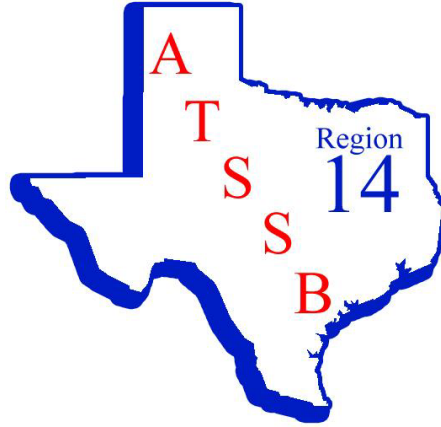




Region Band

Percussion

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:

- ☐ Reach out to the band organizer and introduce yourself.

The band organizer will be procuring folders and organize music. Communicate with the organizer about organizing and assigning percussion parts.

September/October:

The band organizer will send you percussion parts and scores for the pieces the clinician has chosen.

If you are assigning 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 band organizer with a copy of the spreadsheet of players/instruments.
- ☐ Create a list of all percussion equipment that will be needed for the event. Note any percussion equipment that you do not have available. You are responsible for making any arrangements to have percussion equipment available at the event as well as returning any borrowed equipment.

November/December Auditions:

Once clinic details are solidified, the organizer will receive and edit a folder letter with the number and names of the pieces. You will receive a copy of the edited letter.

Folders should be neatly organized, complete, and labeled.

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

Keep any extra music to bring to the clinic/concert.

December Clinic/Concert Before You Go:

Prior to the clinic/concert, you will receive specific guidelines on rehearsal locations as well as 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.
- ☐ Coordinate with the Region Coordinator about what percussion (if any) will be provided in your rehearsal room. There will be a list of what is provided on the stages.
- ☐ Procure the remaining instruments needed and make arrangements for them to be at TAMUK for the clinic/concert.

Clinic/ Concert Day 1:

- ☐ Make sure all instruments you bring or borrow are labeled with the school they belong to.
- ☐ Bring spare copies of the music.
- ☐ Bring drum key, screwdriver, etc.
- ☐ Bring a spare set of drum sticks and basic mallets.
- ☐ Report to TAMUK early (at least an hour) to set up your room.
- ☐ Set the room according to your needs.
- ☐ The organizer will have stand cards for percussion. Place 2 per stand or hand to percussion as they arrive (ask the percussion players to move their stand card with them as they move to different instruments).
- ☐ When the clinician arrives, greet him/her and introduce yourself.
- ☐ Assist students with setup and finding instruments and places.

Remain with your group and help students as needed. The band organizer will also stay with the group throughout the rehearsal. Any major discipline issue should be reported to their director, as well as the Region Coordinator/Designee.

If clinicians want percussion sectionals or any other special percussion 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.

