



Promoter Guide

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General Timeline Guide

MARKETING

As soon as you are approved for your event create your flier(s) and set up your Facebook and Instagram pages and begin posting information about your event immediately. Maintain frequency of posts, include all show information, a link to register, fliers, OCB general information, and competitor photos. This is the key to your success. If you do not have the time or expertise to manage social media marketing, please reach out to Marjorie and she can put you in touch with an assistant who ay hire to support your marketing campaign.

6+ Months in Advance:

Submit OCB sanction/ insurance form
Target Show Date(s) (the earlier the better) Secure
Venue
Arrange Host Hotel (your tanner is a good person to assist you with this)
Create Registration / Entry Form
Solicit Vendors – Tanning, Photography, Hair & Makeup taking priority
Build social media following

4+ Months in Advance:

Postcard or Poster Mailings to Individuals (if desired)

2+ Months in Advance:

Line up Staff for Show
Order Awards
Solicit Goody Bag Items (if desired)

3+ Weeks in Advance:

Have Contest T-Shirts Made (if desired)
Put Event Program Together (if desired)

2 Weeks in Advance

Finalize trophy order, submit nameplate details, staff reminder email, competitor pre-mail

Show Date

OCB can assist you with best dates. To get the proves started, check to see what other competitions are held in the vicinity (within 3 months and 200 miles) and when they take place. Also take into consideration holidays and large community or sporting events, which can both impact the number of participants and/or spectators a show pulls. A couple examples of large community events would be the national bicycle or NASCAR races that take place in Richmond, VA, and Blue & White weekend (a huge Penn State football event) in State College, PA. Large events in a locality can equate to more costly hotel rates, heavier traffic, and a significant number of potential local competitors and spectators preferring to attend the community event rather than a physique competition. Also be sure to be in communication with OCB. OCB tries to ensure conflict among the organization's is avoided whenever possible. Dates should be approved by OCB prior to further planning.

Venues

The OCB is known for hosting events in high quality venues. Hotels and Convention Centers with poor lighting, low ceilings, and portable stages are not acceptable. There are two major factors for venue selection. One is whether a venue will be able to fulfill the needs of a competition, the other is cost.

Needs

As far as needs are concerned, acceptable venues should have decent stage lighting, sound capabilities, and adequate seating for spectators. Other things to take into consideration are whether there's an adequate area for competitors to prepare in, parking, safety of a neighborhood, and whether the location is convenient. Promoters should visit their venues before booking them or schedule a virtual walk thru.

If the event turns out to be larger than expected, the OCB can assist you with adjusting your show format to accommodate more people in the venue (e.g., splitting the show into segments, such as men and women).

The ideal lighting is what's referred to as a full stage wash, which means bright, even, white lighting across the entire stage. Ideally stage lights should be overhead at approximately a 45-degree angle from where contestants will be standing. That creates enough shadowing to enhance the appearance of physiques while not having so much that eyes and necks are lost in shadow. Check the stage lighting at the venue if possible. See if there's ample, evenly dispersed stage lighting. Look for shadows, hot spots (very bright spots) and uneven areas. If found, see if the venue is able to correct the problems before the show.

Most venues have adequate sound capabilities. Some venues don't have the ability to play digital music files, which is important to know in advance so the proper medium can be planned for (whether competitors need to furnish music as digital files or on CD's). If possible, try to have the venue arrange for at least one speaker to be behind or to the side and facing competitors. Doing so ensures competitors will be able to hear the head judge's instructions. Two microphones will be needed - one for the head judge, the other for the M.C. If a particular venue doesn't have sufficient sound capabilities, a DJ could be

contracted to provide sound for the event, or sound equipment could be rented from a local party rental company. Hiring a DJ or renting equipment generally runs in the \$300-400 range.

Venues that work pretty well are college and high school auditoriums and community theaters. It's typically easier to work with college's or privately run facilities because they tend to have staff dedicated to facility use rentals. Public school systems usually rely on someone whose main duties are focused elsewhere, such as a principal or drama department head.

