

*Arkansas School Band and Orchestra
Association*



Operations Manual
for
Region Chairs
and
Hosts of All Events

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REGION CHAIRS/HOSTS

The ASBOA Region Chair is the key person from his/her particular region – the connecting link between each of the nine band regions, two orchestra regions, and the ASBOA office. The AAA office has let ASBOA run its own affairs largely because ASBOA through its officers, including the Region Chairmen, have been able to manage their own operation and keep their “house in order”. Any lessening of this effort on the part of any of our key people can do harm to our program. So, it is imperative that all regions abide by the tenets of the ASBOA Handbook (Rules and Regulations).

ASBOA Constitution - By-laws Article I - SECTION H. Region Chairmen

1. Organize and announce all Region Meetings. It is suggested that meetings be called in April and July/August, as well as any other time deemed necessary.
2. Oversee all regional events including region marching and front-line events, junior and senior clinics and tryouts, junior and senior jazz clinics and tryouts, solo-ensemble assessments, concert assessments, and any other sanctioned event. Ensure that all participants meet ASBOA requirements.
3. Region meetings that have been announced for two weeks are to be attended by the member directors. The meeting must have a quorum (50% of all voting members must be present) as defined by Robert’s Rules of Order to do business. If a director is absent, the school administration shall be notified of the absence and of what transpired at the meeting. (Send a copy of the minutes with a list of those who were in attendance and those who were absent.)
4. Secure host directors for region events and give specific instructions to the host as to his/her responsibilities for the organization for that event.
5. Secure clinicians for region clinics.
6. Secure judges for region marching band assessments.
7. See that the judges have a copy of the judging standards and instructions, and that they fully understand the content of the rules. All concert assessment adjudicators will meet at least one hour before the assessment begins for a recalibration of judging standards. A recording from the ASBOA office will be provided to help standardize the correct use of the Rubric and Adjudication Sheet and other matters related to our adjudication process.
8. See that the Region establishes a bank account with proceeds from the junior and senior clinics. Any amount exceeding \$200.00 should be sent to the ASBOA Treasurer by June 15 each year. (Revised 1997) Make sure that financial reports for junior and senior clinics, solo-ensemble assessments, and the region concert assessments have been made, and copies sent to the ASBOA Office, the AAA Office, and the principal of each participating school.
9. Be responsible for the payment of all allowable expenses incurred by the region in which you serve. Plaques for guest clinicians, meal payment for hosts, and performance recordings of ensembles are examples of items that are **not** allowable expenses.
10. Keep an accurate file of all region events, activities and meetings to pass on to the next Region Chairman.
11. Represent the region in all ASBOA Executive Board meetings; inform your region of all Board recommendations, and report from the Board all legislation desired.

12. Report all students that qualify for All-State auditions. This is to be done immediately after the events are completed. Information is to be sent to the ASBOA Office. (Revised ABA 2004)
13. (a) Keep region directors informed as to dates, schedules, and other information.
(b) Maintain close liaison with the Executive-Secretary on all matters related to the best interests of ASBOA.
14. All Region Chairs will be elected for a period of two years. Regions I, III, V, VII, and IX will hold elections on odd numbered years and II, IV, VI, and VIII on even years. (Revised 1996)

The North Orchestra Region Chair will be elected at the All-State Clinic by a majority vote of the North Region members on odd-numbered years. The South Orchestra Region Chair will be elected at the All-State Clinic by a majority vote of the South Region members on even-numbered years.”

Make sure everyone has submitted their Eligibility Lists to you by September 30 & January 30.

If your region has a web page, let me know and I will put a link to it on our page.

WHEN PAPERWORK AND/OR FUNDS ARE MORE THAN 30 DAYS LATE, THE BUILDING ADMINISTRATOR OF THE DIRECTOR(S) RESPONSIBLE WILL BE NOTIFIED.

MARCHING ASSESSMENT

A region may elect to hold a Marching Competition as a region event. The date should be submitted on the ASBOA "Schedule of Events" form. In such cases the event is subject to all of the provisions of ASBOA/AAA concerned with ratings, judges, finances, and student participation.

When scheduling the event, bands should have the same amount of time in the warm-up area and the same amount of time in performance area as the rest of their classification.

