

ATSSB Region 6 Band Organizer Duties

Preparation Duties

The band organizer needs to contact the clinician for their band and encourage them to pick music selections early. This step is very important in order to have music ready for directors at auditions in December. Clinicians are usually extremely busy this time of year so it is important to stay on top of them until they send you their music selections. The Region Coordinator will send you their contact information. If you have trouble contacting your clinician, please contact the Region Band Organizer.

Order the music immediately! Please check back often with the clinician and the music store to make sure the music is coming in a timely manner. You can either order the music through your district budget to add to your library or have the region coordinator order it through the region. The region will attempt to sell it to another school at the clinic/concert.

When the music arrives, send a pdf copy of the scores and parts to the clinician and percussion organizer. Make sure all instrument parts and scores have measure numbers on them before scanning.

Contact your clinician to make sure they have received scores. Give them the region band instrumentations, and ask them how many they want on each part. (i.e. 1st clarinet) You will need this info before you start assembling the google drive folders.

Google Drive Folders

Each region band has a shared google drive made for clinic/concert music. Inside each drive is a folder for each band as well as a folder containing the rosters for each band. The individual band folders are organized as such:

- Band Folder (ie Symphonic Band)
 - Section Folder (ie Flutes)
 - Individual Chair Folder (ie 7th Chair Flute)

The following needs to be inside each folder:

- Student information letter from the Region Coordinator
- Any warm-up and/or exercises your clinician would like to use
- Correct PDF copies of all music requested by the clinician
 - There should be individual pdfs for each piece as well as a combined pdf of all items the director needs to print.

The percussion folders should be formatted similarly, but should also include a chart with all of the part assignments as well as a copy of all of the parts as they are likely to shuffle around. Before you leave for Christmas, make sure you have gotten a Set-up chart from your clinician.

Clinic Duties

Set-Up

You will need to make plans to set up your rehearsal room on Thursday evening before the clinic on Friday. If the distance is a concern, please contact the host director about setting up the rehearsal room for you. Stay in contact with the host director to coordinate this.

You will need the following in the rehearsal room:

- Chairs & Stands
- Percussion Equipment (your percussion organizer should take care of this)
- Pencils
- Extra Music (just bring 1 set of parts or ensure with the host school that you will have access to a printer to print from the google drive)
- Podium
- Tuner & Metronome
- Name Tags (provided by the Region Coordinator)

It is your responsibility to make sure all percussion that is required is there for the clinic. Make sure your percussion organizer is on top of this! They should be bringing it or in charge of getting it. Check with the host to see what (if anything) they will provide.

Bring a repair kit that will include a little bit of anything you might need to help the students out. (Reeds, valve oil, ligatures, screwdrivers, mouthpiece puller, etc.)

Plan to arrive at least 30 min before the rehearsal begins to check on your clinician to see if they have any last-minute needs. The region band organizer needs to stay with that band for **ALL** rehearsals.

Announcements (given at the start of the first rehearsal)

1. Congratulate the students for qualifying for the All-Region band.
2. Introduce yourself and the percussion organizer.
3. Have the students place their nametags on their stands.
4. Make sure that the students have their music.
5. Remind the students what has to happen in order to have a great rehearsal.
6. Tell them the day's schedule.
7. Finally, introduce the clinician.

At the end of each rehearsal ensure you have your announcements ready. You'll need to tell your group where they will go next after the break. Sometimes the rehearsal spaces change after lunch etc.

Concert Duties

Introduce your clinician to the audience, giving a little background on them. Help with set-up on the stage, and directing traffic when your band is getting on and off stage. Feel free to recruit other directors to help you with this.

After the Concert

You are responsible for tearing down your rehearsal area. The Percussion Coordinator needs to hand out the patches to students as they leave the stage in a single-file fashion.

Thank you so much for your service to Region 6. Please do not hesitate to reach out to the Region Band Organizer if you have any questions or concerns.