

# Marching Band Directors Calendar

## **January**

- Inventory instruments and percussion determine repairs and replacement needs. Check all cases for wear. Sousaphone cases?
- Inventory guard equipment, replace pole caps, throw away worn out flags. Replace or dispose of any show specific equipment.
- Finalize trip plans for following year and announce. Full year of fundraising.

## **February:**

- Prepare budget
- Bids for replacement of equipment i.e.; Mellophones, Baritones, flag poles, percussion, front ensemble equipment (mallet frames, wheels, Drum Major podiums, Long Ranger battery, Long Ranger headsets, portable power source)
- Submit Budget
- Contact drill designer and music arranger, percussion arranger. Determine contracts and finalize so they can begin.
- Contact additional staff, percussion and guard. Determine availability and calendar.
- Begin compiling ideas for next season. Start a file.
- Set dates for summer camp. Notify parents and students. Incoming freshmen.
- BOA application deadline.

## **March:**

- Early March, have practice field aerated and re-seeded.
- Middle school recruitment. Video of previous season.
- Offer Contracts for additional staff.
- If attending camp away from school, finalize dates, staff (including chaperones), estimate attendance for housing and meals, transportation.
- Based on Drill Designer and Music Arranger contracts, taking into account any additional transportation needs and show needs, determine fee amounts.

## **April:**

- Revisit feeder schools. Information and calendar.
- Finalize music ideas, visit often with arranger.
- Submit rough sketch of show format to drill designer. Arrange for meeting (if possible) with music arranger and drill designer.
- Apply for summer guard camp.
- Arrange for parent help at summer camps.

## **May:**

- Finalize marching Band enrollment as well as Marching Band enrollment.
- Submit numbers to Drill designer.
- Letter home to all students announcing: registration, camp dates, fees, etc.
- Determine Fall Marching Band calendar. Be sure to reference school master calendar, taking in to account Home Games, Homecoming, ACT testing. Etc.
- Make applications to festivals if possible.

- Announce show title and theme.
- Have T-shirts designed. Have travel shirts designed if different.
- Coordinate summer camp dates with school custodial staff.
- Reserve coach buses for extended travel in fall.

### **June:**

- Marching Band registration.
- ASAP following registration order, gloves, shirts, shoes.
- Contact summer camp site with exact numbers.
- Summer camp for Drum Line and Guard (at home school, basics)
- Contact School maintenance with summer camp schedule for practice field lining.
- Determine guard equipment needs and order.
- Instruments need to be sent out for repair ASAP after last day of school.

### **July:**

- Repairs and maintenance to all non-musical equipment, i.e.; trailers, carts, golf carts, tractors, etc. Paint, replace tires, and replace lights, routine maintenance.
- Receive music from arranger, copy.
- Receive drill design and copy.
- Order any new guard uniforms.
- Complete handbook.

### **August:**

- Early August have session for all new band members.
- Summer Camp full band.
- Size Uniforms and make alterations.
- Order all equipment trucks for season.
- Order all school buses for season.
- Complete application to all festivals.
- Prior to start of school schedule a parent preview of fall show, a private showing.

### **September:**

- Home football games
- Festivals
- "Band Night" invite Middle school to perform.

### **October:**

- Home football games
- Festivals/Parades
- Homecoming
- Have uniforms cleaned.

### November:

- Home football
- Festivals/Parades

- Have uniforms cleaned at the end of the season.
- Contact summer camp location and book for next year.
- Admit self to hospital for psychiatric and medical evaluation!

December:

- Don't think about Marching Band!
- Or participate in Bowl Games over holidays.

Sources: adapted from the following:

Fung, Gordon & Dorian, Patrick, A Successful Band Program, A Case Study.

Music in Action. 1987.

Various Clinics and presentations.

Raxsdale, Bill, The Marching Band Director, a master planning guide.

Jenson Pub. 1985.

Fort Zumwalt South High School, 1994-2006.