

Band Guide Instructions

Homeroom to Warm Up		
Black Box Bands: Titre Room	East Gym Bands: Choral Room	Main Gym Bands – Library

- 1. Make sure you are prepared as follows:**
 - Have these three items with you: a homeroom list, a school map, a performance schedule
 - Synchronize your watch with the DIGITAL school clocks
 - Throughout the day, monitor how on-time the performances are running

- 2. Meet band at their homeroom 5 minutes before they are to leave for warm-up.**

- 3. Mark your band assignment on your schedule (don't trust it to memory). FOLLOW THROUGH WITH EVERYTHING.**

- 4. Look for the quickest, most traffic-free route to move the group to the warm-up room. Avoid hallway by Dean's Office/Attendance and use cafeteria hallway if possible.**

- 5. When you reach warm up room, hold the band in the area outside the doors until the previous band is finished.**

- 6. Entering warm-up room**
 - When the previous band has exited, help warm-up room attendants with set up changes (if any)
 - Lead in the waiting band
 - Remain in the room quietly during their warm-up (no talking)
 - Resolve any problems that may arise
 - Watch the time – MAKE SURE THAT THE BAND LEAVES ON TIME (if performances are behind, try not to have bands waiting too long outside the performance room)

Warm-up to Performance Room	
CHECK YOUR SCHEDULE FOR PERFORMANCE ROOMS	CHECK YOUR SCHEDULE FOR PERFORMANCE ROOMS

- 1. Five minutes before the scheduled performance time, move the band from the warm-up room to the hallway area directly outside of the performance area**
 - If performances are behind schedule, estimate leaving time so that the band isn't waiting any more than 5 minutes outside the performance area

- 2. When signaled by stage set-up volunteer, bring band into the performance area**

- 3. Help with any last minute set-up changes if needed**

Performance Room to Clinic Room

**BLACK BOX AND EAST GYM BANDS –
Stay in Performance Room for Clinic**

**MAIN GYM/FEATURED STAGE – Band
Room or Orchestra Room (Check
schedule)**

1. Guide high school bands to exit through the door near the stage (toward the fitness center)

- Take them through back hallways (past fitness center) to band room (Clinic A) or orchestra room (Clinic B), check schedule for correct room assignment
- Hold them in the GYM hallway outside the fitness center until the previous band has exited and room is set for them
- Assist with room set up to speed the process. Reminder: the stands in the room are all that are available. Do NOT move any from other rooms. Apologize if this creates an inconvenience.
- Stay in the room during the clinic to monitor any needs that may arise

2. Bands will remain in the Black Box Theatre and/or East Gym for their clinic

3. Every Main Gym/Featured Stage band should receive a 40-45 minute clinic regardless of how far behind the schedule may get.

4. Exiting clinic rooms

- Band room (clinic A) students should exit to the band hall to the right and down the ramp to the main hallway
- Orchestra room (clinic B) students should exit to the front of the room (behind Mr. Stewart's office) to the exit into the hallway behind the auditorium and proceed to the main hallway
- Bands in the Black Box Theatre and East Gym should exit into the Hannon pavilion hallway and proceed down band hall to main hallway

BB Theatre, East Gym or Clinic Room to Homeroom

1. Route all bands through the hallway next to the cafeteria to entice them to come back to the cafeteria later.

End of Day Shift

If you are a band guide at the end of the day, help prepare the band room for class on Monday after you are finished guiding your last band.

You should have:

1. Student Band Guide Map
2. Schedule of the day