

## OKEMOS CHIEFTAIN MARCHING BAND: PRE-SEASON DRILLS PROCEDURES

Becoming a great band starts with each band member realizing their regular responsibilities. These housekeeping procedures help the band to become an efficient organization, so that we can focus our attention on the important things: working together, having fun together, and making great music.

<b>Attendance</b>	If arriving late or leaving early (even pre-approved), you must check in and out every time with the attendance staff. They will record your time and reason.
<b>Every Day Routine</b>	1. Check the board 2. Ready equipment, music and charts 3. Warm-up individually
<b>Lockers</b>	Your band locker and combination will be provided the first day of drills. Do not share your combination. Lock and check it every time. Do not leave it unlocked for convenience.
<b>Instrument storage</b>	Use your assigned locker. No equipment is to be left out. Leave your case in your locker. Do not leave cases/equipment on the floor in the locker commons, hallways, or band room.
<b>Equipment</b>	No items are to be left in the band room. This includes jackets, lyres, music, water bottles, food, etc. Keep the band room neat.
<b>Phone</b>	The phone in the band room is available. Dial "8" for an outside line. Parents may call 706-4946 (OHS Band office) if they need to contact you.
<b>Food and Drink</b>	OHS asks that all food be consumed outside or in the commons, to minimize bugs and mess. Please be considerate about this rule. The building services staff works hard.
<b>Schedule</b>	Note the board and postings up front. Occasionally, items are also posted near lockers.
<b>Music</b>	You must see a band librarian to check out or return any music. Lost marching band parts cost 25/page paid in advance. Borrow a quarter from a friend if needed.
<b>Equipment Check-out/in</b>	All equipment, including instruments, lyres, flip folders, shoes, etc. must be properly checked out and back in. No picking up or dropping off without following this procedure.
<b>Music Library &amp; Office</b>	Get permission from the director first.
<b>Outdoor rehearsal</b>	Always bring instrument, all music, flip folder, lyre, and charts. Call to attention will usually be in attendance block. There is a 2-minute whistle prior; be in position prior to the call to attention.
<b>Indoor Rehearsal</b>	Use lyres, not music stands (except percussion, if needed). The room will be crowded
<b>School Use</b>	Treat the school building and equipment as if: <u>you</u> had to do the maintenance work during your free time <u>you</u> had to repair broken or damaged equipment during your free time <u>you</u> had to pay to replace broken or damaged items with your own money
<b>Outside Door</b>	Don't hold it or prop it open. Keep the bugs out and the cool air in.
<b>Fairness/Responsibility</b>	Be Responsible for Your Actions! <u>You</u> move it, <u>You</u> put it back <u>You</u> drop it, <u>You</u> pick it up <u>You</u> dirty it, <u>You</u> clean it <u>You</u> use it, <u>You</u> take care of it <u>You</u> open it, <u>You</u> close it <u>You</u> spill it, <u>You</u> wipe it up <u>You</u> borrow it, <u>You</u> return it <u>You</u> turn it on, <u>You</u> turn it off <u>You</u> bring it in, <u>You</u> take it our <u>You</u> damage it, <u>You</u> fix it
<b>Leadership</b>	Leaders in the band work hard to be responsible for themselves AND IN ADDITION, they are always <u>helping others</u> to do the right thing. They begin this with their positive contributions to the everyday rehearsal.