

## **2018-2019 Band Room Procedures**

### **Room Entry Procedures**

1. Phones in Backpacks.
2. Backpacks in the parking spot.
3. Check the screen & board for instrument/device needs.
4. Set up accordingly.
5. Rehearsal/instruction
6. Pack up.
7. Don't forget your bags when you leave.

Please note that band students will have 3 minutes for instrument set up and pack up. Guitar set up times will be determined after we've had a few days to practice our daily field trip to the chorus room.

### **Set up Procedures A (playing version)**

1. Get your instrument & music stand.
2. Get your Books & Music. \*there should be a pencil in your folder!
3. Read the board & screen for the daily music selections.
4. Warm up on your own until full ensemble warm up begins.
5. Follow rehearsal procedures until pack-up.

### **Set up Procedures B (non-playing version)**

1. Get your computer and/or staff paper & worksheets.
2. Read the board & screen for the daily tasks.
3. Follow classroom procedures until pack-up.

### **Set up Procedures C (Guitar class playing version)**

1. Place your bags in the parking area.
2. Line up at the door to go to the chorus room.
3. Quietly walk down the hall.
4. Quietly enter the chorus room (please note Miss Wood's class is rehearsing) and take your guitar.
5. Quietly and carefully walk back to the band room.
6. Set up and begin warming up and tuning until group warmup begins.  
Students with guitars in the instrument locker room may set up at this time.
7. Follow rehearsal procedures until pack-up.

**Pack up Procedures (Band classes)**

1. Wind players: Pack up your instrument.  
Percussion Players: Cover equipment, pack up small instruments & mallets
2. Rack your music stand (wind players only).
3. Put your folder in the cabinet.
4. Put your instrument away.
5. Return to your seat for dismissal.

**Pack up Procedures (Guitar class)**

1. Line up at the door to go to the chorus room.
2. Quietly walk down the hall.
3. Quietly enter the chorus room (please note Miss Wood's class is rehearsing) and put your guitar on the rack.
4. Quietly and carefully walk back to the band room. Students with guitars in the instrument locker room may put them up at this time.
5. Return to your seat for dismissal.