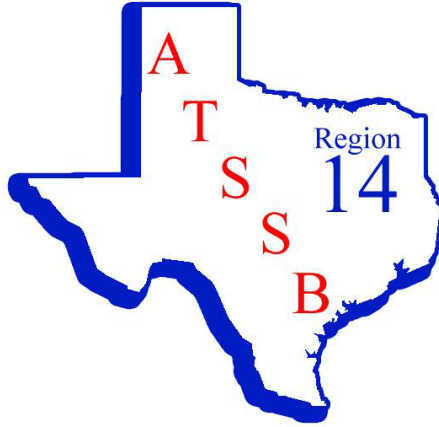




***Region Band
Organizer
Notebook***

Thank you for volunteering to help make the ATSSB All-Region process a positive and successful experience for the students of Region 14.

This notebook has been provided to help you efficiently organize your ensemble. The most important thing is to remember we are here for the students. Do not hesitate to reach out to others with questions.

August/September:

- ☐ Following the August region meeting, you will receive the name and contact information for the clinician for your region group from the region coordinator.
- ☐ Send your contact information to the clinician & introduce yourself.
- ☐ Ask the clinician for the following:
 - ☐ List of requested pieces (we can provide a list of past pieces). Include warmup material if needed.
 - ☐ Bio for the program
 - ☐ Any requests for tuners, metronomes, other technology.
- ☐ Procure music folders (usually free from your music repair/supply service providers)

September/October:

- ☐ Send instrumentation to the clinician and verify how he/she wants parts split.
- ☐ Send the clinician the standard stage seating chart for your ensemble and request any adjustments. **The physical chair counts *should not change*, but they may request clarinets/flutes sit on the opposite side for example.**
- ☐ Procure all music and send percussion music and a copy of scores to the percussion organizer.
- ☐ You will receive a shared folder with printable labels for your folders. Print your folder labels on standard 1" x 2 5/8" labels. (**note: I have found that the labels print better if you download the pdf and use Adobe Reader to print "actual size"*)
- ☐ Make sufficient copies of music and place in the folders.

A note on instrumentation in folders:

- ☐ Please remember to put both TC & BC parts in euphonium folders.
- ☐ Put Bb & Eb parts in contrabass clarinet folders (bass clarinet & bari sax works)
- ☐ Use bassoon or Euphonium parts for string bass if needed.

If you are assigning percussion parts:

- ☐ Evaluate the percussion parts and score and how they can be split among the chairs (how many, what can double, etc.).
- ☐ If you have way too many parts to cover in a piece, you can often ask a TAMUK student or a director to cover an extra part in a piece.
- ☐ Organize a rotating list for student performers – all students should rotate through snare/mallets/auxiliary (A spreadsheet works well for this).
- ☐ Provide the percussion organizer with a copy of the spreadsheet of players/instruments.

Keep extra copies of everything to bring to both the auditions and clinic/concert as people are sometimes moved around or added to a group, and there is always the one that lost/forgot their folder.

November/December Auditions:

Once clinic details are solidified, you will receive folder letter templates to include inside your folders.

- ☐ You must edit the letter with the number and names of your pieces.
- ☐ Print letters and insert into your folders.
- ☐ Send a copy of the letter to the percussion organizer.
- ☐ Bring all folders to the region auditions for your group.

Folders should be neatly organized in a box/crate, in score order, complete, and labeled.

As results are posted, chair labels will be printed. Please assist with placing the labels on the folders and sorting them into the appropriate school stacks.

After the audition, keep your box and extra folders for the clinic/concert (you will need the box at the end to collect folders).

December Clinic/Concert Before You Go:

Following auditions, stand cards will be shared in a Google folder.

- ☐ Print the region stand cards – these will print on one sheet of paper with a name facing up and down. They are meant to be folded in half and placed over the top of the stand.
- ☐ Once the program is sent out for director verification, print the page of the program with your band and compare it to your stand cards. Verify any discrepancies with the region coordinator (Alternates will be moved into your group. Please create cards or bring paper to have the student do so.).