The site eventective.com can sometimes be helpful in identifying venues that might not otherwise have been discovered. Use the advanced search feature: <http://www.eventective.com/search/search.aspx>

Costs

As for costs, all-inclusive rental rates can vary quite a bit geographically. For example, venues in rural parts of Pennsylvania and North Carolina will likely cost significantly less than ones in Washington, D.C. or New York City. Costs can also vary significantly based on the type of a facility, its size, and its condition. Rentals can run from as little as \$700 to as much as \$8,000 or more for the day. On average though, a nice facility can usually be found for around \$3,500-\$5,000 in total costs. Total costs includes any mandatory facility staff labor, technical fees, and anything else that may factor in.

Host Hotel

After a venue is locked down, a host hotel near it is generally established where check-ins and polygraph tests will be done. A group using a hotel can usually negotiate reduced rates. The common practice is to use a site like hotels.com to identify hotels in a desired area that have desired amenities, such as in-room refrigerators and microwave ovens and fitness rooms. Rates for the particular days in need of can be checked on those types of websites too. After identifying a hotel that is reasonably priced and that has the desired amenities, call and ask to speak to group sales. Ask if a room block can be arranged for a group where individuals can phone in or go online and use a group code to make reservations with and supply their individual billing information for them. Terms will be a set such that a certain number of rooms will be set aside and guaranteed for group use until a certain date. Any rooms in the block not reserved by that date get released and group code rates will just be subject to availability after then. Typically the release date is 3 or 4 weeks prior to the event date.

One trick you can use for helping narrow down hotels is to use a site like Hotels.com where you can enter the address of the contest venue and search for hotels with availability on the needed dates and show the results in order of closest ones to venue to furthest. Starting at the top see what may be close by, would be decent, and what advertised rates for it are. You can try decent hotels closest to venues first where you know rates would be reasonable to try to set up a room block and use as host hotel. You all had high hotel rates for the March TN and May GA shows. It would obviously make it easier on participants needing hotel rooms if rates were lower, as well as yourselves for any room costs you may have to cover for staff when applicable. When setting up a room block, if a hotel tries to make a certain percentage of rooms guaranteed, meaning, if not used you have to pay for any shortages (like the GA show was set at 90% of rooms blocked off had to be used), first ask them if that can be waived given, they can release rooms to the general public 3-4 weeks out. If they still insist on the guaranteed number to be used/paid for, use a different hotel. Most DO NOT make a % guaranteed when they can release any unused 3-4 weeks out. If one hotel won't offer it without, some other one will.

Drug Testing

Participants at OCB events are required to go through drug test screenings, commonly referred to as polygraph tests which are a means of screening for use of substances on the banned list. Per OCB guidelines, exceptions are made for competitors who passed a polygraph test at another OCB event held within 3 weeks. Pros are required to undergo polygraph testing at every contest. Finding polygraph

examiners to test at physique competitions is no easy task, which is why the OCB has a database of qualified polygraph examiners who understand how and what we test for. OCB works with promoters to ensure shows have coverage for polygraph testing and by qualified individuals. Promoters do not need to find examiners on their own.

Divisions that are designated as pro qualifiers also conduct urinalysis for competitors who win pro qualifying placements. OCB sends urine testing kits sent to promoters and supplies a step-by-step page of instructions for specimen collection at contest sites. The promoter is responsible for ensuring they have a responsible party(s) conducting the testing and they are familiar with the process. This is to ensure proper Chain of Custody is followed. Instructions for urine collection procedures are available on the OCB promoter section of OCBonline.com. If collection is not done properly, the promoter may be assessed fees by the lab and the OCB may not be able to hold athletes accountable if they test positive for a banned substance. This is a very important process that has legal and financial implications if not done properly. Choose someone who is diligent and will follow the protocols.

Entry Form

An entry form template available in the Promoter Resources area of OCBonline.com can be used to create entry forms for shows. Details in the template would just need to be substituted with particulars and preferences for a specific show. Promoters who don't have the capability to set up online registration themselves can contact Frank@ocbonline.com and ask her what the latest arrangements are to have this done for events.

