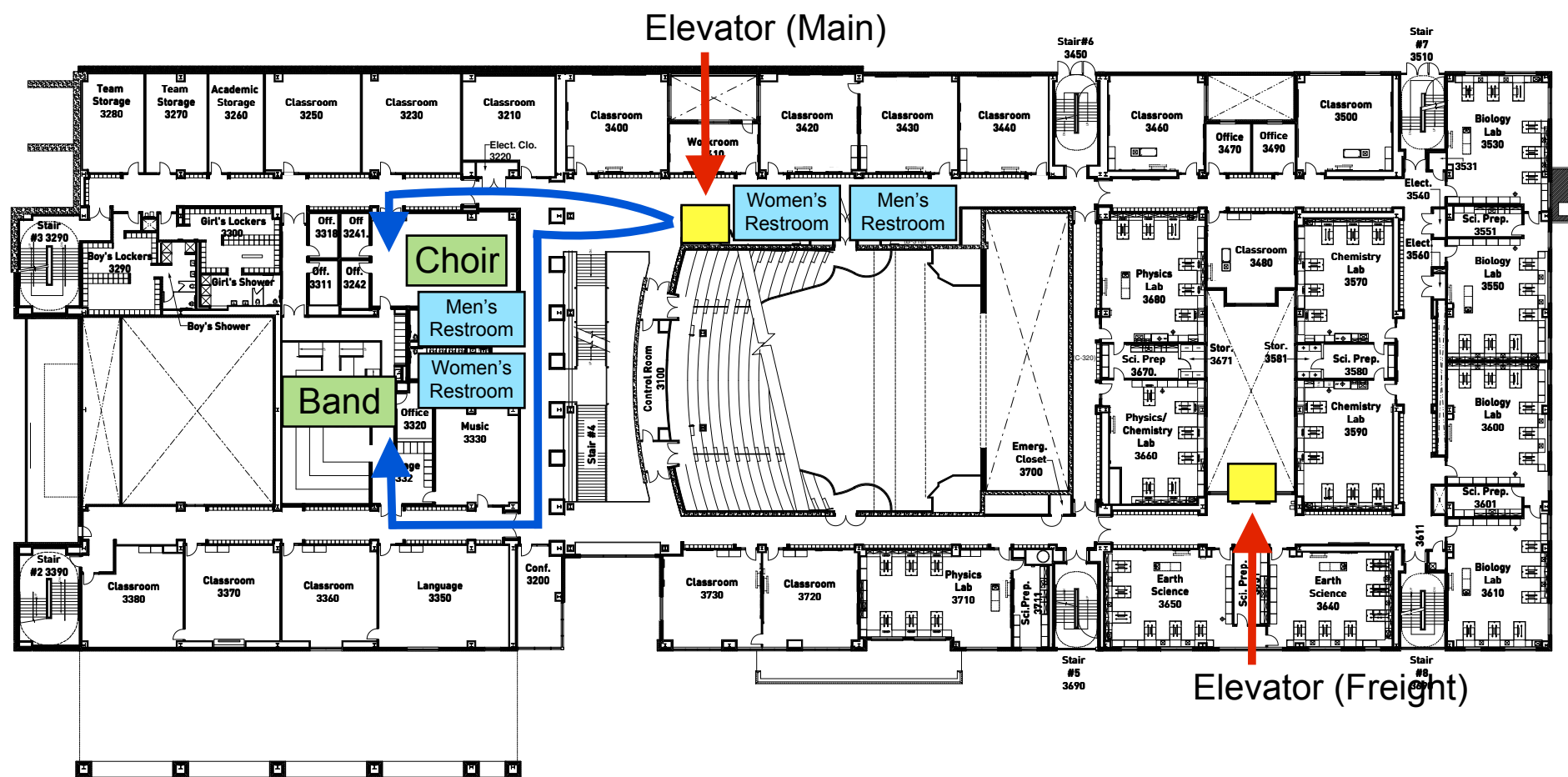
BASEMENT LEVEL



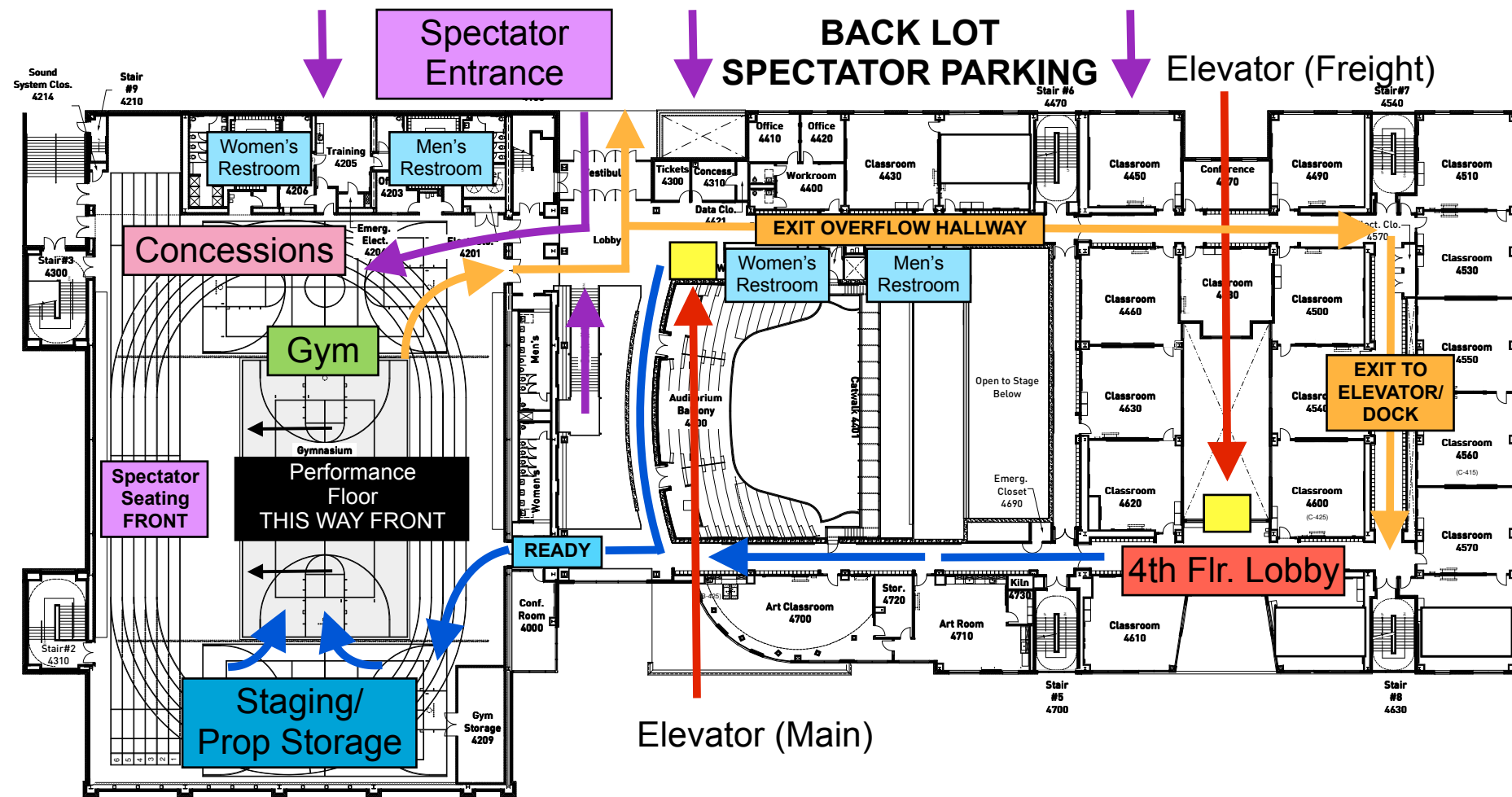
