I GET BY WITH A LITTLE HELP FROM MY FRIENDS

PROGRAM ORGANIZATION AND MANAGEMENT

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Bands

OUR GOALS

• Artistic experiences as often as possible!

• Pedagogically sound growth opportunities for our students.





I have two kinds of problems: the urgent and the important. The urgent are never important, and the important are never urgent

President Dwight D. Eisenhower

Eisenhower Principal

Important

activities that have an outcome that leads us to achieving our goals, whether these are personal or professional

Urgent

activities that demand immediate attention, and are usually associated with achieving someone else's goals. They are often the ones we concentrate on; and they demand attention because the consequences of not dealing with them are immediate



Eisenhower Principal

Important

Program vision, mission statement, and goals. Score study. Recruiting. Public Relations. Colleague support and development. Personal care and growth. And, and, and, AND....

Urgent

Chairs and stands. Fundraisers. Permission Slips.

Attendance. Uniform care and maintenance. Toxic people.

AND, AND, AND, AAAAAAANNNNNNNNNDDDDDD





Guiding Principles

The Director should only do, only those things, that only the Director can do.

H. Robert Reynolds

Reynolds Principal

Can anyone BUT the director do the IMPORTANT things?

Important

Program vision, mission statement, and goals. Score study. Recruiting. Public Relations. Colleague support and development. Personal care and growth.



Reynolds Principal

Can ANYONE do the URGENT things?

Urgent

Chairs and stands. Fundraisers. Permission Slips.

Attendance. Uniform care and maintenance. Toxic people.



BONUS

If we EMPOWER and ENABLE constituencies in our program to take ownership of the URGENT things, those folks will take ownership in pride in doing them! Eventually, they may even do them BETTER than we would have.



BUT WHAT ABOUT THE REAL WORLD!

My friends are here to graciously share some "plug and play" techniques and strategies that have worked for them in small, medium, and large programs.



NATHAN ANDREWS

Clinton Schools and newly appointed DOB at Morrilton HS



Planning Ahead

- ☐ Get to know coaches, facility managers, ADs, local radio/press
 - ☐ Be on "texting" level with them
- ☐ Google calendar and share with EVERYONE via Remind, Band app, Facebook, etc
- ☐ Trip requests Get them ALL submitted
- □ Blank documents at the ready (seating charts, bus sign ups, uniform check out, etc.)

Bands

Money Management

- ☐ Student account templates (AHS Band)
 - ☐ Everything in ONE place : Band fees, payments, fundraiser money, etc.
- ☐ Band Budget? Do you have one? Does your admin request one each year?
 - ☐ Fall is more expensive than the Spring
- ☐ Develop a plan for making money based on the program's goals
 - ☐ Ex. Traveling out of state



Bands

Communication

- ☐ Band Boosters should aid you in the process
 - ☐ Having a close knit parent group exponentially increases your program's success
- ☐ Utilize different communication platforms to reach as many people as you can
- ☐ Use your events to communicate important upcoming information
- ☐ Be a PART of your community
 - ☐ Every city or county is different. What works?
 - ☐ Create community fundraisers that involve parents!



Last things...

- ☐ Your booster parents and community need to know you care
- ☐ Balance your band and home life (even at a small school)
- ☐ You don't know what you don't know
 - ☐ Visit other programs TRY IT OUT!
- ☐ Any program can be successful as long as you are concise and effective Great leadership doesn't go unnoticed



Pep		
Trumpets	Baritones	*Just because you sign up
		does not guarantee a spot.
	Tubas	*Most of drumline and several of each
		brass family are needed.
		*Woodwind spots may open up later.
	Drumline	
Mellos		
Trombones		
	Altos	
Drum Major		



Bands

	BUS LIST : BUS 1	Driver:
Full Name		Grade

Student information	Student Name
Grade	9
Marching Instrument	b2 - Clarinet
Concert Instrument	b2 - Clarinet
Beginning Balance	
Fees	
Band Shirts (1)	\$20.00
Instrument Rental Fee	
Instrument Repair Fee	
Shoes	\$40.00
Gloves (3 pairs gloves)	
Flip Folder	
Valve Oil	
Slide Grease	
Cork Grease	
Reeds	\$3.00
Guard Uniform (what you keep)	
Guard Shirt - covered with band shirt	
Guard camp deposit	
Band camp	
Guard Shoes	
Guard Gloves	
All-Region Tryout Fee	
Solo and Ensemble Fee	
Mouthpiece	
Parent shirts	
Fees Total	\$63.00
Fundraising	
Date	March 22
For What	cheesecake
Amount	\$119.20
Date	
For What	
Amount	
Date	
For What	
Amount	
Date	
For What	
Amount	

