

## ***“Golden Knights” Marching Band***

### ***August Staff Worklist***

#### **Staff**

- Address leadership issues; review Social-Emotional Leader key ideas
- Bullying and new policy
- Staff as “shepherds”
- Use of area; returning materials/keys to me
- Pre-Camp and Camp schedule
- Sign in attendance at 15 minutes before rehearsal
- Attendance by SL’s, then see Mr. Bilyk
- Late? Make it up! Come at 2:15 pm (camp) or 6:15 pm (school) on the next Wednesday
- Charts – same procedure as last year. Hand out first drill, 2<sup>nd</sup> – 4<sup>th</sup> drills from online  
We will also hand out coordinates this year.
- Staff needs for uniforms, Tuesday-Friday (assignments, clean up, reset M102)
- Re-teach Bronze, Silver, Gold, Platinum drills

#### **Faculty**

- Print and bind wind and percussion scores and drills
- Faculty meeting/agenda

#### **Rehearsal Areas**

- Check Field - hashes
- Confirm Tower - Board / Railings
- Confirm Long Ranger/mic, yard line markers, podium, etc for outside drills
- Order new yard line markers?
- Tear down M102 and reset for percussion rehearsals (camp)
- Set up stage for full ensemble during camp
- Confirm sectional areas (stage, aux gym, north café, lobby, choir room, practice rooms, computer room-unplug all!)
- Redo lesson plans

#### **Historian**

- Photographers will submit photos for CD end of season
- Videographers?

#### **T-shirts**

- Call Atlantic Screen Printing to check on shirts

#### **Library**

- Upload new PDF scans. Fix percussion parts errors.
- Label, stamp, number new music
- Integrate new method books, number and align with missing books
- Organize flip folios
- Number new flip folios

- Copy/Compile halftime repertoire
- Duplicate parts for Pregame and Halftime
- Assemble pre-game and 1/2X folders
- Print charts: Director's view (complete) for faculty
- Print charts: Performer's view for students
- Collate / Punch/Assemble Drill books and scores
- Assemble first days' of school ensemble packets

#### Color Guard

- Inventory flags & poles
- Purchase pole caps, white tape (PO in spring), black tape
- Make sure there 17 6 ft. poles ready to go with weights and a mostly solid color flag on them (can be the usual pink/yellow ones).
- If there are not enough weights available, count and see how many we need so I can go to Home Depot. (The end caps may not fit properly and I will pick up more - tell her not to worry)
- Count the weapons. Make sure the rifle straps are taped and the sabre hilts (handles) are not falling apart. Make a list of how many we have.
- Make sure that there are 30 swing flags ready to get (each girl will get 2). If possible, make 1 or 2 extra sets for the staff to use.

#### Uniforms

- Count returned uniforms to match June list
- Move choir tuxes to Choir closet
- Confirm parent crew – have them do this to better prepare them?
- Tag uniform numbers on half letter sheets
- Sort uniforms by number
- Create setup lists with formers' uniform numbers from last year and set up uniforms for distribution
- Schedule for sizing
  - Friday, August 19 – Measure all attending students
  - Monday, August 22 – Measure all remaining students
- Order shoes as needed

#### Properties

- Confirm inventory
- Prep instruments for distribution on Monday
- Empty instrument room of concert percussion
- Inventory purchased heads, sticks, mallets – see June list
- Anticipate School instrument assignments & prepare as needed
- Check spray paint
- Check First aid kit & tool box equipment
- Clean up percussion area in closet
- Get Mellos from NVD

#### Personnel

- Print new absence cards – Kinko's?

- Create Varsity cards for new members
- Finish calls for incomplete July forms & Personnel forms

#### Band Handbook

- Final Proof and print



1. What motivates you to prepare and perform to your best ability?
2. Considering #6, what can you do to motivate others?
3. How can this experience benefit you as you move on to college and a career?
4. What might be the best way for your positive outlook to become infectious to others?
5. What are things you can do to show me, as Director, that you are motivated and dedicated, without verbalizing them?
6. How can you encourage others to do the same?
7. What are some things you can do to act as a "Director" in your own capacity?