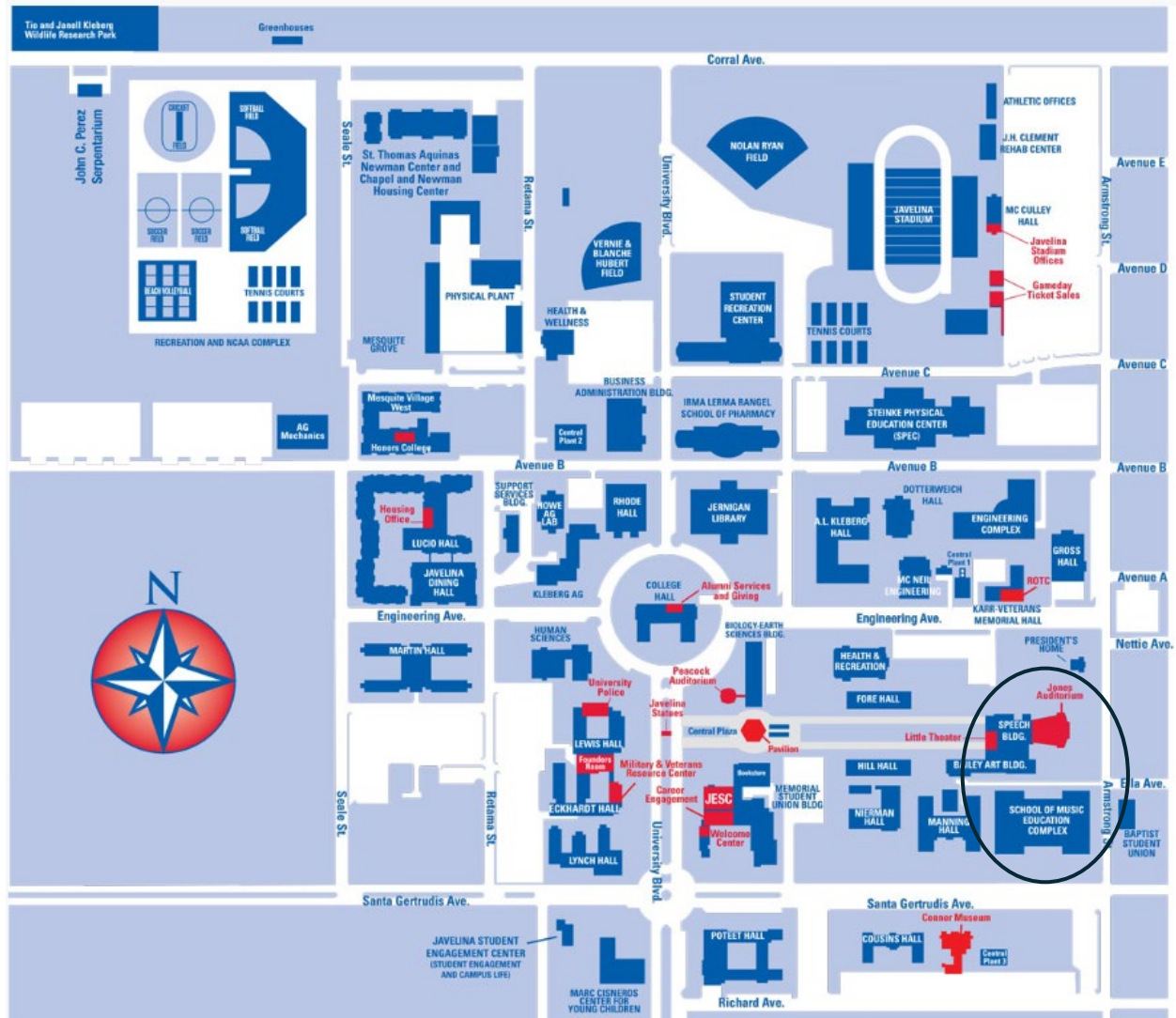
Clinic/ Concert Day 2:

- ☐ Arrive early enough to oversee the room as students arrive (at least 45 minutes).
- ☐ Greet the clinician and inform him/her that percussion will be loading percussion during the last fifteen minutes of the final rehearsal.
- ☐ During the morning, go to the performance hall and verify percussion equipment available on stage (check with that organizer to see what was provided on stage when they arrived). JH Concerts will be held in Jones Auditorium, HS Concerts will be held in the new Music Building Auditorium.
- ☐ Fifteen minutes prior to the end of the final rehearsal, oversee the loading/return of any percussion equipment not needed for the concert. Use the students to help with this, as well as TAMUK students should be around to help as well.

- ☐ At the end of the final rehearsal, ensure that all necessary percussion equipment is packed to take to the performance hall and all percussion students know who is bringing what.
- ☐ 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. Percussion will leave the staging area and enter the performance area first.
- ☐ 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 the coordinator on Saturday to determine the route onto the stage in the new hall.
- ☐ Move percussion equipment on stage to suit your performance needs, pushing any unnecessary large instruments toward the back of the stage. Ensure you have ample stands for your percussionists.
- ☐ Following the performance, you will need to collect all of the student folders and make sure percussion students receive their patches.
- ☐ Collect all of your percussion equipment and move quickly from the stage.
- ☐ Be sure to thank the clinician for coming to work with our students.
- ☐ Be sure to thank the band 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.