2021-2022 Requested Budget for Band

Travel - \$1850		
ABA Summer Music Conference		\$500
funior/Senior High All-Region Rooms (est. 8 rooms @ \$75)		\$600
Senior High All-State Tryout Rooms (app. 2 @ \$75)		\$150
Senior High All-State Rooms (est. 2 rooms/3 nights @ \$100)		\$600
······································		4
Fees - \$1750		
ASBOA Registration Fees		\$500
Marching Contest Entry Fees		\$800
Concert Contest Entry Fees		\$250
All-Region Entry/ Clinic Fees		\$200
nstrument Maintenance and Repair - \$4000		
Summer Repairs		\$2500
As needed throughout year		\$2500 \$1500
is needed throughout year		\$1300
Music Purchase - \$4500		
Marching Halftime Music/ Drill (Copyrights for arranging)		\$2500
Marching Halftime Percussion Book		\$600
Concert Band Music (10 @ \$100)		\$1000
Sound/Audio Marching Design		\$400
Other Operational Expenditures - \$4900		
General Bandroom Needs		\$500
Colorguard Flags and Equipment (flags app. \$50 each/ \$300 fo	r set)	\$700
Auxiliary Percussion Equipment and Sticks	1 500)	\$700
Staff (Drumline)		\$3000
(214444)		4000
nstrument/Equipment Purchases - \$6665		
Marching Tenor Drums with stand and harness		\$1,580
Marching Bass Drum Stands		\$635
Marching Percussion Drum Covers		\$410
Marching Speaker Transport Carts		\$1660
Marching Drum Heads		\$680
Marimba Titan Field Frame		\$1240
Glockenspiel Field Frame	\$460	
-		

\$23,665

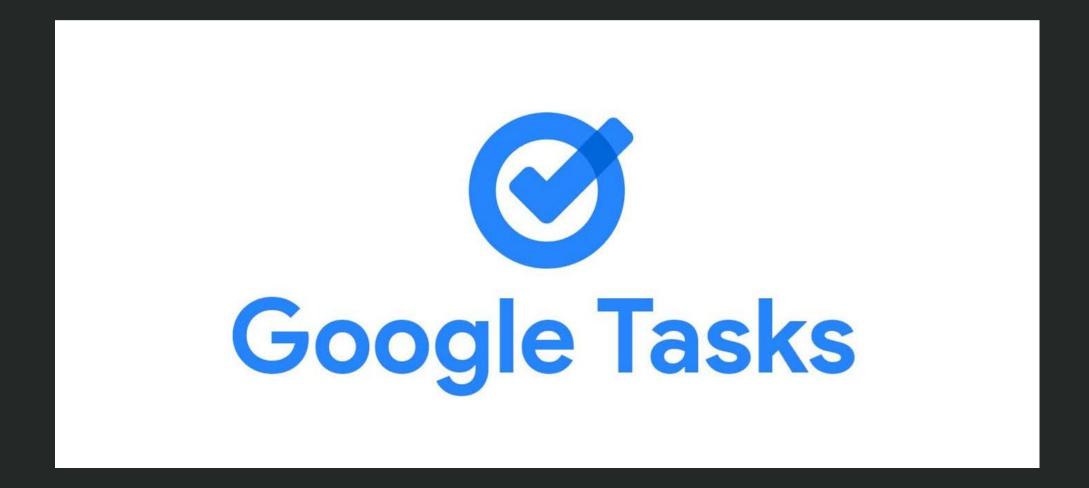
TOTAL EXPENSES FOR 2021-2022:

Josh Bradford and Connor Skelly

Harrison High School



Organize and Prioritize with Google Tasks





Organize and Prioritize with Google Tasks

Organize

- ☐ Announcements
- ☐ Absences
- ☐ Meeting Notes
 - ☐ Teachers/Admin
 - ☐ Band Boosters
 - ☐ Students (individual or groups)
- □ New Music
- ☐ Repeated Remind Messages