Entry Form Suggestions

Entry fees: Fees are set by promoters and vary. It's common for events to have higher entry fees closer to contest dates. This encourages participants to enter earlier, which helps with event planning due to having a better idea about how many participants there will be (trophies, shirts, etc.). Having a deadline of two or three weeks out for a lower entry fee is typical. Recommended entry fees are \$80-100, crossover fees \$60-80. Recommended entry fees for registration during the final 2-3 weeks are \$130-150, crossover fees \$60-80. Having a deadline date for when no more entries are accepted afterward tends to average 26 days before the show.

Divisions Offered: It's usually wise to be a little reserved on division offerings for a new show since a larger number of divisions means more trophies and higher expense. In general, a basic offering would be Novice, Age 40+, and Open divisions for each category.

Ticket prices: Ticket prices are set by promoters and vary also. The norm tends to be \$35-50 for adults for the whole event, \$10-25 for minors for the whole event. Backstage / Coach passes are typically limited to 1 per athlete to reduce the number of people backstage. The price for coach passes should be more than the general admission and include admission into the contest.

Check-in/Polygraph: Holding check-ins the same time as when polygraph tests are done is convenient and efficient. Competitors only have to report at one time, and while there for the polygraph all the check-in tasks can be performed eliminate work that would otherwise have to be done later.

Polygraph arrangements:

The standard fee paid to examiners is \$60 per screening. Fees are paid by competitors directly to the examiners at the time of testing unless alternative arrangements are made. Responsibility for who covers the expense of any necessary examiner travel costs (promoter, examiner, or each a portion of) varies depending on factors such as show size, distance needed to travel, etc. Travel expenses include: airfare, vehicle rental, hotel accommodations and fuel. Which party covers which items of travel expense is to be

communicated between the examiner(s) and promoter(s) prior to the scheduling of polygraph coverage for an event to avoid any confusion. Examiners can usually perform up to 7-8 screenings per hour. Examiners will set up scheduling of appointments online and supply a link for promoters to provide to competitors for the scheduling of appointments. Promoters will be given access to the schedule so they may check status of bookings as they desire. Promoters need to inform examiners in advance of days and times that screenings should be offered for an event so examiners can set up the schedule accordingly.

Time between competitor meeting and show start: If having a competitor meeting the day of the event it's recommended to schedule it 90 minutes or more prior to the show's start time. A competitor meeting is not always necessary and if you provide sufficient information on show details by email to competitors you may elect to pass on the meeting. Do not spontaneously add a competitor meeting without prior planning as it could impact the schedules of tanning, hair, and makeup service providers.

Show Poster

The essential inclusions for contest flyers are 1) Show name, 2) Show date, 3) Show location (city/state). The flyer details should stick out on a poster and be large enough to read on Instagram since that's what is primarily needed by both potential competitors and spectators. Other information that should be included is the website address for where full contest details can be found, the OCB logo, which categories are offered, mention of 'natural', 'drug tested', or 'drugfree', mention of being an OCB pro qualifier and Yorton Cup qualifier. Other details that can be included are venue name and address, show times, Instagram handle, ticket prices, and division offerings. Those aren't essential, however, since interested parties will most likely visit the website where full details will be. Some promoters add a QR code on the printed versions of their posters for quick access.

Show flyers should have a modern, professional, appealing appearance. If assistance is needed for creating a catchy-looking show flyer let OCB know and they can assist with high quality photos and graphic artwork. Self-made flyers created on Powerpoint or Canva are not acceptable.

Vendors

Some vendors are essential, others are advantageous. The essentials include tanning, photography, and hair & makeup, (videography also if video coverage is desired for an event). OCB has a database of some companies that provide these services that it can supply contact information for. If OCB does not have a contact for a company for a particular service needed for an area, there are sites like thumbtack.com where promoters can post services needed and review responses from vendors in that area.

