

BANDSTANDERS

COMMITTEE BEST PRACTICES MANUAL

EVENT: Electronic Media

TOTAL TIME COMMITMENT: Varies (see below)

Minimum

- **Marching Band**
 - **Home football games**
 - ✓ Usually 5 home games each Fall
 - ✓ Video halftime performance from the press box roof
 - ✓ Provide DVD to the band director for Monday morning zero hour review
 - **Competitions**
 - ✓ Usually 5 per season (one overnight trip)
 - ✓ Videotape performance & provide DVD to the band director for Monday morning zero hour review.
 - ✓ Videotaping is not permitted in the Edward Jones Dome
 - ❖ Bands of America competition
 - ❖ Greater St. Louis competition
 - **Special events**
 - ✓ Performance for the Teachers (just before school begins)
 - ✓ Veterans Day, September 11, Memorial Day, Cardinal ballgame
- **Freshman/Concert/Symphonic Bands**
 - (performance in the auditorium)
 - ✓ Winter concert
 - ✓ Spring Concert
- **Jazz Bands**
 - (performances in the auditorium)

Maximum- also attend practices, band camps (LHS & Camp Lakewood), off-site performances such as 61 Roadhouse, overnight trips

NUMBER OF VOLUNTEERS NEEDED:

Photographers- the more the better

Videographer- at least one to operate the Bandstanders video camera

AREAS OF RESPONSIBILITY FOR VOLUNTEERS: **Photographing the bands; videotaping the bands and ensuring DVD is ready for Monday morning practice following competitions and home football games; posting “selected” photos on the Bandstanders website; providing photos (electronic format and print) as requested by the band directors, LHS District, “poster moms” who scrapbook the photos for posters in the band hallway; produce and distribute the Marching Band season DVD at the MB Banquet; creation of the Marching Band photo CDs or DVDs**

EQUIPMENT NEEDED AND QUANTITY (Chairs, Tables, Coolers, Extension Cords, Other): **The Bandstanders own a video camera, tripod and bag.**

Also needed:

- **DSL camera, flash, SD cards, lens, and flashdrives**
- **Computer, printer, and Adobe Photoshop & Premier Elements software**

SUPPLIES NEEDED AND QUANTITY (Food, Water, Other): **Blank Mini-DV tapes for the camcorder, blank DVDs and CDs, Jewel cases and labels, photo paper, printer tones (large quantity printings are done at Walgreens)**

WHERE/HOW TO ORDER SUPPLIES: **Best Buy or Office Max. Submit receipts and Bandstanders “Request for Reimbursement” form to Treasurer for reimbursement. Reimbursement form can be found on the Bandstanders website.**

ADDITIONAL SUPPLIES NEEDED: **Computer with minimum 500 GB hard drive and 4GB of RAM; Media software such as Adobe Photoshop & Premier Elements; Microsoft Publisher, Word, & Excel; Photo quality printer; Bandstanders ID & lanyard**

SET UP GUIDELINES (When? Where?): **LHS auditorium for many events; football sideline or press box for home football games; best available location at competitions**

SCHOOL DISTRICT CONTACTS NEEDED AND WHEN (Copy Center, Maintenance, Room Reservation, Security, Equipment, Other): **Generally not applicable. Coordinate all video and photos with the band directors.**

WHO TO CONTACT WITH QUESTIONS: **Electronic Media/Webmaster Chairperson**

**ADDITIONAL COMMENTS: Video Services Group has produced our
Marching Band season DVDs in the past.**

Video Services Group

11126 Lindbergh Business Ct.

St. Louis, MO 63123

800-737-8045 or <http://vsqinc.net>

Our contact is Deanna Lacefield (314) 487-8045 x 121