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## **HOW TO LAUNCH A MAS BAND**

# **FOR OUT OF STATE AND INTERNATIONAL BANDS**

1. ALL REQUESTS ON "HOW TO LAUNCH A MAS BAND" MUST BE MADE TO WIADCA VIA THE FOLLOWING:
  - **MAIL - 323- 325 ROGERS AVENUE BROOKLYN, NY 11225**
  - **EMAIL: [wiadcainc@gmail.com](mailto:wiadcainc@gmail.com)**
2. UPON RECEIPT OF REQUEST, AN **INTENT FORM** WILL BE MAILED OR EMAILED TO BAND LEADER/REPRESENTATIVE.
3. SUBMISSION OF FULLY COMPLETED INTENT FORM **MUST INCLUDE** PICTURES OF YOUR PORTRAYALS, DRAWINGS OR SAMPLES ALONG WITH A FULL DESCRIPTION.
4. WHEN APPROVAL OF FORMS AND PORTRAYALS HAS BEEN SENT TO YOU, A BAND MEMBER OR LOCAL REPRESENTATIVE **MUST VISIT THE OFFICE TO COMPLETE THE NECESSARY DOCUMENTS NO LATER THAN JULY 15<sup>TH</sup> 2015.**
5. ORGANIZE YOUR MUSIC (**OBTAIN A TRUCK FOR YOUR MUSIC SUPPLY**).
6. ALL MAS BANDS **MUST HAVE A ONE DAY GENERAL LIABILITY INSURANCE** FROM A REPUTABLE INSURANCE COMPANY. (COVERAGE MUST FOLLOW THE SAMPLE PROVIDED BY WIADCA). **INSURANCE CERTIFICATES MUST BE PRESENTED PRIOR TO THE CLOSE OF REGISTRATION.**
7. ALL TRUCKS BEING USED AT THE ANNUAL LABOR DAY PARADE **MUST BE INSPECTED BY NYPD OFFICIALS FOR CLEARANCE. A LOCATION MUST BE OBTAINED AND THAT INFORMATION MUST BE SUBMITTED TO WIADCA PRIOR TO LABOR DAY WEEKEND.**

*\*\*\*\* Please note that the above list is intended to be a general description of steps necessary to launch a Mas Band and should not be relied upon as the full and comprehensive procedure for launching a Mas Band to participate in the Annual Labor Day Parade. Please refer to WIADCA's Official Guidelines for more complete information and instructions. \*\*\*\**