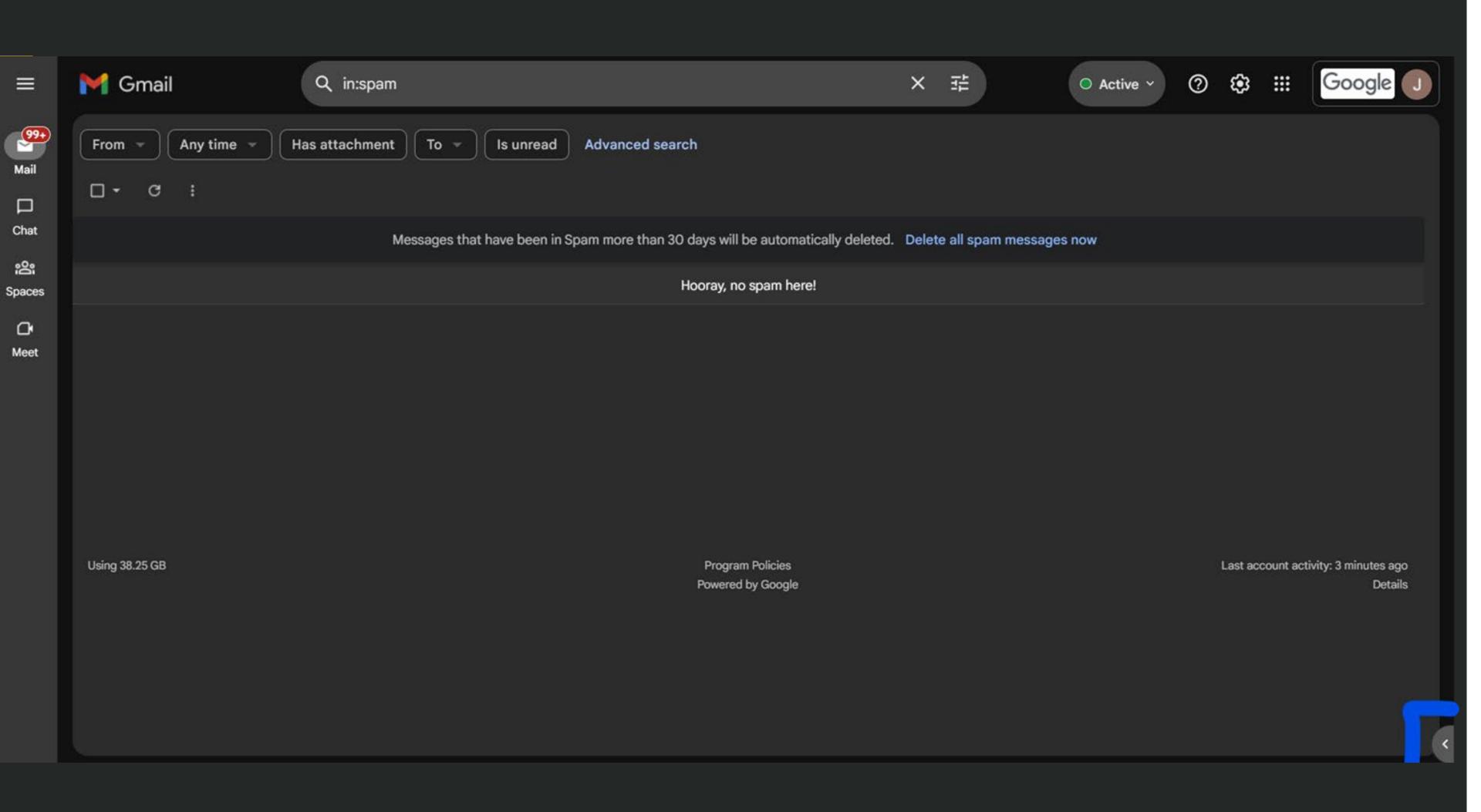


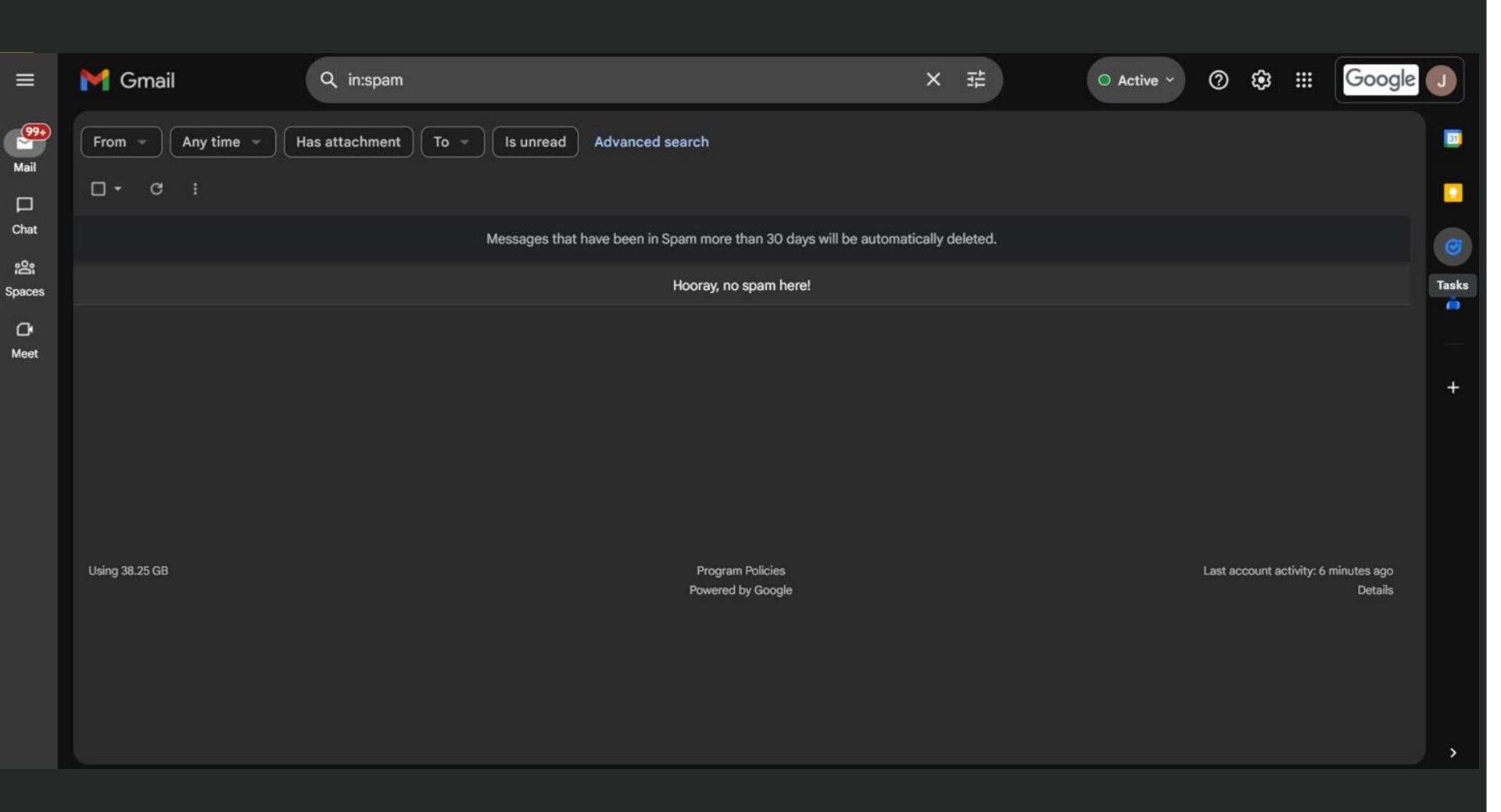
Organize and Prioritize with Google Tasks