Prior to the clinic/concert, you will receive specific guidelines on rehearsal locations as well as points of contact, meeting areas, and movement flow for concerts.

- ☐ Check the maps before you arrive and ensure you know where your band is supposed to meet and how the flow for concerts will occur.

Clinic/ Concert Day 1:

- ☐ Bring spare copies of music and the box.
- ☐ Bring copies of the seating chart and program list.
- ☐ Make sure to bring a few sheets of blank paper, marker, and pencil for your own use.
- ☐ Bring valve oil, sharpened pencils, screwdriver, etc.
- ☐ Report to TAMUK early (at least an hour) to set up your room. Make sure you have made arrangements if needed for chairs and stands.
- ☐ Arrange chairs and stands according to the seating chart according to the seating chart agreed upon with your clinician (2 players to stand except large instruments).
- ☐ Place stand cards on the stands before students begin to sit down. (Suggest arrival at least an hour before seating is supposed to begin)
- ☐ Assist the percussion organizer as needed.
- ☐ When the clinician arrives, greet him/her and ask if he/she needs anything. You are his/her primary point of contact. You can find out information without taking away from student rehearsal time.
- ☐ Check with the region coordinator for any instructions for the clinician following rehearsal (supper/ lodging/ etc.)
- ☐ Help students locate seats and find areas for cases.
- ☐ Introduce yourself and the percussion organizer to the student membership. Remind them that you are there to help them if they have questions or need assistance.
- ☐ Inform students of rehearsal etiquette
 - ☐ If you have a question, please raise your hand, and an organizer will come to help you.
 - ☐ Please remove hats in rehearsal.
 - ☐ NO food, drink or gum in rehearsal. Bottled water is OK.
 - ☐ Cell phones must be turned off and put away.
 - ☐ Be on time, every time!
 - ☐ Be respectful of everyone's time, space and stuff.
 - ☐ Be respectful of your clinician and other adults.
 - ☐ Your actions in rehearsal reflect upon you, your band and director and your city!
- ☐ Introduce the clinician to the student membership.
- ☐ As rehearsal begins, take attendance. You can usually ask students from the same school about a missing student. Report any absences to the region coordinator.

- ☐ At the end of the first rehearsal day, remind students of the report time in the morning and remind them to bring concert dress clothes for the concert.
- ☐ Remind them which auditorium they will be performing in, so there is less confusion for parents at concert time. JH Concerts will be held in Jones Auditorium, HS Concerts will be held in the new Music Building Auditorium.

Be prepared to be flexible in the first rehearsal as there may be alternates moving into bands that will need music and stand cards (You will have to hand-write additional stand cards if needed).

Remain with your group and help students as needed. Any major discipline issue should be reported to their director, as well as the Region Coordinator.

If clinicians want sectionals or any other special pull-out, you are responsible for organizing it. Reach out to other directors if you need instrument specific assistance. We are all here to encourage student success.

Clinic/ Concert Day 2:

- ☐ Arrive early enough to oversee the room as students arrive (at least 45 minutes).
- ☐ Check with the region coordinator for any instructions for the clinician.
- ☐ Greet the clinician and ask if he/she needs anything. Inform him/her that percussion will be loading percussion in the last fifteen minutes of the final rehearsal.
- ☐ Once rehearsal begins, take attendance and report and absences to the region coordinator.
- ☐ Once your attendance is complete, make any late changes on your program sheet with student school. Make a list of all participating schools in your ensemble.
- ☐ Send the following information to the emcee for your performance auditorium (Information will be in the guidelines provided after auditions):
 - ☐ A list of pieces/composers in the correct performance order.
 - ☐ A list of participating schools in your band.
 - ☐ A picture of the master seating chart with chairs marked off to fit your group (instrumentation does not matter – just number of chairs in a row).
- ☐ Toward the end of the final rehearsal, please help percussion load/return any equipment not needed for the concert.
- ☐ At the end of the final rehearsal, ensure that students know when and where to report as movement begins for the concerts.