Sometimes there are vendor fees for the above service providers, sometimes there aren't. It varies from show to show and from promoter to promoter. Typically the size of a show is the factor for whether there are fees or not. It comes down to whether the vendor will make a sufficient profit or not. It's common for tanning vendors to pay vendor fees since their service is utilized by more competitors. Makeup is dependent on the number of female participants. Photography generally does not have a vendor fee. Photographers usually work strictly off sales, meaning no cost to promoter for coverage so revenue generated is solely dependent on the orders they get at a show.

Other vendors are companies that have products and services related to the fitness field. They can bring in more revenue and make events seem more festive. Promoters can charge vendor fees in exchange for providing space at shows for vendors. Vendor fees vary and are somewhat dependent on the size of shows. Events that draw larger turnouts can charge more since vendors will reach more people. Vendor fees tend to range from \$100 for the day to up to \$400. The fees for a particular show are set by the show's promoter(s).

The large majority of spectators at an event are friends and family members of competitors and are mostly the general public. Therefore, having general snacks and beverages available, like chips, water, soda, etc. can generate some additional revenue for promoters if the venue permits.

Marketing and Promotion

The OCB Marketing Coordinator (Marjorie Thrash) automatically markets events on social media and sends marketing emails with your fliers to the OCB database. There is no charge to promoters for this. However, additional marketing will be needed for success. We cannot stress this enough, **YOU MUST VIGEROUSLY MARKET YOUR SHOW ON SOCIAL MEDIA**. Promoters should market in this manner in addition to what the OCB Marketing Coordinator does. To request any specific assistance Marjorie can be contacted at Marjorie@ocbonline.com.

OCB maintains a mailing list of 14,000+ competitors that promoters can utilize for marketing shows. There are many websites that offer both printing and mailing services if needed. Vistaprint.com is one of them.

Facebook and Instagram are very popular social media sites that should be used to market events. Pages should be created for shows on Facebook, and advertising is possible to try to reach the target market more successfully. Facebook and Instagram ads can be filtered and set so only particular areas, people with particular interests, between certain ages, etc. will be the ones reached. Keywords can be used as well

Some tactics that can help get flyers posted at gyms are to email competitors who enter early and ask if a flyer were to be mailed to them do they think their gym would let them hang it up there. The same can be done for all who email questions about an event. For subsequent shows emails can be sent to competitors who did the show the previous year.

Awards and Promotional Items

Awards

It's standard to supply awards for the top 5 in each class. Sculptured awards tend to be more popular among competitors but other options are metal cups or custom imprinted or engraved acrylic awards of good quality.

Most awards companies need ample lead time to prepare orders. The amount of time varies, but in general expect about 6 weeks. It's difficult to know exactly how many awards to order that far in advance. What should be done is to place an order for what's expected to be needed, and be liberal with projections. The initial order can be stated as a preliminary one, and that the final count will be supplied closer to the event date. Ask when that would be needed by. Then by that date (usually around 2 weeks before) a more accurate count of what will actually be needed can be turned in. It's easier for award companies to drop pieces from an order than it is to add them last-minute. Approaching awards orders in this manner helps avoid paying for significantly more pieces than what will actually be used, and saves on not having to pay for as many nameplates too if pieces are dropped off the order.

The OCB has medals you can purchase, but we urge promoters to only use them for 4th-5th placements, Debut, or Novice divisions. We encourage you to find a more substantial awards for top placements. The OCB can assist promoters in finding quality awards at the best prices.

T-Shirts

Competitors tend to be appreciative of getting contest t-shirts at shows. Having them is recommended as one way of making a positive impression on competitors. It adds a special touch to the event, and they are relatively inexpensive (around \$5 each). Some companies that make custom t-shirts can create a

design as well. It is not a bad idea to have 15-20 printed in a different color, or with "STAFF" on so show staff can be easily identified by spectators and participants. If setting entry forms up as recommended above, with entry fees increasing at the three week out mark, most entries will be in by that time and it can give a better idea for how many shirts will be needed for competitors and how many of each size (if shirt size was included on entry forms) around the time needing that info for placing an order.