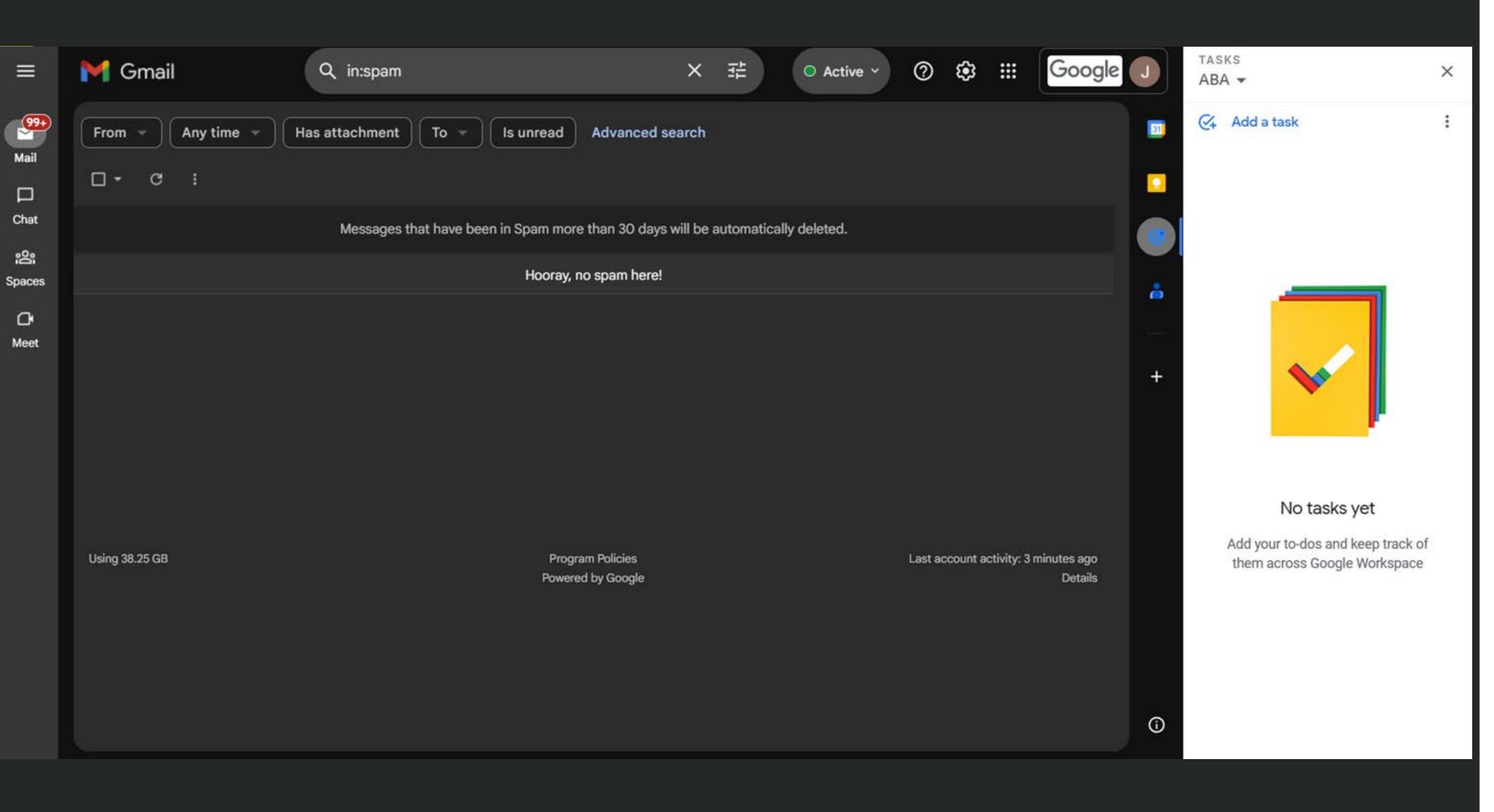
Prioritize

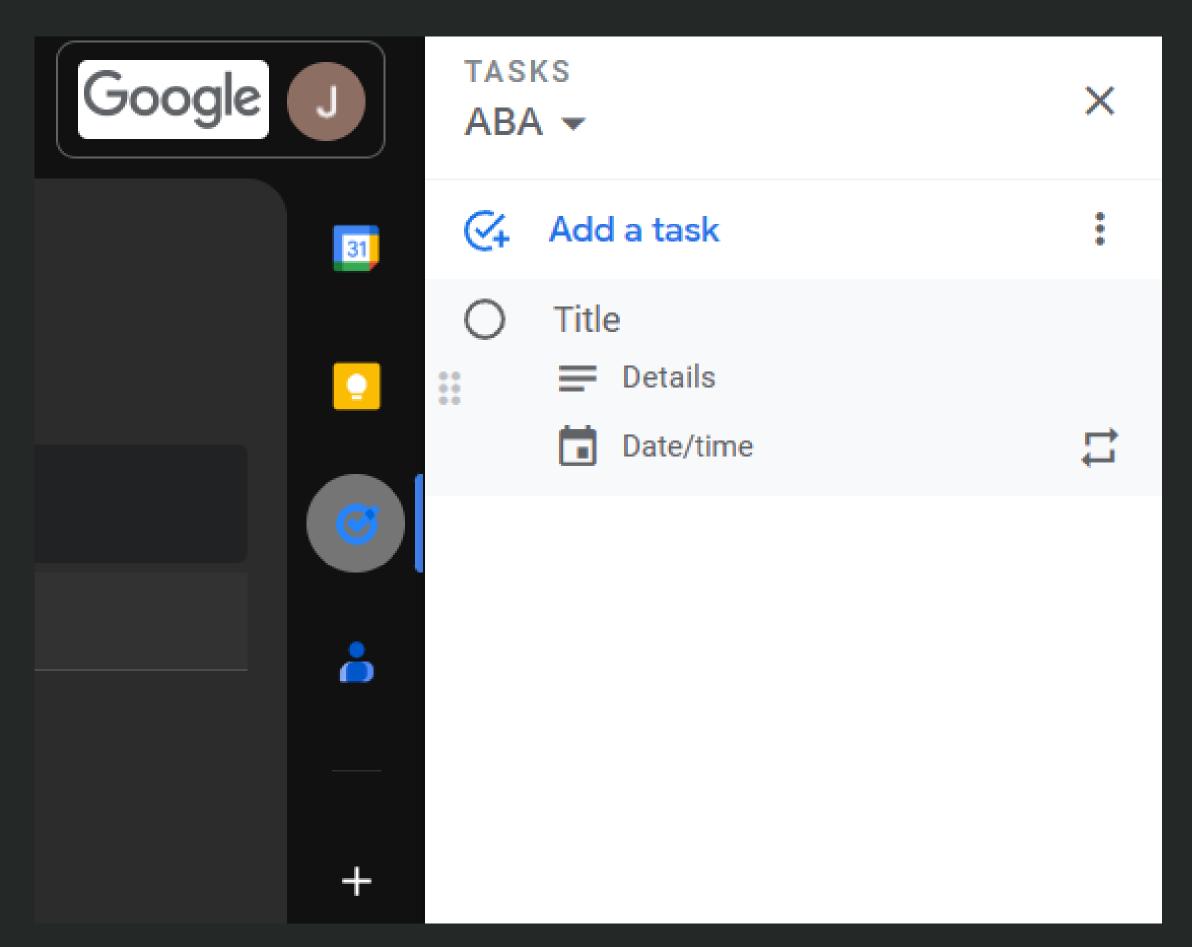
- □ Emails
- ☐ To-Dos
- □ Reminders
 - ☐ Add a date/time to any task
- ☐ "Star" the most important/urgent tasks



