

BANDSTANDERS

COMMITTEE BEST PRACTICES MANUAL

EVENT: Mozingo Competition

TOTAL TIME COMMITMENT: 3-4 hours

NUMBER OF VOLUNTEERS NEEDED 1-2

AREAS OF RESPONSIBILITY FOR VOLUNTEERS: Prepare lunch for Drumline members before competition (at school); prepare snacks for them to take and consume at the competition.

EQUIPMENT NEEDED AND QUANTITY (Chairs, Tables, Coolers, Extension Cords, Other): Grey rolling coolers from band garage for water, plastic tables in Lindbergh Room

SUPPLIES NEEDED AND QUANTITY (Food, Water, Other): 2-3 waters per student. Lunch in the past has been pizza and salad bar. Snacks include chips, maybe a cheese and sausage tray, carrot sticks.

WHERE/HOW TO ORDER SUPPLIES: Social Activities Chairperson will purchase needed food/drink supplies and snacks. Contact High School Custodian Office for needed tables to be placed in Lindbergh Room prior to event.

ADDITIONAL SUPPLIES NEEDED: NA

SET UP GUIDELINES (When? Where?): Serve lunch in Lindbergh Room and snacks at competition location.

SCHOOL DISTRICT CONTACTS NEEDED AND WHEN (Copy Center, Maintenance, Room Reservation, Security, Equipment, Other): High School Athletic Office to reserve Lindbergh Room.

WHO TO CONTACT WITH QUESTIONS: Director of Bands, Percussion Band Director, Social Activities Chairperson

ADDITIONAL COMMENTS: Coordinate everything with Director of Bands and Percussion Director handling event