ASBOA provides all forms including entry forms, judging forms for marching, front line, and financial reports at www.asboa.org.

The entry fee is \$175.00 per organization. Individual entries for twirling, flags and/or rifles are \$5.50 per student entry, the same as the ASBOA solo-ensemble fee. First and second winners in the front section solo-ensemble division are eligible for the respective medal for that event. Medals will be provided by the ASBOA office at the current price for that year, as indicated on the financial report.

The Region Chair and Marching Assessment Host should take the bid specs for 1st and 2nd Division trophies to local suppliers for bids. In lieu of ordering an estimate of the number of trophies you will need in advance of the assessment; you may order the exact number of trophies after the assessment. Appropriate certificates will be supplied by the ASBOA office. Specs and pricing for 1st and 2nd Division Region Marching trophies are available at www.asboa.org.

First division winners in Regional marching competition are eligible for a sweepstakes award, provided the organization has earned a first division in the three areas of competition: concert; sight-reading and marching.

THE MONEY FOR THE SWEEPSTAKES AWARD MUST COME ONLY FROM THE PROCEEDS OF THE REGION MARCHING EVENT. (See Handbook) Marching competitions must be self-sustaining.

DATES: Marching competitions are to be held on the dates specified in the ASBOA Handbook (16th or 17th week on the AAA calendar of numbered weeks). Any change from the assigned date must be approved by a ballot to the administrators of the region.

A financial report form will be provided for this event by the ASBOA office. It should be completed and returned within **30 days after completion of the event**.

Documents for Region Marching Assessment Hosts

Judging Standards and Instructions from ASBOA Constitution and By-laws (These are to be read to the judges)

Invoice/Application for entry

Google Registration Form by Region

Marching Assessment Rubric Sheet

Marching Assessment Adjudication Sheet

Financial statement

Contract for adjudicators/clinicians

Expense voucher for Adjudicators

You are welcome to send your assessment schedule to be posted on the web site.

PLEASE send assessment results to the office for posting – electronic is best – Word, Excel or PDF.

JUNIOR AND SENIOR CLINICS

Each region sponsors auditions and clinics each year for junior and senior high to be scheduled on the dates specified in the ASBOA Handbook. Each region may also sponsor auditions and clinics for junior and senior high jazz.

The tryout fees for concert (band, orchestra) and jazz are listed in Appendix A of the Handbook. **The total tryout fees should be paid in advance by the director of each school to the host of the tryouts.** The total of the tryout fees (after allowable expenses) is to be sent to the host of the clinic. **Expenses may include only necessary custodial expenses, postage and long-distance telephone calls. Fees for school security are allowable if required by the host school administration.**

Directors are responsible for their own meals at the tryouts and no individuals or organizations are to be paid for assistance on the tryouts with the exception of the following: Region tryout hosts may hire additional judges as needed to properly audition the number of students registered. This is allowable only in extraordinary circumstances with the approval of ASBOA Rules Committee. Participating teachers may NOT be paid. A \$10.00 per hour maximum fee may be paid per judge.

Hosts are encouraged to use their band/orchestra parents' clubs for assistance.

A STUDENT MAY AUDITION ON ONLY ONE INSTRUMENT

A financial report form will be provided to the host of the tryouts. This should be completed by the host director immediately after the tryouts and sent to the ASBOA office. A copy of the tryout report form and proceeds from the tryout fund (less expenses indicated) are to be sent to the host of the clinic. Fifty cents per registered student should be sent immediately to the ASBOA office.

CLINIC: Ninth grade students may not try out or participate in senior clinics. The student entry fees for concert (band, orchestra) and jazz are listed in Appendix A of the Handbook, to be paid in advance of the clinic. The director of each school is to send a list of his/her participants, and the fees, to the host director. The instrumentation for junior clinic bands/orchestras is to be decided by the directors of that region. The **FIRST BAND and ORCHESTRA** of the senior clinic shall include the Region instrumentation certification for All-State Auditions indicated in the handbook, plus any additional players it chooses to use. The **Second Band/Orchestra** instrumentation is to be decided by the directors of each region.