- ☐ You will need to be in the staging room early to help manage students as they arrive. Remind them to move with instruments and music only – no cases or bags.
- ☐ Maintain contact with staff in the performance auditorium and escort students to appropriate areas for final performance at the assigned time. (don't forget to bring your box)
- ☐ Students need to travel to the auditorium in a SINGLE FILE line, with all students in the order of their rows. From experience, organizers failing to follow this step cost at least five minutes of time to get students onto stage. Stay on students that they stay in that order and follow the leader. In Jones, Entry is from Stage Right (Conductor Left) for everyone but tubas. Tubas should plan to enter on the opposite side. HS Organizers should meet with coordinator on Saturday to determine the route onto the stage in the new hall.
- ☐ Following the performance, you will need to collect all of the student folders as they come off the stage.
- ☐ Collect all of your folders in your box and remove them from the stage area before the next band enters.
- ☐ Be sure to thank the clinician for coming to work with our students.
- ☐ Be sure to thank the percussion organizer for his/her help.
- ☐ Return to the rehearsal room and ensure that the area is clean and neat and any borrowed items are returned to the owners.

Sample welcome email to send to clinician:

[Clinician Name],

Hello. I hope this email finds you well. I am [*Band Organizer*] from [*School*] and I will be your ATSSB Region 14 Band organizer. [*Percussion Organizer*] from [*Percussion Organizer School*] will be helping out as well as your percussion organizer.

I am attaching a list of the past years repertoire that has been performed as a guide for music selection. Once you decide on the pieces you would like in the folders, you can send them directly to me, and I will procure the music (You are also welcome to send scanned files). Also, please include any warmup music you would like added to the folder, and we will start getting together folders and percussion.

If you need help with pieces or have any other questions, please reach out to me.

I will also need a brief bio from you for the concert program.

Please reach out with any questions you may have. We are looking forward to having you here to work with our students.

[Organizer Name]

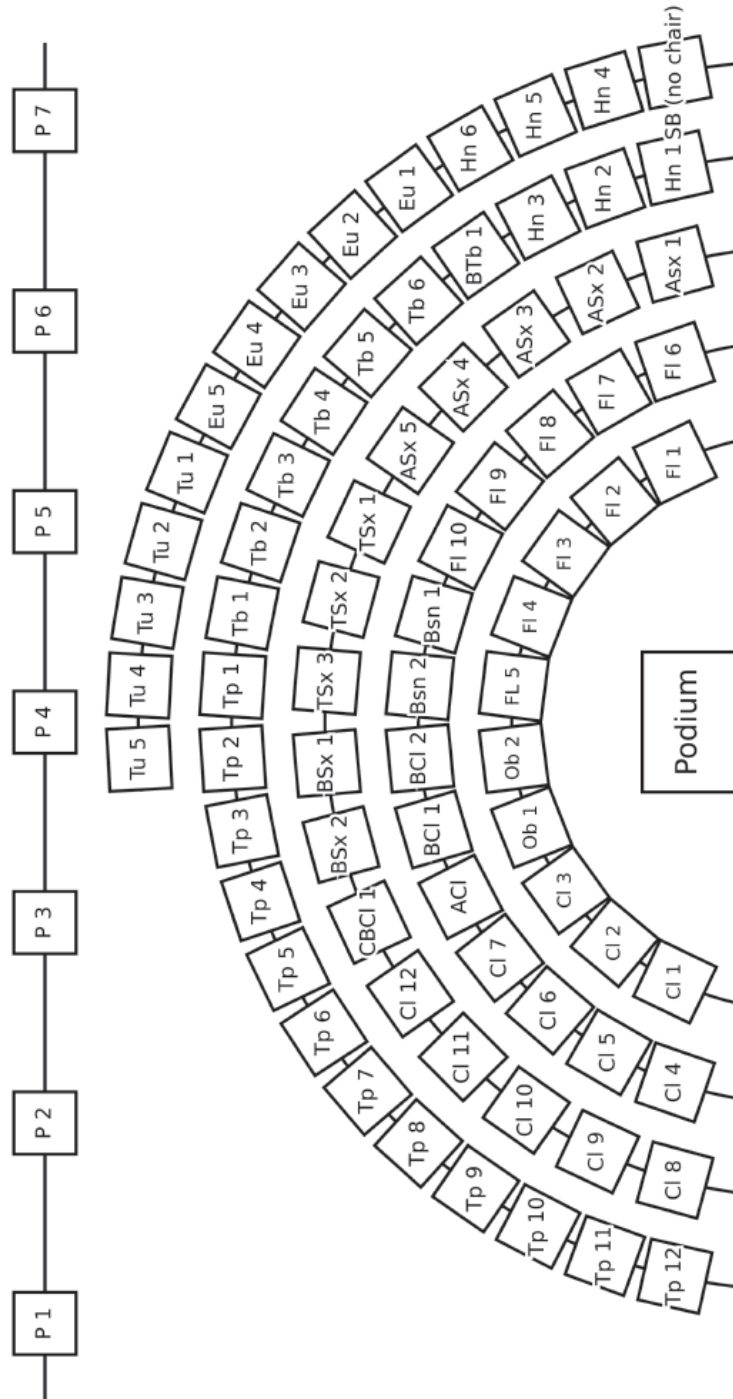
Trombone 3/3 or 2/2/2 (Add B Tbn on lowest part)