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TAMUK Campus Map:

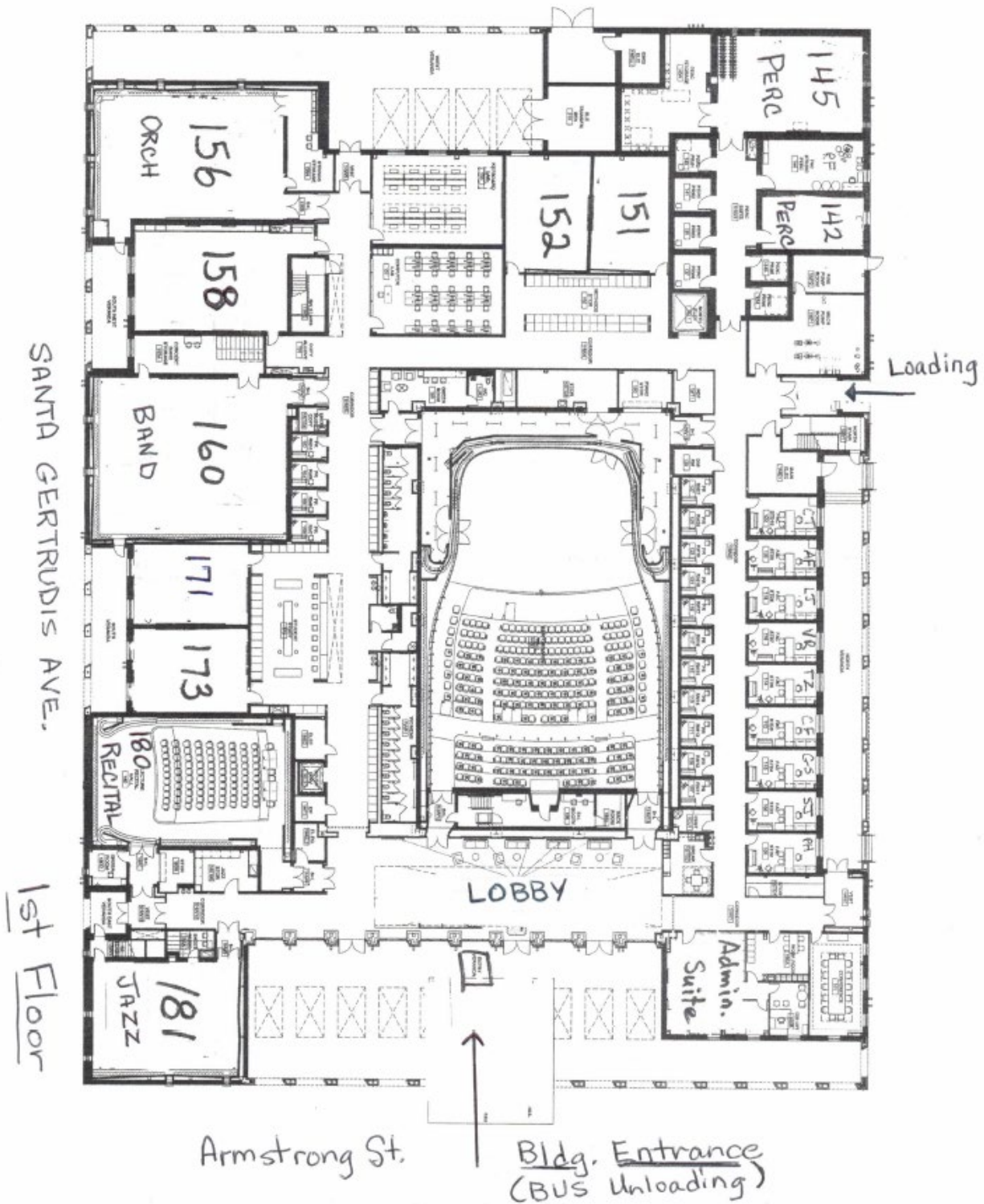


You can find an interactive map of the campus here:

bit.ly/TAMUKMAP

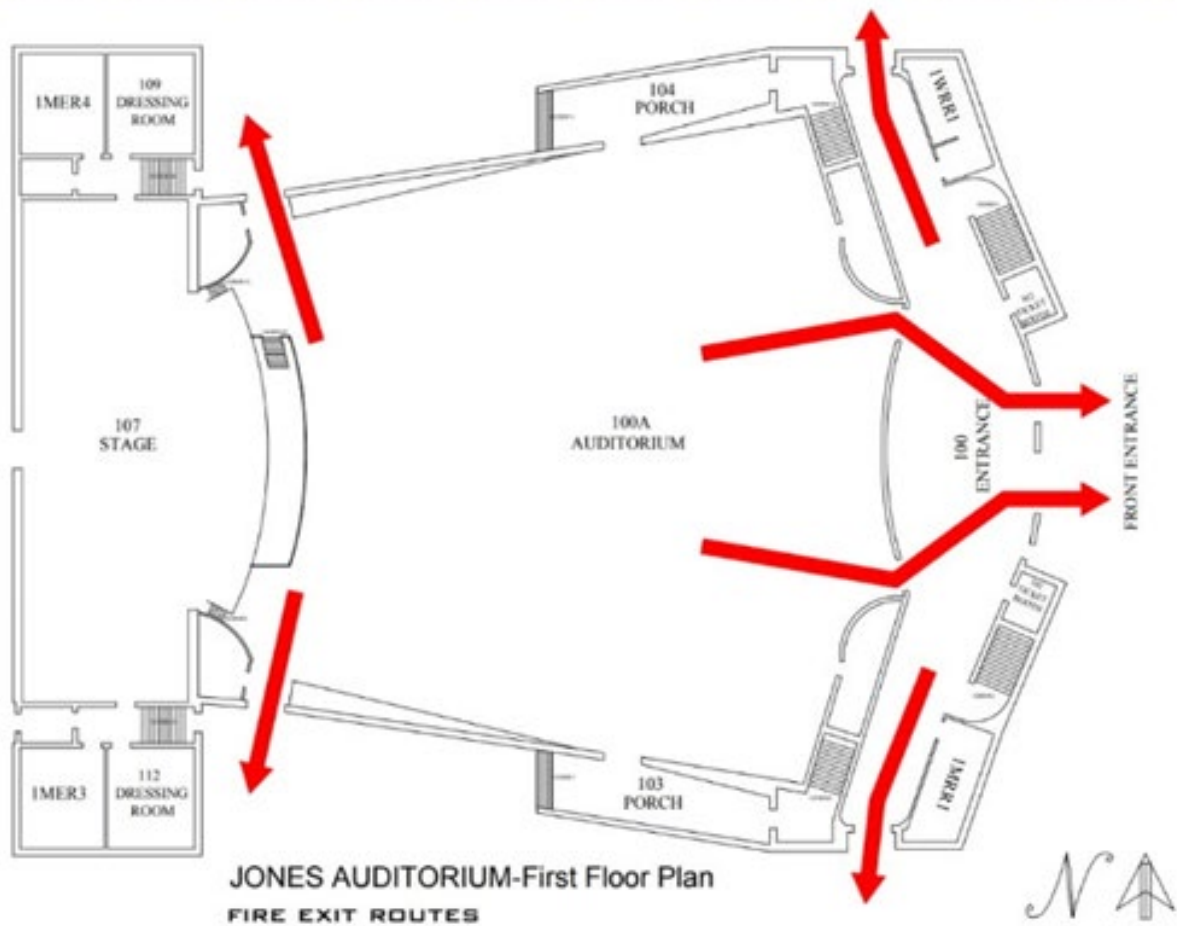
The performances will be in the MUEB Performance Hall (in the music building) and Jones Auditorium.

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 exit doors near the stage.