All necessary forms are available from www.asboa.org. Clinicians for the junior and senior clinics are to be selected by the directors of each region, and contacted by the region chairman of the region. The Chairman will send a contract to each judge or clinician in advance of the event. The Chairman is responsible for seeing that all provisions of the contract are adhered to by each clinician or judge.

At the end of the clinic, report any change in your list of Region Qualifiers for All-State auditions to the ASBOA office.

Each clinic is to be financially self-sustaining. No funds from other events or activities are to be used for these events. Junior and Senior clinics of the same medium may be combined financially, but not clinics of different idioms.

REGION CLINIC PATCHES: If patches are used, they are to be paid for by each student individually in advance of the order and in addition to **the clinic fee (\$3.00 Junior and Senior High Band Clinic, \$6.00 Junior and Senior High Orchestra, \$12.00 Junior and Senior High Jazz Clinic)**. Each director is to pay the money in advance of the order.

All eligibility rules of the AAA and ASBOA contained in the Handbook apply.

BANK ACCOUNTS: (ASBOA Handbook)

Each region shall establish a bank account with proceeds from the clinics and clinic tryouts. A financial report is to be filed each year by June 15 and copies sent to the ASBOA office, the AAA Office and the principal of each participating school. Any amount above \$200.00 is to be sent to the ASBOA office.

CLINIC PROGRAMS: Expense of clinic programs, if used, are not to be paid for from any of the clinic funds. The local host school is responsible for any such expense.

Documents for Hosts of -

Senior High All-Region Auditions

- Registration-certification form for Auditions
- Registration-certification form for Clinic
- Financial Statement for Auditions
- Audition Sheets/Scantron Cards
- Individual School/Student Registration for All-State Auditions
- Region Qualifiers for All-State Auditions

Junior High All-Region Auditions

- Registration-certification form for Auditions
- Registration-certification form for Clinic
- Financial Statement for Auditions
- Audition Sheets/Scantron Cards

Junior and Senior High All-Region Clinic

- Registration-certification form for Clinic
- Financial Statement for Clinic
- Expense Voucher for Clinicians

Solo-Ensemble Assessments

Each region sponsors a solo-ensemble assessment each year on the date(s) indicated in the Handbook.

The entry fee is \$5.50 per solo and \$5.50 for each participating member of an ensemble. Ensembles over 10 members will pay \$5.50 for the first 10 members and \$2.00 for each member in addition to 10. Solos may be allowed on any recognized instrument used in the band or orchestra, except bell-lyre. **Solos are allowed on Concert Bells (Concert Bells are those designed to be played in horizontal position) to be played with no less than two mallets.** Piano solos may be used at the option of each region.

A student may enter only one solo on the same instrument.

A student is not limited in the number of events he/she may choose to enter.

An ensemble may include any recognized combination of band or orchestra instruments.

Students may not be asked to play scales.

Music may be used without penalty.

Percussion players may be asked to play rudiments. If rudiments are used, all participants in the same class must be asked to play the same rudiments.

Playing time is limited to six minutes for each solo or ensemble. The students are to be notified when the time is up but no penalty is to be given.

Participants who are absent at the assigned playing time may be given a chance to perform after all other participants have played.

Each soloist or ensemble must furnish an original score, with measures numbered, for the judge for each event. A judge should not accept a duplicated score. Soloists and ensembles may or may not use piano accompaniment. The skill of the accompanist is to be disregarded in rating the soloist or ensemble. **High School soloists MUST PLAY WITH ACCOMPANIMENT, LIVE OR TAPED, IN ORDER TO QUALIFY FOR STATE SOLO/ENSEMBLE ASSESSMENT, UNLESS THE NUMBER IS WRITTEN TO BE PLAYED WITHOUT ACCOMPANIMENT.**

Any given ensemble may play only one selection in ensemble competition. A new ensemble is to be constituted by a 50% change in personnel, and the remaining players must change parts.

Plus and/or minus signs are not to be used in the ratings.

AWARDS: Each participant who receives a first or second division rating will be given a medal suitable for that event.

Entry forms: entry forms, financial reports, comment sheets and award medals will be furnished by the ASBOA office.

