

# BANDSTANDERS

## COMMITTEE BEST PRACTICES MANUAL

**EVENT:** **Buzz Book**

TOTAL TIME COMMITMENT: 2 - 3 weeks (per book)

NUMBER OF VOLUNTEERS NEEDED: 1 - 2

AREAS OF RESPONSIBILITY FOR VOLUNTEERS: **Collect and organize information; prepare information in book format; coordinate copying of books; prepare books for distribution**

EQUIPMENT NEEDED AND QUANTITY (Chairs, Tables, Coolers, Extension Cords, Other): **Computer with Word and Excel software (desktop publishing software is very helpful)**

SUPPLIES NEEDED AND QUANTITY (Food, Water, Other): **Spreadsheet of complete marching band roster; list of band officers; list of section leaders; list of directors and District Music Coordinator with contact information; list of Bandstanders officers/chairpersons with contact information**

WHERE/HOW TO ORDER SUPPLIES: NA

ADDITIONAL SUPPLIES NEEDED: NA

SET UP GUIDELINES (When? Where?): **The Marching Band Buzz Book should be prepared and ready at the start of marching season. A complete roster of the marching band students can be obtained from the Band Packet Chairperson, along with the buzz book information forms returned with the band packets. This information should be cross referenced and used to create the book.**

**Information Should Include:**

- **Students Name**
- **Address**
- **Birthday**
- **Home Telephone Number**
- **Primary Instrument, percussion, drum major, section leader, or color guard**
- **Grade in Fall**
- **Parent/Guardian Name, Address, Telephone, E-Mail information**

The **Concert/Jazz Band Buzz Book (If Prepared)** should be prepared and ready at the start of concert/jazz season. Student information can't be finalized for this book, until all auditions have been completed for band placement. In addition, you will need to work with the band directors to obtain a complete listing of the students participating in all the concert/jazz bands.

**Information Should Include:**

- Same As Marching Band Buzz Book
- PLUS:
- Indicate Freshman, Concert, or Symphonic Band
  - If Applicable: Indicate Which Jazz Band
  - Instrument(s) (If Multiple)

**SCHOOL DISTRICT CONTACTS NEEDED AND WHEN (Copy Center, Maintenance, Room Reservation, Security, Equipment, Other):** **Copy Center at time of printing. Printing cost will be charged to the Bandstanders account. Mailing or student distribution of books should be coordinated with the High School Director of Bands.**

**WHO TO CONTACT WITH QUESTIONS:** **Bandstanders Chairperson, Band Packet Chairperson, Head Chaperone, Director of Bands**

**ADDITIONAL COMMENTS:** A buzz book from previous years can be used as a guide for the book layout.

When preparing the **Concert/Jazz Band Buzz Book** be careful to include concert students who were not in marching band and jazz students who are not in marching band or any of the concert bands. *These are easy to miss!*