Sample Percussion Assignment Charts:

2023 Region Percussion Assignments										Percussion List	NEED!	
	Santa @ Symphony		Jingle Around World		Reason is Season		Summit Fanfare		Pirates of Caribbean	Tamburo		
1 -	Snare	1/8 -	Sleigh Bells	6 -	Timpani	1 -	Timpani	5 -	Snare	6	Snare	Anvil or Brake Drum
2 -	Bass	7 -	Tom Tom	1 /	Bells	2/8 -	Bells/ xylo	1 -	Bass	7	Bass	Bass
3 -	Crash	6 -	Tam-Tam (or sus)	\	Chimes	4 -	Snare	2	Suspended	*	Bongos	Bells
4/7 -	Sleigh Bells	6 -	Tambourine	3 -	Snare	5 -	Bass	7 -	Crash	8	Toms	Chimes
5/8 -	Bells (dbl xylo)	4 -	Crash	4 -	Bass	6 -	Crash	6	Small Tom	*	Congas	Claves
6 -	Timpani	3 -	Bass	5 -	Crash	3 -	Triangle	4 -	Anvil or Brake Drum	3	Crash	Crash
		2 -	Snare	8 -	Suspended	7 -	Claves	8 -	Slap Stick	5	Triangle	crash stand
				7	Triangle			3 /	Bells	1	Sleigh Bells	Slap Stick
				2	Tambourine			\	Chimes	2 /	Vibraslap	Sleigh Bells v2
										\	Tambourine	1 sleigh bell
										*	Windchime	Snare
										4	Bells	Suspended
												Tam-Tam (or sus)
												gong stand
												Tambourine
												Timpani
												Small & Medium Tom
												Small & Medium Tom
												Triangle
												Bongos
												Congas
												Congas
												Vibraslap
												Vibraslap
												Windchime
	</											