Goody Bags

Goody bags are another way of making an event seem a little more special to competitors. Supplement manufacturers and retail stores often times have samples on hand that may be able to be provided, along with their promotional literature. Sometimes they have plastic bags with their company info on that they can supply as well, to put all items gathered up into. Do not offer a Goody Bag if you do not have sufficient items to put into it. Also, be cautious about supplements as we are a drug free organization and some supplements may contain substances that are banned by WADA.

**Remember to not overlook staff when providing extras, like goody bags and t-shirts.*

Day of Contest

The "5-Points" Rule

Ensuring the following can be extremely helpful for having an organized event the day of the show.

Provide a detailed copy of the contest's order of events, and a competitor list complete with competitor names, numbers, and divisions/classes to the 1) M.C. 2) Sound Technician 3) Head Judge 4) Expeditor 5) Trophy Presenter **AS EARLY AS POSSIBLE** the day of the event. Doing this enables multiple people to prepare for the day's events. The M.C. can review the competitor and judge intro sheets to become familiar with them prior to going live, and can sort them into the order they will be needed for the day. Simultaneously, the sound technician can test all music to reduce chances for mishaps during the event, and sort into the order it will be needed. Also simultaneously, the head judge can prepare score sheets (if not done in advance) and set up paperwork for the judging panel. The expeditor will be able to become familiar with the day's plans and prepare as needed. And the trophy presenter will be able to arrange awards into the order in which they will be presented to enable smoother presentations due to awards being in order and person to handle awards knowing what is where. If these 5 points are covered early in the day, the key positions for making things run smoothly will all be able to prepare themselves in advance, and when all of these people know what's going on when, events can run A LOT smoother.

Competitor Briefing

Promoters brief competitors on contest day details in the way of either email or a meeting before the show on contest day. See the Competitor Meeting document from the Promoter Resources section of OCBonline.com for information on this.

Staff Details (Procedures and Tasks Guide/Checklist)

Approximately 4-8 weeks out staff coverage should be arranged. Roles include: Check-in (1 or 2 depending on size of show), Judges 5 for amateur events, 7 for pro shows, Tabulator (1), Emcee (1), Expeditors (2 or 3 depending on size of show and facility layout), Ticket Sales (1 or 2 depending on size of show), Door Coverage (2, or more depending on facility layout), Set-Up (5 or more), Break-Down (5 or more), Award Presenters (2), Urine specimen collection, if applicable (2)

Staffing can be an issue for a first time event but making local connections will help you build a base. It is also a good idea to reach out to local competitors and if they are interested in helping or judging an event. If anyone is interested in judging have them contact Sully at, sully@ocbonline.com.

Staff Pay

Show helpers play a big part in event production. Appreciation in the way of compensation is recommended. Amounts vary depending on lengths of time on site. In general, promoters tend to offer \$50-100 to each staff member and provide a meal at the event for staff as well. In addition, the frame of thought should be individuals should not have to go out of pocket in order to provide help. This means if someone is asked to come from afar to help, they should not have to pay their own travel and hotel. If someone drives from a few hours away, they should at least be reimbursed for fuel. It is for these reasons that promoters try to use local staff and only pull from afar when necessary.

Check-In

Promoters will want to track incoming applications, arrange entries by category, and assign competitor number. It is a good idea to use a number only once and assign blocks of numbers for various divisions. For example: 1-20 for bikini, 21-50 figure and so on. You do not need to assign different numbers for each class entered, just one per competitor. Note there is a spreadsheet template in the promoter area on OCBonline.com that can be used to log entries and track things if desired.

IMPORTANT: Please post on entry details and pre-show correspondence with competitors to obtain OCB memberships (if they don't already have them) by the Monday before the show, then for any competitors who come to check-ins without a current membership, have them purchase online using their cell phone. They can show the order confirmation receipt as proof of membership afterward. This will eliminate the need for promoters to have to submit any membership forms/fees after an event.

