

## **PREPARING FOR THE OPENING OF SCHOOL**

### ***Administration***

1. Lessons -- Private? Class?
2. Instruments -- Rental? Sales?
3. Booster club
4. Budget
  - Do you have one? More than one?
  - Procedures
    - Purchase orders . . . "on approval"
    - Whose approval or signature is needed?
    - What records must you keep?
    - Who handles the paperwork?
  - Does any part of the budget come from fund raising?
5. Facilities -- How do you get access? Who else has access or use?
  - Rehearsal room
  - Stage / Auditorium
  - Marching field
  - Storage areas
6. Schedule
  - What is your teaching schedule at each school?
  - How do they work together?
7. Events
  - Concerts, athletic events, festivals, parades . . .
8. Extra duties
  - Study hall, bus duty, other classes . . .
9. Grading system
  - What is it? Are ensembles graded like other classes?
10. Master contract
  - Get a copy!

## ***Getting to Know the Program***

### **1. Inventory -- compare what you find to previous lists**

Instruments

Uniforms

Library

Equipment

Condition of facilities

### **2. Study . . .**

Previous years' programs

Previous years' procedures (attendance, audition, etc.)

Recruitment activities

Curriculum guides (school, district, etc.)

Previous years' invoices (instrument suppliers, sheet music)

Previous years' fees (uniform, instrument, participation, etc.)

Previous years' books (methods, warm-ups, technique, etc.)

Uniform parts supplies by students

Previous years' awards programs

Previous years' special activities (trips, banquets, etc.)

Previous years' enrollment and instrumentation

### **3. Stay attuned for information on . . .**

Key school personnel

Teaching colleagues (music and otherwise)

Administrators

Support staff (secretaries, custodians, cafeteria staff)

Key students

Officers, section leaders, managers, drum major, etc.

School and community attitudes

Toward your program . . . and everything else

## ***Of Special Interest***

### *The Library*

1. Establish a filing system . . . make sure you allow for new purchases!
2. Mark all scores and parts with a school stamp
3. Investigate computer-based catalog options
4. Do you have a student music librarian?

### *The Uniforms*

1. Who uses them? Concert groups . . . maybe. Marching band . . . YES.
2. Do you have enough? In enough sizes?
3. Who supplied them? Where can you get replacement parts?
4. Are there enough accessories?
5. When are they cleaned? Who cleans them? Who pays?
6. Where are they stored? During the year? During the season?
7. Get help from parents with sizing and alterations.
8. Establish a strong check-out system.
9. Get uniforms out at least TWO WEEKS prior to the first concert or game.

## ***Key Points***

- Plan your first rehearsal carefully -- plan for success!
- Prepare and distribute the performance calendar immediately, in the first week.  
(Make sure colleagues and administrators get a copy.)
- Identify key pieces you will program . . . for the entire year, not just the first concert.
- Evolution, not revolution.