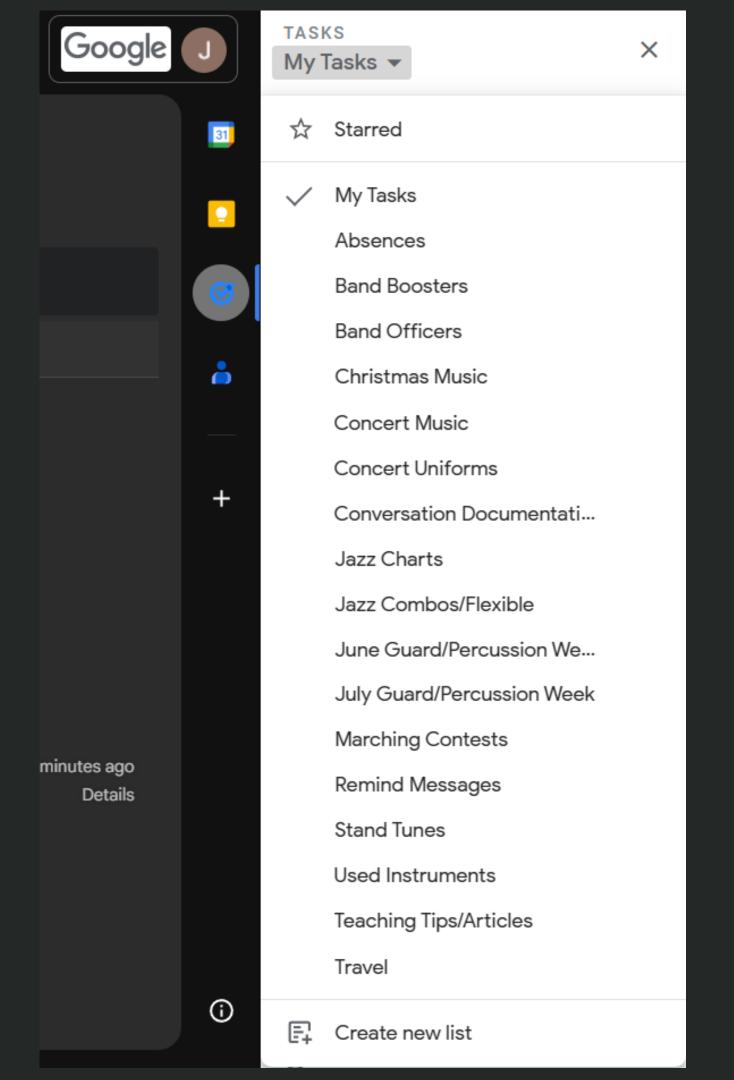




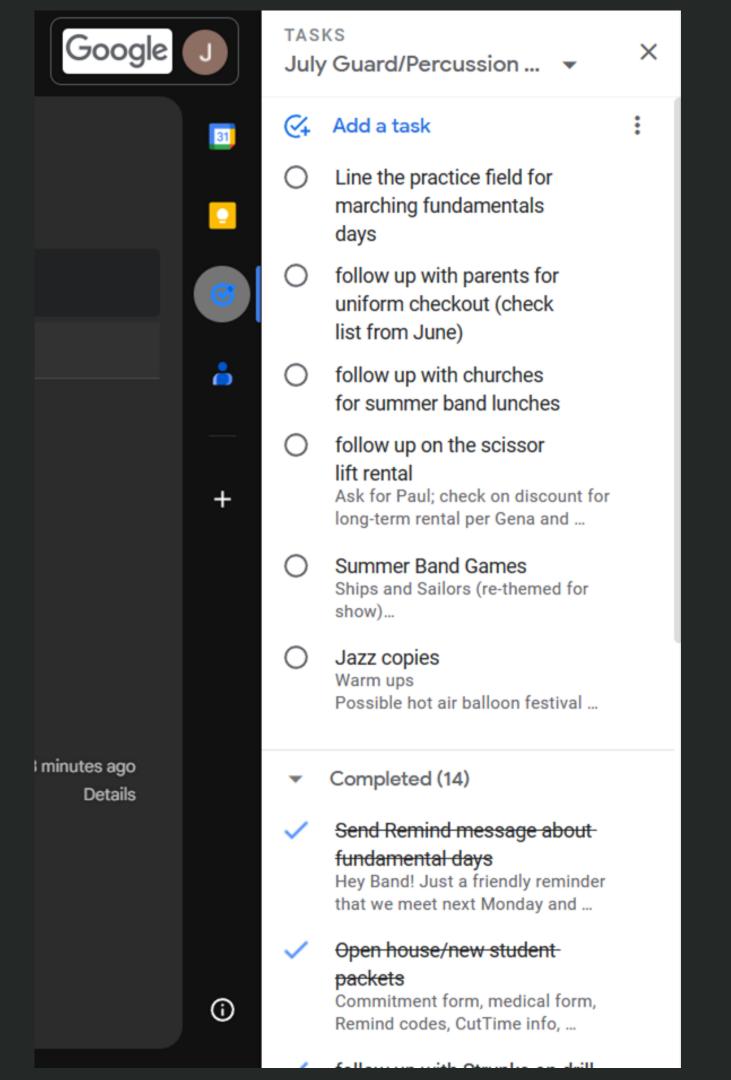




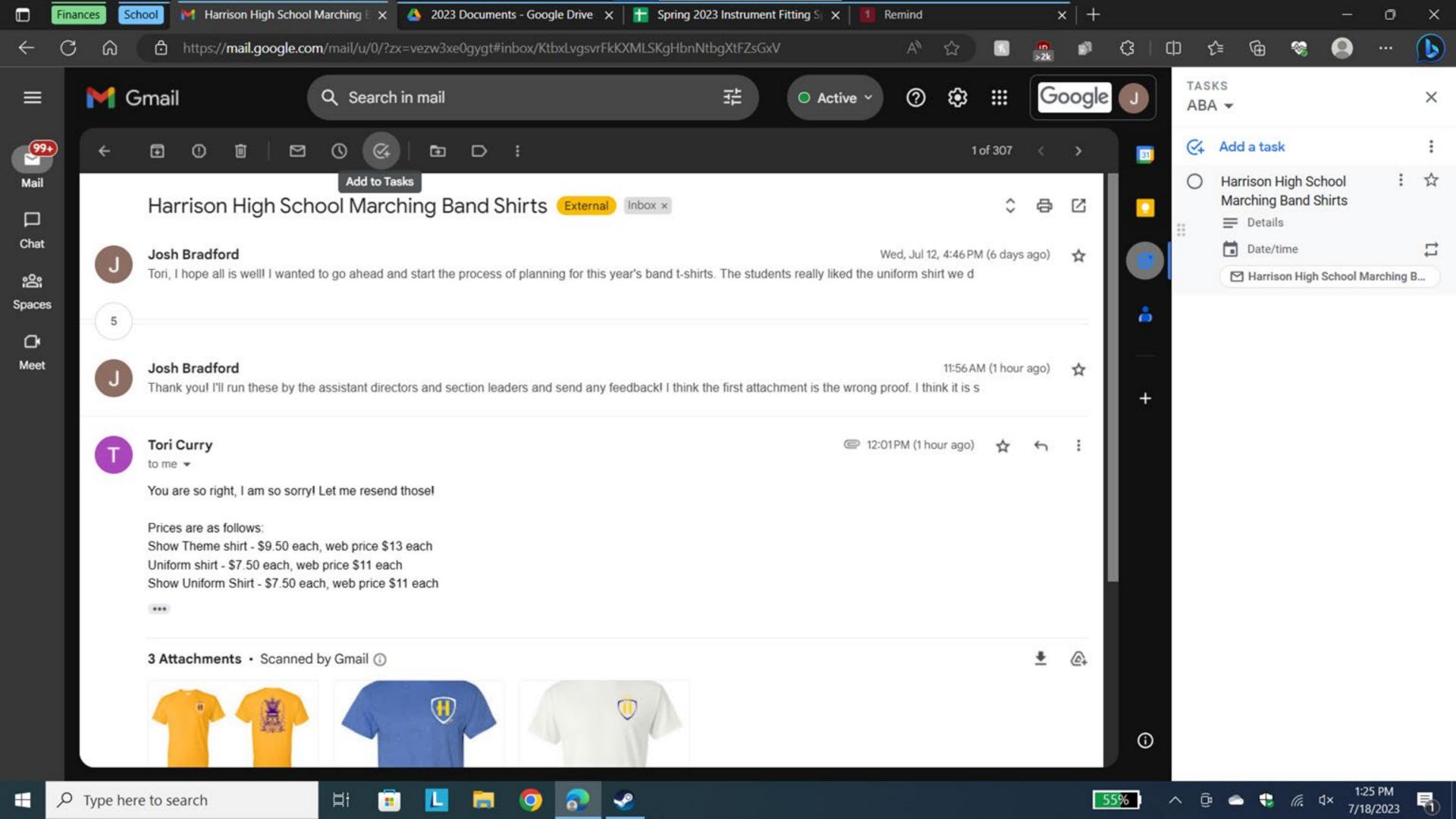












Marching Band Meeting

Purpose

- ☐ Excite students and parents
- ☐ Get everyone on the same page

What is in The Packet?

- □ 2 different forms of the calendar
 - ☐ One month by month, one Year at a Glance
- □ Commitment Form
- ☐ Medical Form
- ☐ Estimated Costs of Items

Topics

- ☐ Show Details
- □ Expectations
- □ Calendar
- ☐ Parent Volunteer Opportunities



Percussion Organization

Organize

- ☐ Do you have an inventory?
 - ☐ Online (Google Sheets) has many benefits!
 - ☐ Student engagement and understanding of care

Part Assignments

- ☐ Put the work in beforehand so students can be ready, and so
 - can you!
 - ☐ Equal and fair distribution of parts for the whole percussive music education experience.



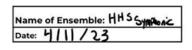
Bands

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cskelly@hps.k12.ar.us

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Piece: The Seal Lullaby			
Total Amount of Parts:			
Part Piano	Student A		
Part Bells	Student L		
Part	Student		

Piece: Star Wo	is Epic
Total Amount of Par	
Part Tim Puni	Student I
Part Crash C/M	Student E
Part Pigno	Student D
Part Tom5	Student H, L
Part Sus. Cym /Chin	Student N
Part Sus Cym 2	Student P
WAW	IT a
Part Pigno	Student D
Part Manimbu	Student E
Part Wind Chimes	Student K
Part Sus. Cym + A	Student P
Part	Student

Piece: Spinit of the Falcon		
Total Amount of Parts: 12		
Part Source	Student H	
Part Bass	Student K	
Part Sus Cym	Student &	
Part Clash CVM	Student A	
Part & /Wood block	Student M	
Part TOMS	Student F	
Part Chimes	Student B	
Part RellS	Student I	
Part Vibes	Student J. L	
Part XVIO	Student Å	
Part Myrimba	Student D	
Part TiMPuni	Student C	