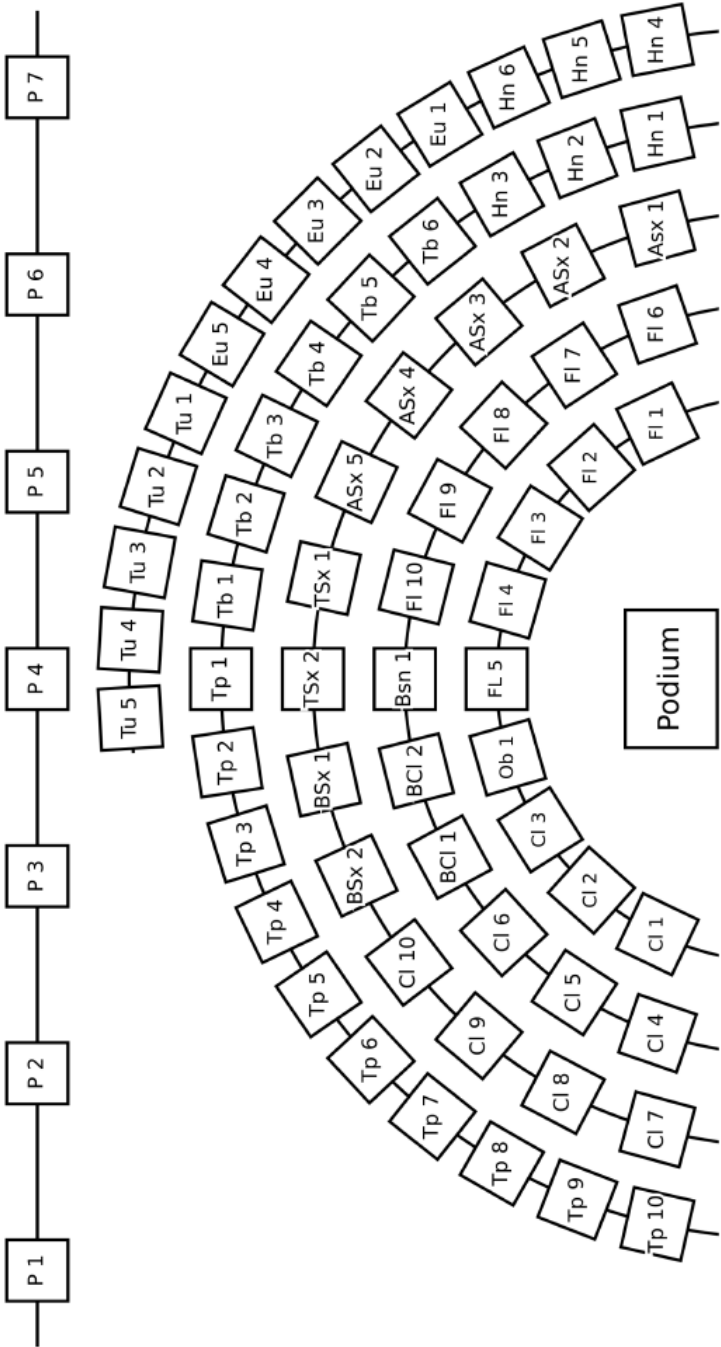
Assignments by chair									
	Santa @ Symphony	Jingle Around World	Reason is Season	Summit Fanfare		Pirates of Caribbean		Tamburo	
1	Snare	Sleigh Bells	Bells	Timpani		Bass		Sleigh Bells	
2	Bass	Snare	Tambourine	Bells/ Xylo		Suspended		Vibraslap/Tambourine	
3	Crash	Bass	Snare	Triangle		Bells/ Chimes		Crash	
4	Sleigh Bells	Crash	Bass	Snare		Anvil/ Brake Drum		Bells	
5	Bells/ Xylo	Tambourine	Crash	Bass		Snare		Triangle	
6	Timpani	Tam Tam (or Sus)	Timpani	Crash		Small Tom		Snare	
7	Sleigh Bells	Tom Tom	Triangle	Claves		Crash		Bass	
8	Bells/ Xylo	Sleigh Bells	Suspended	Bells/ Xylo		Slap Stick		Toms	
NC								Bongos	
								Congas	
								Wind Chime	