You can do the check-in at the venue on the day of the show or at an outside location the day before. For larger shows it is better to have all testing and check-ins done the day prior to the event as this can be a long and tedious process. At check-in make sure you have the competitor turn in a competitor bio and any music they wish to pose to. In return you can provide them with the assigned competitor number, make sure they have a current OCB membership, have taken and passed the polygraph test and give them any promotional items you have for them.

It is a good idea to have the polygraph testing take place at the same time and location as the check-in. This allows oversight and making sure you're not chasing competitors on show day because there is no record of them testing. After the testing is complete for the event, meet with the examiner and cross reference all names to ensure 100% compliance. If any competitors have tested in another OCB or other natural organization's event within 3 weeks of your event you will need to contact that promoter and make sure they tested and passed before allowing them into your event.

Once you have everyone checked in you will need to break up the classes as needed (by height or weight for classes that need to be split) and fill out the judges score sheets, tabulation sheets and placement sheets- all forms provided for you by the organization. On score sheets simply put the event name, date, division and class and the competitor numbers listed under the number tab. The individual judges will put their name and then fill in the placements at the prejudging. The tabulator sheet needs the competitor name, number, division and class. The placement sheet only need the division and class and is so the tabulator can put the top five names and numbers down so the emcee can call them out in proper order for the awards.

You can then take the score sheets and photocopy as many sets as needed for the judges, test judges and the expeditors, and also to have copies to post in the competitor prep areas for them to reference throughout the day. The tabulation sheets should be in a separate file with the placement sheets for the tabulator. Have a sequence of events and list of competitor names and numbers along with a score sheet for each class in sequential order of events to provide to each expeditor. This way they will have the names numbers and order that they will need to place the competitors in before each class is called out. You now have your folders ready for the next day. Supplies: Intro Sheets, competitor numbers, measuring

tape/scale, calculator, photo and video order forms, change, cash box, stickers or marker to mark music, pens, pencils, scrap paper.

Judges

OCB can supply a list of experienced judges in the vicinity of a show. Try to have a balance of male/female judges. If there are limited judge contacts in a particular area, or if a promoter has people in mind who he/she thinks would do well in the role but who don't have experience, OCB has a judging exercise that can be provided and used as a means of screening potential judges. Those who do well with the exercise can be used on judging panels afterwards. Be sure to provide the OCB Judges Packet to all scheduled judges prior to the show and ask them to review the guidelines on OCBonline.com in advance. Supplies: water, snacks, score sheets, order of events, judge's bio, note paper, list of competitors names with associated numbers. Judges are normally compensated at a rate of between \$100-\$250 with the head judge receiving \$50-\$100 more as they are the ones steering the show.

Ticket Sales

Post pricing and show times signs, contest flyers, restroom signs, etc. Prep tickets and change.

Supplies: change, cash box, tickets or wristbands, scrap paper, pens, calculator, schedule of events, photo and video order forms, event programs.

Tabulator

It is best to have a separate tabulator for your event. Make sure both you as the promoter and your tabulator are well versed in the OCB scoring system. Review the tabulation sheets and make sure you provide a calculator on show day. A list of competitor names, numbers, and classes should be supplied as well. Make sure the tabulator reads the OCB website and is familiar with the scoring process and how to break ties.

Emcee

When selecting your emcee you want to use someone who is articulate and has at least a rough idea of how bodybuilding competitions run. Your emcee will have a competitor bio to read and may need to fill in any "dead space" if there is a glitch with the sound system or the like. Filler can include judge's bios, plugging sponsors and other OCB events. You want to make sure your emcee does not "steal" the show and make it about them so be careful with people who have big personalities. Make sure they understand the event is about the competitors and not them. Finally, make sure they dress in a professional manner. In the case of smaller events under 30 athletes, the Head Judge may also serve as the Emcee.

Expeditors

Its best to have seasoned competitors assist here. The expeditor will be the one who lines up the classes and direct them to the stage. They will need a folder or clip board that lists all the entries by name and number, an order of events and a break down by name and number of everyone in each class. This way they can make sure the right people are lined up and ready to go for each class as soon as the judges call for them.

