

# Northern Lebanon Band Parents Meeting Agenda (DRAFT)

February 26, 2018

7:30 pm

Invitees: I would like to introduce Kelly Malehorn and Tara Kline, here for the concession stand Q & A (30 mins)

- I. Call to order
- II. Roll call
- III. Approval of minutes from last meeting
- IV. Officer Reports
  - Treasurer's Report
- V. Committee Reports
  - a. Establish committees (see attached)
  - b. Nominations (March 2018)
- VI. Band Director
- VII. Unfinished Business
- VIII. New Business
  - Concession Stand
- IX. Comments/Good of the Cause
- X. Adjournment

## 2018 - 2019 Band Parents Committees Descriptions

**Band Banquet** – This committee helps coordinate the venue, dinner and decorations, if needed, for the banquet

**Band Camp** - Volunteer to help coordinate the refreshment and drinks to be provided by Band Parents, and to be passed out by these volunteers during band camp. Volunteers also will coordinate the lunch at the end of Band Camp. Requires some lifting.

**Chaperones** – Chaperones help to provide water, music, jackets and clean bleachers for band students at all football games, marching and band competitions, parades, band camp and any other events that may take the students off campus. During the game, provide water to the students through at least the 3<sup>rd</sup> quarter. Requires lifting after games and competitions. After games, make sure all uniforms are put away and organized.

The chaperones may also be requested by the Band Director to handle additional responsibilities, e.g., announcing, maintaining the medical forms file, or accompanying students during an emergency

**Corporate Sponsorships** – This committee works to solicit funds/donations from local businesses to support the band program. Send out letters for prizes for the end of year picnic.

They will be selling and renewing ad space on the band road trailer and on the website. In addition, committee members may be asked to investigate and submit applications for Grants as an additional means of support for the Band.

**Craft Show** - Organize and assign vendor spaces; create menu & order food for concessions.

Volunteers are needed to pick up & prepare food for concessions (to include clean up), create/oversee raffle baskets and ticket sales, set up vendor spaces on craft show day, assist vendors on craft show day.

**Fundraising** – Volunteers to assist with fundraising activities to help organize and distribute items when they come in for easy pick up by the students.

**Historian(s)** - Description: Photograph/Video students before and after events and competitions. Photos and videos will be used to create DVDs, and upload to You Tube.

**Morale** – Volunteers to create decorations and other incentives to encourage and support our band during marching competition season.

**Pit Crew, Equipment, Props & Trailer Driver** – Volunteers to help move the drum major podiums, frontline equipment, prop/equipment building, maintenance, painting, and general repair, assist our truck driver and students in loading and unloading of band props and equipment, transportation, and setup at football, games, competitions and band practices (can alternate among the pit crew).

**Publicity**– Notify local news outlets and set up signs needed for band events.

**Tailgating** –Volunteers to help with serving meals, snacks, and drinks on location at the championship tailgate party.

**T-Shirt Design/Orders** – The responsibility of this committee will be to work with Mr. Innes to design each year's show t-shirt for the competitions. T-shirts for band trips will also be designed by this committee.

**Uniform/Shoe Orders** – This committee is responsible for the upkeep and coordination of the uniforms with the students. It involves fitting uniforms, take new shoe orders for the students, ensuring that the students have all essential items needed for their uniforms prior to a competition or game, and help checking the uniforms back in after a competition or game to ensure uniforms/hats are properly hung and repacked. They schedule fittings for students, assisting with alterations and repairs as necessary, before, during and/or after performances. Prepare, take and return uniforms to/from cleaners as needed.