JUDGES: Judges should not be hired indiscriminately. Each judge should be expected to hear a minimum of ten solos and/or ensembles each hour, or a minimum of 80 such performances each day. The host can tell the number of judges that will be needed by the number of groups scheduled. Some approximation can be reached from the number of events scheduled the previous year in that region; then an additional judge or two could be hired after the final tabulation is in.

If a region chooses to use a satellite solo and ensemble contest site, the site must be approved by the region in advance of the solo and ensemble contest. Judges are to be hired for a minimum of four (4) consecutive hours. Each judge should be expected to hear a minimum of ten solos and/or ensembles

each hour. The host of the region solo and ensemble event should hire and pay the judges for the satellite site.

The entry forms will show the number of groups requiring piano accompaniment and the host should schedule all groups requiring piano accompaniment in one or two rooms with pianos. In scheduling, the host should indicate on the comment sheet the number of years of experience for each soloist, and whether grade school, junior or senior high.

No piano duets (requiring the use of two pianos) are to be scheduled.

All AAA and ASBOA rules of eligibility apply to this activity.

Immediately after the assessment the host should see that all expenses have been paid in accordance with the finance report form (provided) and send copies of the report as indicated on the form.

All monies (after expenses) are to be sent to the ASBOA office.

No individual or group is to be paid for services other than the judges and necessary custodial services. Fees for school security are allowable if required by the host school administration. A signed receipt for such services must accompany the financial report.

VOUCHERS: The host should have each judge turn in the amount of mileage on the voucher. THE REST OF THE FORM IS TO BE COMPLETED BY THE HOST, including the meals required for each judge. If lunch is furnished by the host, as is sometimes done to save time, the amount indicated for that meal is to be deducted from the allowable meals. The host can save on travel by requiring several judges to travel together from the same area (See contract).

A director hosting this event for the first time should consult with a previous host on the matter of scheduling the events, for "time-saving tips", as well as running the assessment on schedule (use of student helpers and the like).

Be sure to use the recommended "check-out" sheet for each director, and have a responsible person (preferably a band/orchestra parent) to check out the medals. The medals should be checked out only to directors, both counting the medals for accuracy. Students should not be used for this purpose. MUCH MONEY IS INVOLVED WITH SO MANY AWARDS. (In one case the ASBOA office received a box of medals left over that had bubble gum sticking to most of the medals. Needless to say, most had to be discarded at \$.62 each-1982 price).

Instructions to the judges should not be treated lightly. Each participant has paid \$5.50 for the performance and should rightly expect to receive constructive comments both verbally and written. They also have a right to receive six minutes of time, if necessary, to receive a fair evaluation.

Documents for Hosts of Solo-Ensemble Assessments

School Application for Entry

Contract for Adjudicators

Expense Voucher for Adjudicators

Financial Report

Adjudication Sheet for Winds

Adjudication Sheet for Percussion and Strings

State School Application for Entry

Solo-Ensemble Guidelines from ASBOA Constitution

Concert Assessment

Dates for Region Concert Assessments are listed in the ASBOA Handbook.

Region Chairmen and host directors should be familiar with all rules and provisions concerning scheduling, music lists and requirements, classification of bands/orchestras, and the rating system. (Section V – Classification of bands; Section VI – music requirements).

Split concert assessments must **each** be financially self-sustaining. You need to make sure that you have enough performing groups scheduled for the judges to have a complete day. To schedule into the school day, you are to have 8 hours scheduled on Saturday.

The entry fee is \$175.00 per organization, due in advance with the application form.

Three judges are used for concert assessments and one for sight-reading. Bands/orchestras are to be scheduled in the following playing order:

MIDDLE SCHOOL/JUNIOR HIGH:

D; 7DD; 7DDD; 7DD; 7E through 7EEEE; 8DDDD; 8DDD; 8DD; 8E through 8EEEE; 9DDDD; 9DDD; 9DD; 9E through 9EEEE; (ABA 2010)

R designated programs perform at the beginning of their normal classification. Example: R-1-9EE, before the other 9EE bands (ABA 2013)

SENIOR HIGH:

D; N1; N2; N3; 1A; 2A; DDDD-4A; DDDD-5A; DDDD-6A; DDDD-7A; 3A; DDD-4A; DDD-5A; DDD-6A; DDD-7A; DD-4A; DD-5A; DD-6A; DD-7A; 10-6A; 10-7A; 11-6A; 11-7A; 5A; 6A; 7A. (Revised ABA 2017)

