

# I GET BY WITH A LITTLE HELP FROM MY FRIENDS

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PROGRAM ORGANIZATION AND MANAGEMENT

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Bands

# OUR GOALS

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- Artistic experiences as often as possible!
- Pedagogically sound growth opportunities for our students.



Bands



## Guiding Principles

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**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

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## 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

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## 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, AND, AAAAAANNNNNNNNNDDDDDD



“

## Guiding Principles

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

*H. Robert Reynolds*

# Reynolds Principal

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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.



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# Reynolds Principal

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Can ANYONE do the URGENT things?

## Urgent

Chairs and stands. Fundraisers. Permission Slips.  
Attendance. Uniform care and maintenance. Toxic people.



Bands

# BONUS

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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!

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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.



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# NATHAN ANDREWS

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Clinton Schools and newly appointed DOB  
at Morrilton HS



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# SMALL SCHOOL STRATEGIES

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## 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.)



# SMALL SCHOOL STRATEGIES

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## 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



# SMALL SCHOOL STRATEGIES

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## 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!



# SMALL SCHOOL STRATEGIES

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## 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



# SMALL SCHOOL STRATEGIES

Pep Band Sign Up	
<b>Trumpets</b>	<b>Baritones</b>
	<b>Tubas</b>
	<b>Drumline</b>
<b>Mellos</b>	
<b>Trombones</b>	
	<b>Altos</b>
<b>Drum Major</b>	

\*Just because you sign up does not guarantee a spot.

\*Most of drumline and several of each brass family are needed.

\*Woodwind spots may open up later.



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# SMALL SCHOOL STRATEGIES

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Student information		Student Name
Grade		9
Marching Instrument		b2 - Clarinet
Concert Instrument		b2 - Clarinet
<b>Beginning Balance</b>		
<b>Fees</b>		
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		
<b>Fees Total</b>		<b>\$63.00</b>
<b>Fundraising</b>		
Date		March 22
For What		cheesecake
Amount		\$119.20
Date		
For What		
Amount		
Date		
For What		
Amount		
Date		
For What		
Amount		

# SMALL SCHOOL STRATEGIES

## 2021-2022 Requested Budget for Band

<u>Travel - \$1850</u>	
ABA Summer Music Conference	\$500
Junior/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
<u>Fees - \$1750</u>	
ASBOA Registration Fees	\$500
Marching Contest Entry Fees	\$800
Concert Contest Entry Fees	\$250
All-Region Entry/ Clinic Fees	\$200
<u>Instrument Maintenance and Repair - \$4000</u>	
Summer Repairs	\$2500
As needed throughout year	\$1500
<u>Music Purchase - \$4500</u>	
Marching Halftime Music/ Drill (Copyrights for arranging)	\$2500
Marching Halftime Percussion Book	\$600
Concert Band Music (10 @ \$100)	\$1000
Sound/Audio Marching Design	\$400
<u>Other Operational Expenditures - \$4900</u>	
General Bandroom Needs	\$500
Colorguard Flags and Equipment (flags app. \$50 each/ \$300 for set)	\$700
Auxiliary Percussion Equipment and Sticks	\$700
Staff (Drumline)	\$3000
<u>Instrument/Equipment Purchases - \$6665</u>	
Marching Tenor Drums with stand and harness	\$1,580
3 Marching Bass Drum Stands	\$635
Marching Percussion Drum Covers	\$410
2 Marching Speaker Transport Carts	\$1660
Marching Drum Heads	\$680
Marimba Titan Field Frame	\$1240
Glockenspiel Field Frame	\$460
<b>TOTAL EXPENSES FOR 2021-2022:</b>	<b>\$23,665</b>

# Josh Bradford and Connor Skelly

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Harrison High School



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# Organize and Prioritize with Google Tasks

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Google Tasks



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# Organize and Prioritize with Google Tasks

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## Organize

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



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# Organize and Prioritize with Google Tasks

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## Prioritize

- Emails
- To-Dos
- Reminders
  - Add a date/time to any task
- “Star” the most important/urgent tasks





Mail



Chat



Spaces



Meet

From Any time Has attachment To Is unread Advanced search



Messages that have been in Spam more than 30 days will be automatically deleted. Delete all spam messages now

Hooray, no spam here!

Using 38.25 GB

Program Policies  
Powered by Google

Last account activity: 3 minutes ago  
Details





Mail



Chat



Spaces



Meet

From Any time Has attachment To Is unread Advanced search



Messages that have been in Spam more than 30 days will be automatically deleted.

Hooray, no spam here!

Using 38.25 GB

Program Policies  
Powered by Google

Last account activity: 6 minutes ago  
Details



Tasks



- 99+ Mail
- Chat
- Spaces
- Meet

From Any time Has attachment To Is unread Advanced search



Messages that have been in Spam more than 30 days will be automatically deleted.

Hooray, no spam here!

Using 38.25 GB

Program Policies  
Powered by Google

Last account activity: 3 minutes ago  
Details



Add a task



No tasks yet

Add your to-dos and keep track of them across Google Workspace

Google



TASKS

ABA ▼



Add a task



Title



Details



Date/time



Bands

Google



minutes ago  
Details

TASKS

My Tasks ▾



Starred



My Tasks

Absences

Band Boosters

Band Officers

Christmas Music

Concert Music

Concert Uniforms

Conversation Documentati...