For the night show you need to decide the order of posing/stage walks. We find it best to simply have them go in sequence number order by division. If there are crossovers they only pose once so an example would be:

Posing order- Bikini numbers 1-20 in sequential order, figure 21-50 in sequential order, woman physique 51-55, men bodybuilding 56-75.

You should also provide the competitors with this information at check in and let them know if the bikini/figure stage walks will be to house music or if they will need to provide music. It is our experience

that house music for the stage walks streamlines the show and most bikini/figure competitors prefer house music. Just provide music that has a beat.

Expeditors should give competitors 10 minute and 5 minute warnings for going on stage, have classes end up on stage with lowest competitor number to the judge's left and in order to the highest contestant number which will be on the judge's right.

Door

Door staff are helpful so people don't try to sneak in without buying a ticket. Door staff can also enforce house rules, such as no food in an auditorium.

Set-Up

When starting to set things up at the contest venue:

- Protect the venue walls and floors by adequately covering areas backstage with plastic and paper.
- Check lighting & sound
- Ensure there is appropriate outdoor signage to direct people where they need to go.
- Hang or put up the backdrop in the center of the stage. Make sure there are no wrinkles.
- Place the tablecloths on the tables straight and ensure there are no wrinkles.
- Set up awards in the order of the event so it is easy for anyone to locate the correct award.
- Tape mark stage where competitors will stand for group comparisons and pivot points for stage walks
- Designate a separate restroom exclusively for urine testing purposes and post signage.
- Set up mic's for judge/emcee & set up judge tables
- Set up pump-up area, weights, benches, mirrors, carpet, brown paper, plastic, latex gloves, oil, tanning agents, water for competitors
- Mark reserved seating, hang signs, restrooms direction, ticket prices etc.
- Make sure heating or air conditioning (whichever is applicable) is on

Taking the time to think out your stage layout and trophy tables can really put a nice touch on your event and make it appear more like a production than a competition. Most venues have dark color backdrops that provide a nice base, but a little creativity can really make the stage pop. Banners, large flags and potted plants are all simple to use. The OCB has a series of banners that can be used to highlight and not distract that will add to your stage design.

When using banners make sure that they are uniform and straight and take the time to make sure they are secure. One way is to use your trophy boxes as spacers. Placing the same size boxes along the floor will make it easy to line up the bottoms uniformly, using the same boxed as spacers between banners will make sure they are evenly spaced.

For the trophy table a neutral color tablecloth that hangs evenly to the floor is a very nice touch. Set the awards in chronological order of events and in placement order with 1st to the front and 5th to the rear. This will make it easy for your award presenters to find the right trophies. It looks bad having two or three people standing at the table picking up various awards searching for the right class and placement as the competitor stands uncomfortably on stage.

Another good idea is to mark the stage with a painter's tape line identifying where the competitors should go when filing on stage for each class. This line should be at the point on stage that provides the best and most even lighting. It is also helpful to mark the route of the stage walk with take arrows and an "X" at each point in the stage walk. This makes the route of the stage walk easy for the new competitors. Another good idea is to place a 4-2-1-3-5 on the tape line to identify where the top five should stand with their awards. This prevents the placement winners for standing in the wrong order or simply milling around.

The backstage area should be covered to prevent damage to the floor. Rolled cardboard or roofing paper or contractor paper are good mediums to use but make sure they are taped securely to the floor to prevent slipping. This area should be the only area oils are applied and should be sufficient in size so that at least half your number of competitors can prepare there at the same time. Some venues do not have that much space so use what you think you need. Cover the walls with plastic sheets to prevent competitors from rubbing against the walls and getting tan and dye all over the place. It is also a good idea to have a no heels backstage policy as the bikini and figure competitor heels tend to tear up the backing paper and create tripping hazards. Some promoters will use a section of rolled carpet about three feet wide and a runway just off the side of the stage for the girls to line up and get their heels on. Keep the venue as clean and tidy as you can so they will welcome you back. If competitors get dye on the walls and in the venue seating, you as the promoter may get a cleaning bill and not be allowed to return.