R designated programs perform at the beginning of their normal classification. Example: R-1-AA, before the other AA bands (ABA 2013)

Duplication of personnel in two bands or two orchestras at region or state assessments is forbidden regardless of reasons. This applies to junior and senior high school bands or orchestras as well as DD and first bands or orchestras in the same school. The penalty will be forfeiture of any rating during the school year (see due process procedure). However, string ensembles may utilize duplicate personnel from their school's band program for the purpose of having a full symphony orchestra or chamber orchestra at the region and/or state concert assessment provided the student is enrolled in band and orchestra during the school day as a bona-fide student in both organizations. (ABA 2021)

A band or orchestra may apply for a change of regions for the concert assessment because of a conflict with spring breaks...The application must be made to the Rules Committee prior to February 1 with the written application signed by the director and principal or superintendent. Upon approval of the request, the band/orchestra will be assigned to the nearest geographical location deemed feasible, pending acceptance of that region.

Bands and orchestras performing in region assessment may not use the stage (performance area) for warm-up, except for the playing of a scale or chorale. Tuning of instruments should occur prior to entering the stage. In lieu of playing a scale or chorale in the performance area, the orchestra as an ensemble may perform a single tuning note for each open string. All bands and orchestras will warm-up in the warm-up area, perform in the performance area, and sight-read in the sight-reading room during concert assessment for the sake of standardizing what all organizations are expected to do. (ABA 2013)

Region Chairman should see that a running record of numbers performed by bands/orchestras in that region is kept at all times because of the requirement as follows: “A band/orchestra may not repeat a selection within a three-year period, with the following exception; Where this affects an organization with one, or two, grades – they may repeat a number within a one-, or two-year period, respectively”.

The host should check each organization’s music selections at the time of registration to make sure that the selection meets the “repeat a selection” requirements, and is on the appropriate music list with the correct identification number.

The host should also check the judges’ scores at time of contest check in to make sure they are the correct versions of the music programmed to play. Photocopied scores must have a letter from the publisher, not the distributor, that they are backordered. eScores should have an invoice or receipt showing the purchase of the number of scores copied.

When scheduling the event, all ensembles should have the same amount of time in the warm-up room and the same amount of time in the performance area as the rest of their classification.

Judges are not to confer before placing a rating down for each group. **Judges may be allowed to hold sheets at region assessment within a classification.**

Sight-reading music will be furnished from the Executive Secretary’s office.

UIL sight-reading selections will be utilized for concert assessment. Classification requirements are clearly listed below so the directors know the level their group will be required to perform. The entire piece will be mandatory. (ABA 2020) to increase the rigor of the concert sight-reading process.

ASBOA Bands &	Classification	UIL Sight-Reading
Junior High/Middle School	N-8EE	Level 1
Junior High/Middle School	8EEE-8EEEE, <u>9E-9EE</u>	Level 2
Junior High/Middle School	9EEE-9EEEE	Level 3
Senior High	1A/2A	Level 2
Senior High	3A	Level 3
Senior High	4A	Level 4
Senior High	5A/6A	Level 5
Senior High	7A	Level 6

- (a) Senior high school second bands and orchestras will read 2 levels lower than the classification of their first ensemble.
- (b) Junior high/middle school second bands will read 1 level lower than the classification of their first ensemble.
- (c) Third, fourth, and fifth bands/orchestras will read 3 levels lower than the classification of their first ensemble.

Sight-reading is required at the region level. (Revised 1997)

- (a) Bands and orchestras participating in region concert assessments that fail to participate in the sight-reading portion of the event will not receive any ratings, comments, or awards. (Revised 1999 All-State)
- (b) The director of an organization participating in sight-reading will be allowed the following time limits to study the score and instruct the organization: **ABA 2022)**

5A, 6A, 7A 10 minutes
4A 9 minutes
All others 8 minutes

(c) Only one director may instruct and direct an organization in sight-reading. The director in charge of the group, adjudicator, students, additional directors from that school, student interns, and the parents of students in the organization (ABA 2020) will be allowed in the sight-reading room during the instruction and performance. No other audience is allowed. The director may instruct the group as they see fit, including singing phrases or illustrating rhythmic figures. The director may have the group count aloud and clap rhythms and/or finger the notes on their instruments. Once the performance has begun, the director will not be allowed to give further vocal instruction other than rehearsal letters or numbers.