FIRST FLOOR LEVEL



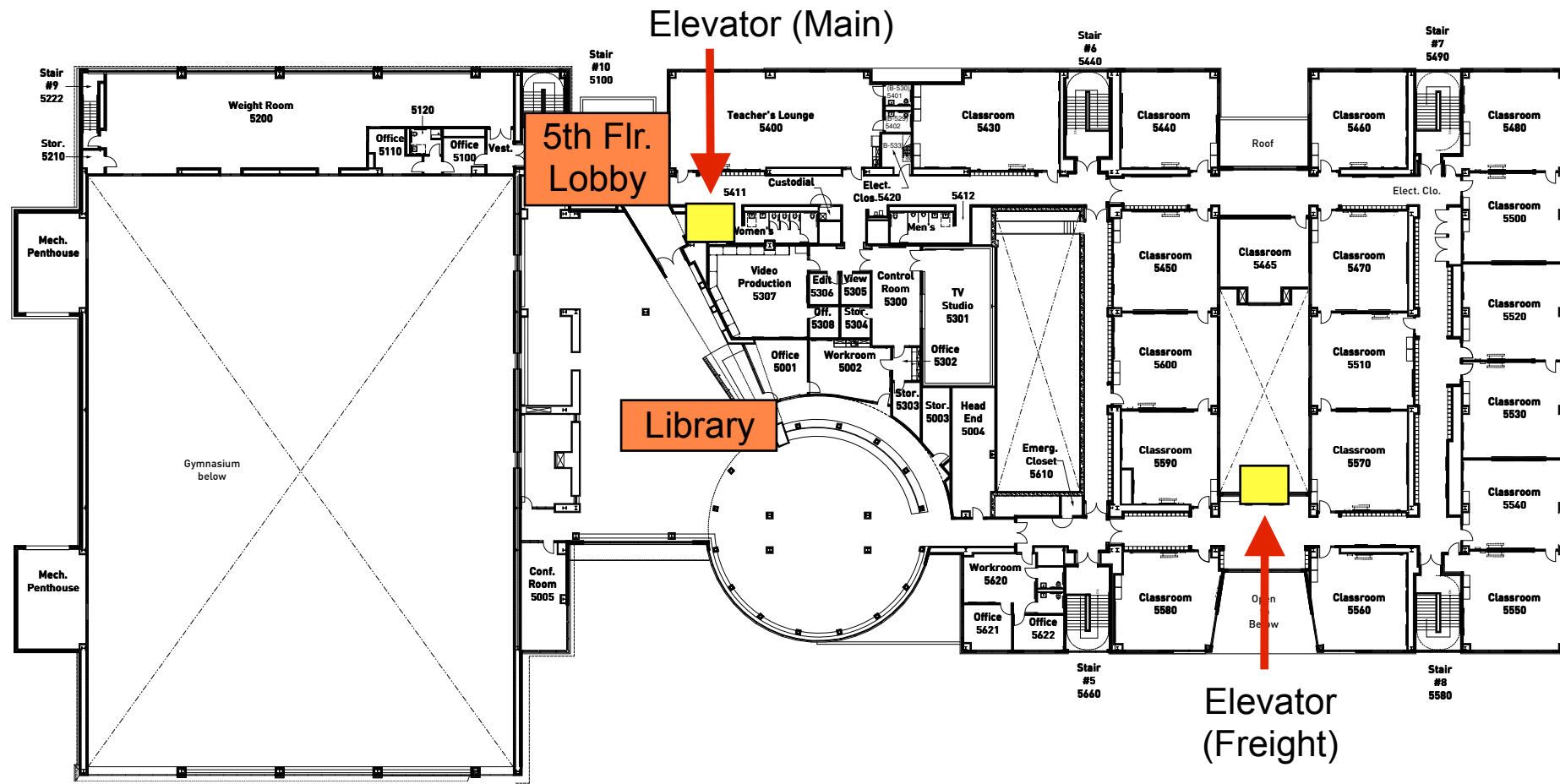
SECOND FLOOR LEVEL



THIRD FLOOR LEVEL



FOURTH FLOOR LEVEL



FIFTH FLOOR LEVEL