

“Take the ACC Train” TOB Competition Planning Meeting
BHS Band Boosters
Notes September 17th, 2007

Attendees: Jim Moler, Robin & Keith Webber, Denise Hill, Nancy Baker, Bob Cummings, Kevin McCarthy, Debbie Crutchfield, Elna Morin, Katrina Barnhouse, Brenda Leach.

Meeting called to order at 6:40 by Jim Moler.

Opening discussion, Jim Moler; no more bands have joined, so far there are 12 bands (including Brunswick). New entry deadline is October 1st because packets should be mailed out around October 2nd. Shepherd University confirmed their participation – they need to play at 9:30 or later.

There is an extra hour of time that has to be filled and all present agreed that it would be best to change the show time to 5:30, providing there are no more entrants. The exact time schedule will have to be determined closer to entry deadline, tentatively it will be changed to 5:30.

Denise reported that she is working on the buttons & memorabilia for the bands that will be participating and that is going well. There will be a sales table for Upbeat Music.

Kevin McCarthy reported that Pam would be working at the Help Desk; Mike Smith will manage parking & traffic flow. We will be using the middle school parking lot for bus parking. Pit parking will be set up on Friday. Signs will be made on Sept. 26th. Denise suggested we have the signs laminated. There will be signs placed around town to direct bands to the school.

Bands will be checking in at the same location as last year. Bathroom changing area will be the same as well. Each band should have an escort from the time they arrive through the entire event, providing there are enough volunteers.

Jim will be with the announcer at the beginning of show.

There was a discussion on the need for better directions for the Judges.

Police/Security officers should be kept to a minimum amount. Keith will check with the school to find out what the requirements are.

The custodians need to arrive early Saturday morning to unlock Perry Baker’s Golf Shed, markers for the football field, trash barrels, etc. Someone will make a list of all the things we need from the custodians that morning, we may be able to get mostly everything on Friday. They do not need to stay all day Saturday, but will need to come back at 3:00 and work until 11:00 pm. There was a discussion on the duties of the custodians during the competition. The custodians will be given radios.

A map is needed to show entry to pit. Escorts need to accommodate the bands and their individual needs. "Customer service oriented." Duet with Music may want to be with the bands this year so they can help with their instruments.

The lighting will be the same as last year. Denise said there needed to be some lighting around the sales tables. Kevin will take care of radios and portable toilets and he will send out an e-mail of a list of other items that will be needed.

Nancy reported that Caroline O'Connell will be helping her to shop for food and that we will be ordering 100 pizza's from the vendor. Kevin will contact the guidance office and ask for volunteers that need community service to earn their "B" award to help with the concessions. We need to use cones to block off the sidewalk around Roy's Concessions so people can still walk through those lines.

Keith will be sending out an e-mail for competition t-shirts. Jim said he thought it would be a good idea if everyone who will be working has "STAFF" added to the backs of their shirts.

Jim reported that there is \$400.00 in ads so far; we need to sell more ads in order to cancel out the cost of the judges. It was mentioned that Mr. Groen might speak to the band students about being more actively involved in raising more money for the programs. Personal ads will be available to band members and/or their families, \$20.00 for a half page and \$30.00 for a full page. Band families and friends may also want to include a free good luck "blurb".

The Band Boosters will donate an entire page in the program in memory of Jessica. There will be a "Chimes dedication" at opening ceremony.

Nancy is taking care of publicity on channels 18 & 19, Frederick Post and local Radio stations. Jim passed out flyers; they should be posted 2 weeks in advance. Denise and Elna will send home with VES students and Brenda will send home with BES students.

We need to get band bucks for the directors' packets.

Elna reported that she would order trophies two weeks in advance. It was decided that it would be better to make one plaque for specialty awards to include all categories, instead of 4, when there is only 1 band in a group. One band may be competing as exhibition.

Bob reported that he would be cutting back from 300 programs to 200. He also will be making a map for the school grounds and that it would just be a "layout" of buildings, fields, parking areas, roads, etc. and that Kevin would be filling in all the details on it. A floor plan for inside of the school should be included in the directors' bag as well.

Directors' packages should be mailed on 10/2 and will include band bucks, directions, schedule & tickets.

The rain plan is the same as last year. Kevin thought might be a good idea if we actually had the logistics in place for an indoor show if it were to rain.

Next planning meeting will be held on Tuesday, October 2nd at 6:30 pm.

Meeting adjourned at 8:15.

Respectfully submitted by Brenda Leach.