All members of the concert organization who participate on stage will participate in the sight-reading event.

A special sight-reading comment sheet is to be used by the sight-reading judge. The sight-reading rating has no effect on the composite rating for concert.

The director of each organization who receives a first division in Concert and/or Sight-reading MUST complete the plaque order form before they leave the assessment site.

As soon as the assessment is completed the host is to place all ratings on the "Concert Rating Form" (provided for that purpose) and send a copy to the Secretary immediately. Orders for plaques cannot be placed until the plaque order forms, the 'Assessment Rating Form' and the money for the plaques has been received by the ASBOA Office. A composite rating chart will be found in the Handbook.

As soon as all bills are paid the host should complete the finance report forms provided and send to the ASBOA Office. All monies (after expenses) are to be sent to the ASBOA office.

No individual or group is to be paid for services other than the judges and necessary custodial services. Fees for school security are allowable if required by the host school administration. A signed receipt for such services must accompany the financial report.

Documents for Hosts of Concert Assessment

Region Assessment Invoice/Entry Form	Sweepstakes Award Financial
Google Registration Form by Region	Sight-reading Procedures
Region Clinician/Adjudicator Expense Voucher	Region Assessment Results
Region Assessment Concert Adjudicator Sheet	Region Assessment Financial Statement
ASBOA Concert Rubric – 1 copy for each group	Judging Standards and Instructions from ASBOA
ASBOA Sight-reading Rubric – 1 copy for each group	Constitution and By-laws - (These are to be read to the judges)
Region Assessment Sight-reading Adjudicator Sheet	Note to Director
Region Plaque Order Form	
Sweepstakes Order Form	

TIME-LINE CHECK LIST FOR REGION CHAIRMEN AND HOSTS OF ALL ACTIVITIES

Any director interested in hosting an ASBOA event should attend the regular spring meeting of his/her region. Since ASBOA dates for all events are set up on a projected scale it is easy to determine well ahead the dates for any specific year. So, the director should have checked his/her school calendar, and the school principal, for any conflicts before offering to serve as host to an event.

IMMEDIATELY AFTER THE SPRING MEETING

- Send ballots to administrators for any changes in assigned calendar dates.
- Submit sanction forms to AAA for ALL region events. All hosts of invitational events must also submit request for sanction.
- Check with school principal about getting the event on the school calendar.
- Contact judges, or clinicians, as to whether they are available on the date(s) scheduled. (Judges and clinicians were voted on at the spring meeting).
- Send contracts to those who are engaged to serve. (Get contracts from www.asboa.org) (Contact only a minimum of solo-ensemble judges, based on the previous year).
- Make sure the necessary space is available at your school for the activity, such as rooms for tryouts, clinic bands/orchestras, solo-ensemble rooms, auditorium space, sight-reading and warm-up room, etc.
- Contact principal about whether there will be custodial expenses, and the amount. (A host school should make sure there is no rental for auditorium, and the like).

SIX MONTHS PRIOR

- Check with host school on possibility of any late conflicts on use of facilities.
- Check on availability of pianos necessary, and their condition.
- Consult on use of cafeteria for use by band/orchestra parents, or other arrangements for student's meals.

THREE MONTHS PRIOR

- Check again with host schools about possible conflicts.
- Take inventory of equipment at your school and other cooperating schools. Make arrangements to borrow any equipment (including stands) needed.

SIX WEEKS PRIOR

- Send reminder of event to judges
- Host should mail all entry forms to schools INDICATING DEADLINE FOR RETURN.
- Check with ASBOA office on awards, such as medals.
- Make necessary housing arrangements for judges. (Notify the hotel/motel manager that you, representing ASBOA, will only pay the room charges, AND NO OTHER INCIDENTAL EXPENSES – DO THIS IN WRITING. Get confirmation on the reservations.