ATSSB Region Band HS Master - Kingsville

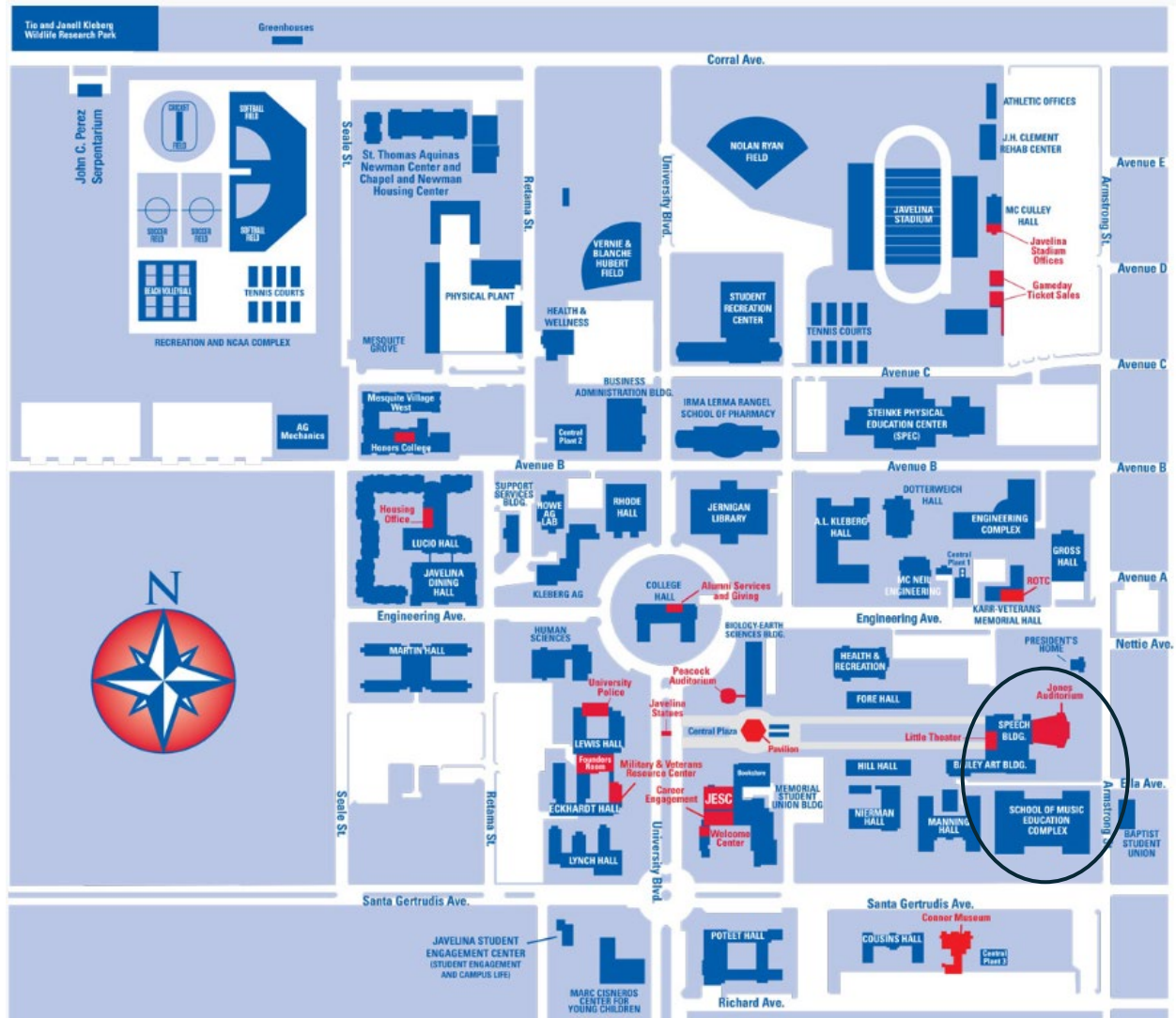


Standard Seating Chart for Middle School Bands:

ATSSB Region Band MS Master - Kingsville



TAMUK Campus Map:

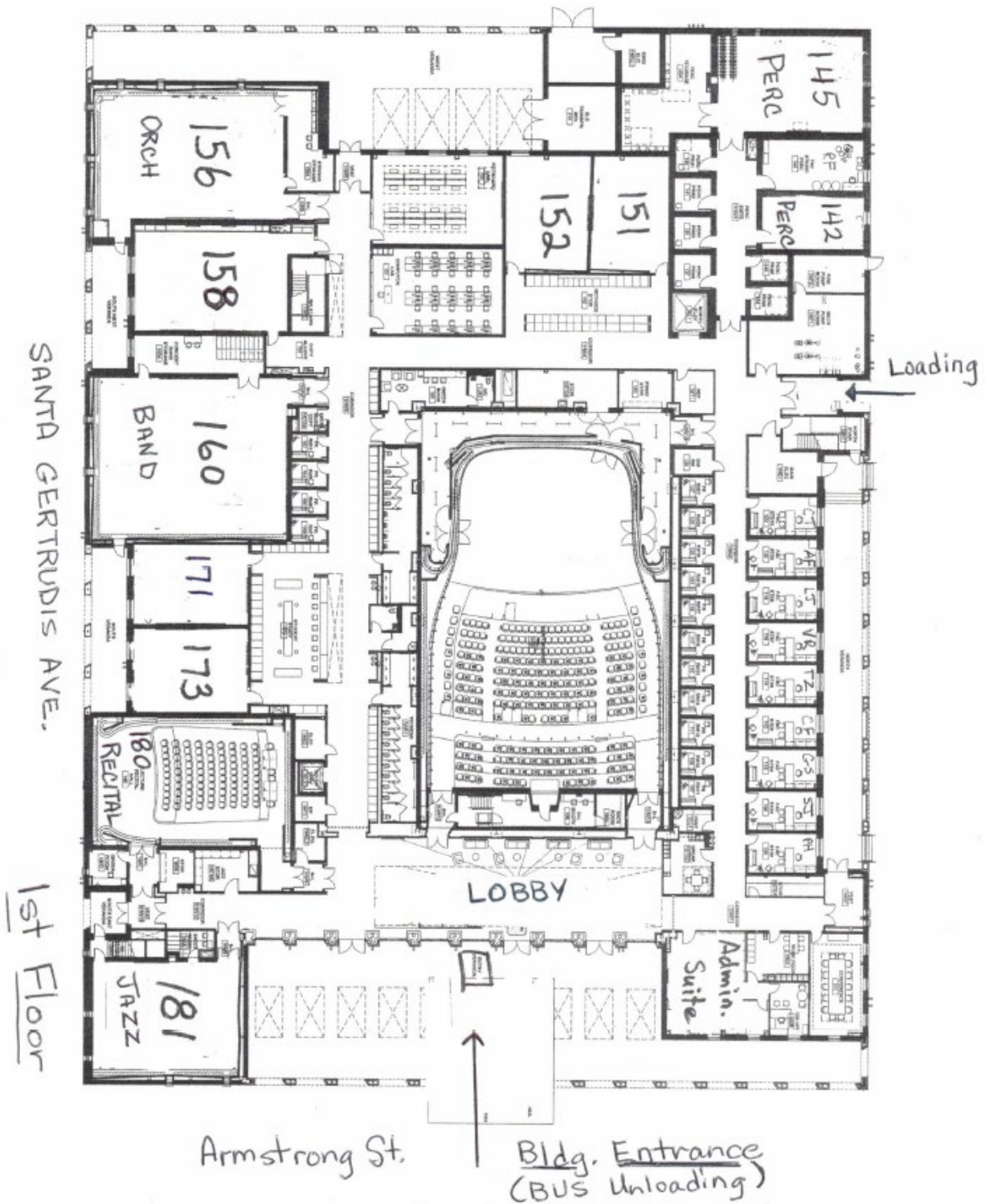


You can find an interactive map of the campus here:

bit.ly/TAMUKMAP

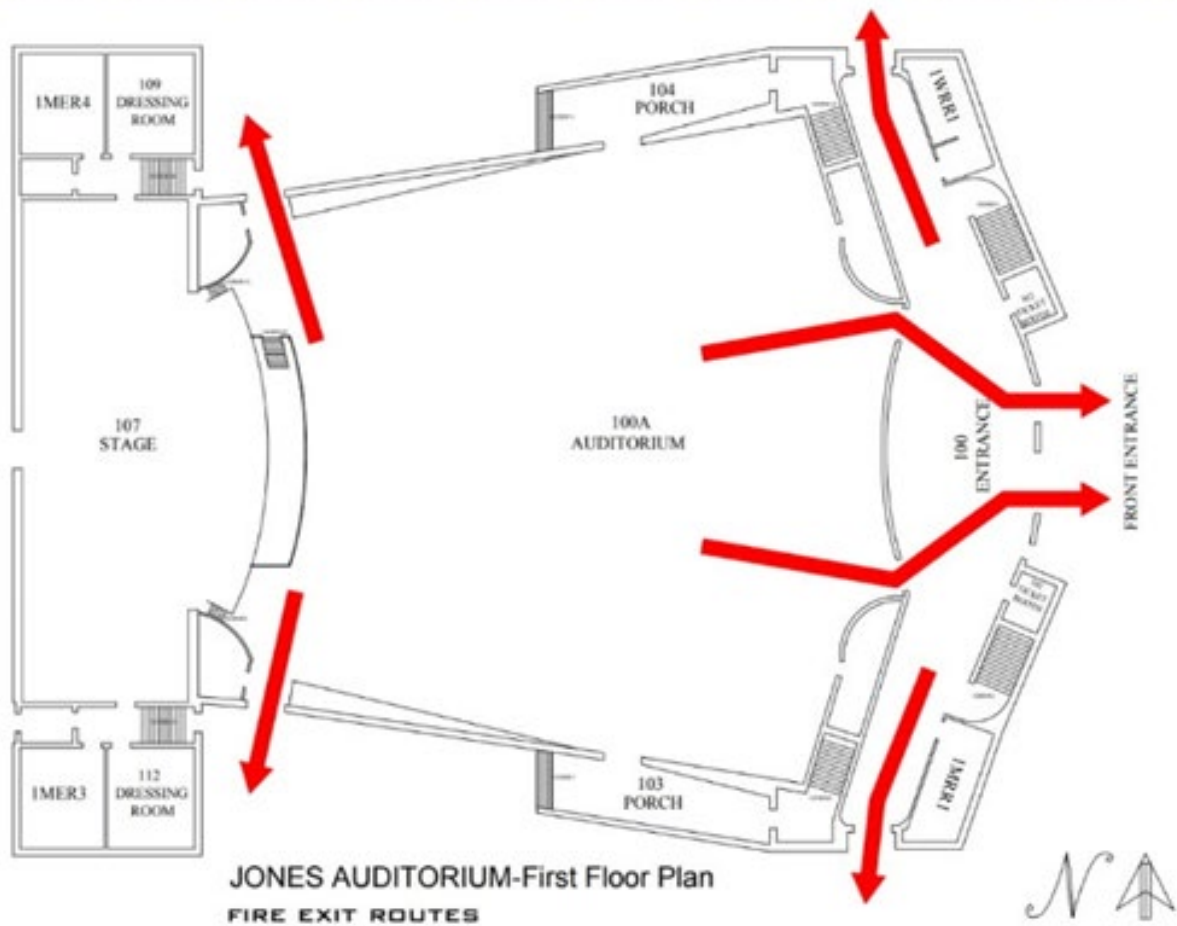
The performances will be in the MUEB Performance Hall (in the music building) and Jones Auditorium.

TAMUK MUEB School of Music Education Complex Map:



This reflects the first floor of the MUEB building. The choir room is on the second floor directly above the Administration offices.

TAMUK Jones Auditorium Map:



Performing groups enter through the doors nearest the stage.