

CHAIRPERSON'S RESPONSIBILITIES

- **3 MONTHS BEFORE CLINIC**
- Contact Clinician
- Get concert repertoire list
- Include suggestions of levels
- Include suggested number of songs
- Request a Bio from the clinician
- Provide an instrumentation list
- Check on clinician contract
- **2 Months before (HS/MS/7th grd./Jazz) audition date Or 1st /2nd year clinic.**
- Check in with clinician
- Review instrumentation needs.
- Secure a seating chart
- Request housing needs
- Check on Bio for program.
- Collect (purchase or borrow) music for clinic.
- **One month before clinic for FIRST/SECOND YEAR HONOR BAND**
- Send music to participating schools
- Scan each part and email or copy each part and mail to participating schools.
- **HS/MS/7th grd/Jazz Band folders** need to be prepared and ready to be handed out at the audition. Folders should include the following:
 - Copies of assigned music (no originals)
 - Percussion folders should include specific part assignments
 - Include a reminder that percussionist are responsible to provide the equipment they are assigned to play.
 - Copy of Clinic/Concert Schedule
 - Copy of Student's Expectations (see attachment)
- **Day of Clinic**
- Arrive Early!
- Using provided seating chart, get rehearsal area prepared.
- Have names with instrument printed to place in student chairs
- Bring extra music
- Bring extra pencils
- Remain in the rehearsal area at all times
- Give a brief introduction of the clinician
- Remind students of proper rehearsal etiquette
 - See Student Expectation Sheet
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- **In the event of a severe disciplinary problem**
- Contact the student's director
- Contact the president of the organization
- **Responsibilities at concert**
- Reset stage for your band
- Introduce the clinician

- Hand out patches

STUDENT EXPECTATIONS

It is an honor and privilege to participate in an honor band. You represent your school, band directors and community. We would like to remind you of the following expectations:

Students are required to report to all rehearsals on time prepared to rehearse.

Students are to provide their own music stands.

Students are to demonstrate proper rehearsal techniques

No Talking

No phones or other electronic devices

No running or horseplay at the clinic/concert venue

No gum, food or drinks other than water.

Students are expected to prepare their music prior to the clinic

Students are to have a sharpened pencil in their folder

Students are expected to be kind and courteous to fellow band member, directors and clinicians.

- Concert Dress Attire
- High School Band-Dress Uniforms
- Middle School Band- Dress Uniforms or Best Dress (Director's Discretion)
- 1st / 2nd Year Bands-Best Dress
- Jazz Band-Best Dress
- The MEOBDA Directors are proud to present a free concert for all family and friends. We request our guest to please use good concert performance manners including:
- Turning all phones off or on silent
- Remaining in seats while a band is performing on stage
- Avoid entering or leaving the performance area during the performance.
- We invite you to stay for the entire concert and enjoy the performance of all our students.

MEOBDA Facts

- MEOBDA