



March 26, 2026

Dear Director:

***Welcome to the 2026 NESBA Color Guard Finals sponsored by NESBA in conjunction with Salem High School.*** Please take a few moments to familiarize yourself with the following information:

**DATE OF CONTEST:** Saturday, April 4, 2026

**SHOW SITE:** Salem High School  
77 Willson Street  
Salem, MA

**START TIME:** 10:00 AM

***Salem High School will open to everyone at 8:30 AM. Please respect this time.***

***Please be advised there is a new wood floor at this venue. To ensure its protection, a black tarp will be covering the performance floor during the show. Additionally, volunteers will be available on-site to assist units to make sure all goes smoothly for performances.***

**IMPORTANT INFORMATION:**

**GUARD CHECK-IN:** Guard *Check-in will be located at the back part of Salem High School*

**Please note:** All guard members are required to enter the building at this entrance. Please notify all members, since some units may not travel together to contests. Staff members may enter the front entrance if they have a NESBA Staff pass.

**BUS & EQUIPMENT TRUCK PARKING:** After Guard drop-off at check-in, buses and equipment vehicles should be brought around to the Unit Parking Area (See attached map). You can park there until it is such a time for your group to load and depart. ***Due to fire department code, the entire back area of the school is a fire lane and no buses, trucks or any type vehicle(s) can be parked there.*** Also, equipment trucks/vans cannot stay in the area leading to Guard Check-in. Equipment trucks should be unloaded and then taken to the unit parking area.

**STAFF PASSES:** NESBA has provided staff passes for the season.

**\*\*FLOOR, PROPS, AND EQUIPMENT:** Will be brought to the Guard Check-in entrance at the back of the school. You may unload and then move vehicle out of that area We will have a team of volunteers to direct where your floor and props should go. We will utilize the area between the ramp and stands to place floors and props. The hall area leading to the ramp will be an area where floors and props will be held. Please plan on leaving a staff person with your floor and props. ***Please Take Your Props/Equipment Out of The Building Immediately Following Your Unit (S) Performance (S).***

**LOCKER ROOMS:** Dressing rooms are available. Please advise your performing members not to bring valuable personal items with them. NESBA and Salem High School cannot be held responsible for personal property.

**CAFETERIA:** Please support the Salem High School Band Boosters. They will have the café set up for the purchase of food and beverages.

**USE OF BUILDING:** *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.

**ADMISSION: CASH ONLY** - Cost for spectators will be \$20.00 for adults, Seniors and Students \$15.00. Children aged five and under are free.

**WARM-UP GYM:** The Equipment warm-up gym is located by guard check in. Warm-up times are listed on the attached schedule. Please be considerate of others and stay within your allotted warm-up time. Body Warm – will be in the Auditorium. Signs will direct you to the Auditorium.

**AWARDS & FULL RETREAT:** There will be three full retreat award presentations. First Awards at 12:41 PM, Second Awards 4:39 PM, Third Awards 8:01 PM. Following the performance of the last unit in each half of the show, unit leaders will be asked to report to the warm up area. Leaders will be brought on to the gymnasium floor. After they are in place, we will ask all remaining members to file in a straight line behind their leaders so all members can be on the floor and receive recognition at the awards. Each class winner will come forward and members will receive their champion medallions.

**FIRST AID:** A medical person will be located at the bottom of the stands by the ramp.

**HORIZONTAL CENTER LINE:** We will be utilizing the Horizontal Center Line process to bring units onto the floor. Enclosed is a diagram. Should you have any questions regarding this, please see Tony DiCarlo prior to your unit's performance. Units will setup on the backside of the floor and exit front to performers left and up ramp.

**NESBA APPAREL:** Fine Design will be at the NESBA Finals with apparel that celebrates the NESBA Season! Please let your group know!

If you have any questions, please call me at my cell phone (617) 851-3310. See you in Salem and Good Luck!

Sincerely,

Lennie Machado

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