Jazz Charts

Jazz Combos/Flexible

June Guard/Percussion We...

July Guard/Percussion Week

Marching Contests

Remind Messages

Stand Tunes

Used Instruments

Teaching Tips/Articles

Travel



Create new list



Bands

Google

J



TASKS

July Guard/Percussion ...



- Add a task
- Line the practice field for marching fundamentals days
- follow up with parents for uniform checkout (check list from June)
- follow up with churches for summer band lunches
- follow up on the scissor lift rental  
Ask for Paul; check on discount for long-term rental per Gena and ...
- Summer Band Games  
Ships and Sailors (re-themed for show)...
- Jazz copies  
Warm ups  
Possible hot air balloon festival ...

Completed (14)

- Send Remind message about fundamental days  
Hey Band! Just a friendly reminder that we meet next Monday and ...
- Open house/new student packets  
Commitment form, medical form, Remind codes, CutTime info, ...

minutes ago  
Details



Bands

# Harrison High School Marching Band Shirts

External Inbox x

Print Share

**Josh Bradford** Wed, Jul 12, 4:46 PM (6 days ago) ☆  
Tori, I hope all is well! I wanted to go ahead and start the process of planning for this year's band t-shirts. The students really liked the uniform shirt we d

5

**Josh Bradford** 11:56 AM (1 hour ago) ☆  
Thank you! I'll run these by the assistant directors and section leaders and send any feedback! I think the first attachment is the wrong proof. I think it is s

**Tori Curry** 12:01PM (1 hour ago) ☆ ↩ ⋮  
to me ▾

You are so right, I am so sorry! Let me resend those!

Prices are as follows:  
Show Theme shirt - \$9.50 each, web price \$13 each  
Uniform shirt - \$7.50 each, web price \$11 each  
Show Uniform Shirt - \$7.50 each, web price \$11 each

⋮

3 Attachments • Scanned by Gmail ⓘ

Download Refresh



TASKS ABA ▾

✕

➕ Add a task

○ Harrison High School Marching Band Shirts ☆

☰ Details

📅 Date/time

✉ Harrison High School Marching B...

# Marching Band Meeting

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## 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

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## 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.





Name of Ensemble: HHS Symphonic  
Date: 4/11/23

Piece: The Seal Lullaby  
Total Amount of Parts: 2

Part Piano	Student A
Part Bells	Student L
Part	Student

Piece: Star Wars Epic  
Total Amount of Parts: 6 / H

Part Timpani	Student F
Part Crash cym	Student E
Part Piano	Student D
Part Toms	Student H, L
Part Sus. cym / Chimes	Student N
Part Sus cym 2	Student P
MYAT 2	
Part Piano	Student D
Part Marimba	Student E
Part Wind Chimes	Student K
Part Sus. cym + A	Student P
Part	Student

Piece: Spirit of the Falcon  
Total Amount of Parts: 12

Part Snare	Student H
Part Bass	Student K
Part Sus cym	Student G
Part Crash cym	Student G
Part A / Woodblock	Student M
Part Toms	Student F
Part Chimes	Student B
Part Bells	Student I
Part Vibes	Student J, L
Part Xylo	Student A
Part Marimba	Student D
Part Timpani	Student C

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

Piece: Star Wars Medley  
Total Amount of Parts: 5

Part Bells	Student J, M, O
Part Snare	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: 10

Part Timpani	Student D
Part Mar 1	Student M, N
Part Mar 2	Student K, I
Part Snare	Student A
Part Bass	Student G
Part Woodblock / Sus cym	Student P
Part Claves / Cabassa	Student J
Part Toms / Hi-Hat	Student E
Part Bongos / Crash	Student B
Part A / China cym	Student O
Part	Student
Part	Student

Piece:  
Total Amount of Parts:

Part	Student

Students

1 A	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	11 K	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 B	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	12 L	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3 C	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13 M	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4 D	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	14 N	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5 E	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	15 O	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6 F	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16 P	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7 G	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17 Q	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8 H	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	18	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9 I	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10 J	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	20	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Notes:

Seal Lullaby - Piano  
Star Wars Epic - Piano  
Spirit of the Falcon - Tuning changes  
- Strongest Keyboard  
- Marimba Solo  
- Easier snare

Urban Dances  
- Timpani tuning  
- Strong snare  
- Confident keyboards  
- Solo Aux in start

Percussion Ensemble effect #'s

Instuments

Snare	A	Wind Chimes	Cabassa	Bells	Marimba (2)
Bass	Woodblock	Hi-Hat	China cymbal	Xylo	Chimes
Sus cymbal	4 Toms	Bongos		Vibes (2)	Piano
Crash cymbal	5 Timpani	Claves			

# Tim Hendrix

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Bentonville High School



Bands

# 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](http://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 LITTLE HELP  
FROM MY FRIENDS*

[www.atu.edu/bands/resources.php](http://www.atu.edu/bands/resources.php)



Bands

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