Supplies: Scotch Tape, Masking Tape, Duct Tape, String, Trophies, Nameplates, Markers, Pens/Pencils, Scrap Paper, Backdrop and Stage Banners (if applicable), Pump-Up Equipment, Mirrors, Brown Paper, Plastic Sheeting, (Latex Gloves, Posing Oil, Bronzer, Dye, Water if provided for competitors), Signs, Tools

Break-Down

The more people that help with break-down after an event the better. Break-down consists of taking plastic off walls and paper off floors in the prep areas, wiping down walls and restrooms, picking up in the auditorium, clearing out any boxes, etc. that were used to transport trophies, paperwork, etc. Break-down is basically cleaning up so the facility is in similar condition as it was before the event. It is very important to show respect to the venue so you may return the next year.

Award Presentations

Award presenters should either set the trophies up or verify the order they were put in prior to the start of award presentations. Awards should be organized by class in the order the classes will be presented (first class to be awarded on left, second class to be awarded next, and so on). And class awards should be organized by placement with either 1st-5th or 5th-1st order. Presenters knowing where everything is and in what order helps the award presentations portion of events run more smoothly.

Two or three award presenters are recommended. One or two individuals can run trophies to competitors as placements are announced while one person gets the next awards ready to hand to the runners. When awards are given to individuals, presenters should lead competitors to the proper place marker and place the award on the ground in front of the competitor rather than handing it to the person, so competitors aren't awkwardly holding trophies when class photos are taken (stage will have been marked with 1st - 5th place markers during event set up).

Whenever a division has more than one class there will be an overall judging of class winners. Format varies, some events hold overalls immediately after the class awards for the division while others wait until the end of the whole event's class awards are complete.

Urine specimen collection, if applicable (2)

See urine collection instructions from the Promoter Resources section of OCBonline.com

Post-Contest

After the conclusion of the event comes clean up and load out. For pro qualifiers, urine sample collections must be done (follow the urine collection instructions from the Promoter Resources section of OCBonline.com).

Within 1 Day:

For pro qualifiers, ship urine samples to lab.

Within 2 Days:

- Email complete show results to include competitor numbers and overalls for divisions with multiple classes to chad@ocbonline.com
- Scan and email all tabulation sheets/files (including any test judge paperwork) and Judge Intro sheets to: sully@ocbonline.com
- Remit payment for urine tests when notified by the OCB Pro Membership Director Chad Austin. (*Urine test fees are \$58.35 per test. Multiply that by the number of tests sent to the lab (for pro qualifiers) to get the total amount; however, Chad will email the exact amount due.*)

Resources

Forms, Documents and Graphics

OCB forms, documents and graphics are available for download in the Login area on OCBonline.com.

Sculptured physique trophies are available through NielsAndersen.com, DonLenTrophies.com. Note Don Len is located in Pennsylvania and may be able to deliver awards the morning of the show to the venue if in proximity (several hours drive).

Sequentially numbered competitor buttons are available through Baker-Blackman Awards (kathy@bbawardsllc.com). When ordering mention OCB so they'll know to use the correct setup. AffordableButtons.com is another supplier who can add your full color logo. It is best to email sales@affordablebuttons.com and tell them you need two sets of 3" sequentially numbered buttons.



Show Flyers/Posters and Direct Mailing Services

The OCB can assist you with finding someone to develop a quality flier. Vistaprint.com offers competitive rates for postcard/flyer printing, and offers mailing services. Postcards are great to send to other promoters to be inserted into goody bags and shared at the ticket table. Flyers can also be sent to local businesses, gyms, and other contest promoters for posting at their events.

OCB Banners

A backdrop at an event can convey an image of professionalism. There may be a few hundred people in attendance, and echoing long after contest day are photos and video that friends, family, and others (potential future participants) will see.

OCB has five sets of banners that can be used at events. There are also lights that can be sent with them, which would be placed on the floor in front of the banners to light them different colors. Banners and lights can be shipped to any event. Promoter would be responsible for shipping costs to and from.



Venue Search

<https://www.eventective.com/search/search.aspx>