Total # of Percussion	Parts:	39
Equal Distribution #:	2.3	

Piece: Star Wars Med 184		
Part Bell5	Student J, M, O	
Part Shure	Student A, C	
Part Crash Cym	Student F	
Part Bass	Student B	
Part Timpani	Student Q	
Part	Student	

Piece: Urban Dances				
Total Amount of Parts				
Part Timponi	Student D			
Part Mallel 1	Student M, N			
Part Montet 2	Student K, I			
Part Snare	Student Á			
Part Bass	Student G			
Part Wood block/Sus cym	Student P			
Part Claves / Cabassa	Student T			
Part Toms / H: -Hot	Student =			
Part Bongos / CMSh	Student B			
Part A/China GM	Student 0			
Part	Student			
Part	Student			

Piece:		
Total Amoun	t of Parts:	
Part	Student	

ı A	Q Q Q Q O 11 K	
2 B	V V 0 0 12 L	
3 C	▽ ▽ □ □ □ 13 M	
4 D	8 8 8 8 14 N	
5 E	√ √ √ □ □ 15 0	
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Seal Lulluby - Piano Star Wars Epic - Piano Spinit of the Pallon - Strongest Keyboard - Manimba Solo

- Easier share

Urban Dances

- -Timpani tuning
- Strong Shure
- Confident Keybourds
- 500 Aux in sturt

Percussion Ensemble effect #'s

Crash cymbul Stimpani Claves

Tim Hendrix

Bentonville High School



BE THE "BANNER" PROGRAM

Be involved in your school culture

- "Happy Birthday Band" Play for admin, teachers, and custodians
- Seek community engagement opportunities.
- Show/Band Shirts for counselors, administrators and janitors
- Be best friends with the bookkeeper and secretary...
 It's amazing what you can get for a Large Sonic Drink!
- Don't be a DIVA... It's flutes and flags. No, seriously, that's all it is:)



LEARN TO DELEGATE

- YOU can't be everywhere, if YOU try to do it all, something WILL slip through the cracks.
- Delegation means trusting... "More than one way to skin a cat."
- Student Leadership is VITAL to your culture and success. (Leadership Descriptions)
- Allow your students to see your staff take the lead, run rehearsals, etc. They all know who is in charge, but that doesn't mean you are the only authority.

DO NOT MICROMANAGE!

You may get the outcome you want, but you are tired and your staff will be looking for another place to work.



GET YOUR PARENTS INVOLVED

- The quickest way to program success is getting your parents and families excited about your vision FIRST.
 (The kids will do what their parents want)
- Open your rehearsals and practices (think youth soccer) and let them cheer on their kids. We do this the last hour of our evening rehearsals. Parents LOVE it!
- Establish a booster program that wants to provide financial support for your students in need
- Consider 2 Mandatory meetings per year for families. "State of the Band" and important info. We do this in Jan for incoming families and May for the upcoming school year.



GET YOUR PARENTS INVOLVED

Try to have your parents do all the NON-MUSIC related parts of your job. This will establish ownership and free you from task that take away from your primary responsibilities.

Booster Organization Job Duties

- Organize Student Contact Information
- Organize Chaperones and Parent Volunteers at Camps,
 Rehearsals and Concession Stands
- Organize Fundraising Events
- Organize Marching Band Contest
- Organize Students Sign up for Hotel and Bus Trips



COMMUNICATION

- Website is a great way to post important information and communication.
- Have a calendar and keep it up to date. Have your year planned in advance and share it with your families. www.bentonvillepride.com/calendar
- Band App is an incredible resource and FREE
- Limit your emails to 1 per week and make it predictable. (I usually have a running email I start in my drafts on Monday and update it throughout the week and then always send on Friday.)
- Create limits for yourself. Don't be accessible at all times of the day. Set boundaries. 9 am 5 pm



PLAN WITH THE END IN MIND

Concert Band

- Plan your concerts a year in advance and they should be focused on your areas of strength and development.
- Try to give as many public performances as possible. Stop thinking it has to be perfect to be heard.
- Develop your warmup around skills that students need to gain.

 Music Literacy should be the No. 1 priority.
- Record often and early. Make kids be aware of their progress.
- Challenge yourself as well as your students!
- Don't ask if your kids can learn, only ask if you can teach it.
 (Kids can do amazing things when we often think they cannot).



PLAN WITH THE END IN MIND

Marching Band

December/Jan

• Design your show

April

- Music written and finalized
- Custom Warm-ups are created around skills needed to perform the show.

June

• Drill is Designed - Students should be contacted to confirm commitment

July

 Don't skip fundamentals. 90/10 Rule - 90% Fundamentals and 10% Show Application in the beginning. It's a marathon.. build the skills

Teach how to read a coordinate sheet/field



I GET BY WITH A THURSHEDP FROM MY FRIENDS

www.atu.edu/bands/resources.php



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