ONE MONTH PRIOR

- _____ Check entry forms carefully as they come in, making sure that fees enclosed are correct. If fees are not enclosed, contact the director immediately about payment.
- _____ Determine from the entry forms about the need for extra judges (solo-ensemble assessment)
- _____ Start scheduling solos and ensembles. Check carefully for those who indicate piano accompaniment and place them in the rooms that will have pianos. Schedule a minimum of ten events per hour for each judge. Use a cross-check for each school and each time-slot.
- _____ Check on hospitality room for directors.
- _____ Check with host school on final arrangements for auditorium and other facilities.
- _____ Select all workers and give assignments. GIVE THE MOST RESPONSIBLE DUTIES TO THE MOST CAPABLE WORKERS. Workers will include guides, doorkeepers, set-up crews, runners for judges, announcers, utility people for special jobs, clean-up crews, etc. Registration clerks and office clerks should be selected from band/orchestra parents since this can be crucial, such as checking out medals to directors.
- _____ Check again on payment of fees by all schools.

TWO WEEKS PRIOR

- _____ Notify schools of performance times and send out a complete schedule. Include maps, parking spaces, restaurants and motels, with telephone numbers, street routing, rooms for warm-up, concert and sight-reading rooms.
- _____ Notify judges of time schedule, time for advance meeting, motel accommodations, telephone numbers and the like.
- _____ Check on school sound systems, and arrange for walkie-talkies, if needed.
- _____ Complete making schedule for students, bands/orchestra, and making up comment sheets. This can be started as soon as solo-ensemble entries start coming in. (Remember to use the percussion and string comment sheets for those instruments)

ONE WEEK PRIOR

- _____ Notify police, restaurants, motels and health services AS WELL AS THE NEWS MEDIA about the event. Also remind the school principal.
- _____ Make up folder for each school for check-out purposes. (Get sample 'check-out' sheet for medals from www.asboa.org)
- _____ Have signs made for such as REGISTRATION; WARM-UP; QUIET AREA; CONCERT; FIRST AID; LOST AND FOUND; HOSPITALITY, and room numbers for judges (Solo-Ensemble)
- _____ Check again on use of cafeteria. Purchase necessary supplies not already on hand.

ONE DAY PRIOR

- _____ Meet with custodial staff - check with them about having doors unlocked at the proper time.
- _____ Have "dress rehearsal" for workers – a complete run-through of the event. (Use written instructions for most). Give special attention to registration, guides, collecting and posting results, recording, check-out system, nothing is unimportant.
- _____ Final check on pianos and sound system

_____ Post all signs

_____ Final check on all equipment needed – ALWAYS USE A SEPARATE CHECK LIST ON THIS

_____ Remind students about public relations – be hospitable and courteous to all. Remind them to dress neatly – it’s an important event!

DAY OF THE EVENT

_____ Check on condition of restrooms

_____ Check off list of workers and give final briefings

_____ See that hospitality room is ready – temperature of rooms, etc.

_____ Make spot checks during the day on schedules, and other arrangements

_____ Check on lunch arrangements and travel for judges, if necessary

_____ See that check-out room is being run smoothly, and efficiently

_____ If a change of shift for workers is used, see that all positions are filled on the change. A dependable student can do this job.

_____ End of day check on locking rooms, care of equipment, checking out condition of restrooms again – necessary rides for judges, etc.

AFTER THE EVENT / WRAP-UP

_____ Get clean-up crews into action

_____ Summarize results

_____ Make up financial report as soon as possible, with all bills paid. Send the report to the ASBOA office within **30 days after completion of the event.**

_____ Send ratings and all necessary reports to the ASBOA office immediately

_____ Send ‘thank you’s to key people. Ask for ‘suggestions for improvement’.

_____ Make complete report to school principal (written) and band/orchestra parents.

FINALLY (From Mr. Brandon’s original Operations Manual)

Take Saturday or Sunday off AND PLAY GOLF, OR GO FISHING, OR SLEEP!!!!

YOU WILL DESERVE IT!!!!

Thanks to J. Raymond Brandon for originally compiling this manual to assist Region Chairs and Hosts.

This is just one small example of the many contributions that Ray and Ruth made to the teachers and students in our state.