

# BANDSTANDERS

## COMMITTEE BEST PRACTICES MANUAL

**EVENT:** **Supply Closet**

TOTAL TIME COMMITMENT: **Varies throughout year**

NUMBER OF VOLUNTEERS NEEDED: **1-2**

AREAS OF RESPONSIBILITY FOR VOLUNTEERS: **Keep supply closet stocked according to current band needs; rotate supplies; watch for expiration dates; work with Social Activities Chairperson**

EQUIPMENT NEEDED AND QUANTITY (Chairs, Tables, Coolers, Extension Cords, Other): **NA**

SUPPLIES NEEDED AND QUANTITY (Food, Water, Other): **Depends on events scheduled**

WHERE/HOW TO ORDER SUPPLIES: **Social Activities Chairperson will order needed supplies**

ADDITIONAL SUPPLIES NEEDED: **Step ladder, dolly, refrigerator, and freezer**

SET UP GUIDELINES (When? Where?): **NA**

SCHOOL DISTRICT CONTACTS NEEDED AND WHEN (Copy Center, Maintenance, Room Reservation, Security, Equipment, Other): **NA**

WHO TO CONTACT WITH QUESTIONS: **Social Activities Chairperson**

ADDITIONAL COMMENTS: **NA**