

PASSPORT TO BAND BOOSTER BLISS

The First Edition

Brought to you by The Douglas County Band Boosters

"Welcome to the Douglas County High School Band Booster Organization. We hope you are able to enjoy the camaraderie of other band parents and more importantly, get to use this time to strengthen the bond with your child, as you participate in supporting the Douglas County High School music program. We are a 501 (3)(c) organization whose Mission statement is "To collaborate with the band director and the school officials in creating a successful instrumental music program by aiding and funding the program for purposes other than those financed by the general school budget". We are in constant communication with the Band Director to understand the needs of the Band to coordinate the fundraising, volunteering, and resource efforts. The organization exists for the simple purpose of supporting our children by helping the Band Director run a competitive Music Program.

❖ **The DCHS Music program includes but is not limited to the following groups:**

- **Marching Band** - The DCHS Marching Band is a collaborative effort between our wind instruments (woodwind and brass), Color Guard, and Percussion ensembles. The Marching Band performs during the fall semester and their performances include local community events such as parades and half-time shows at DCHS varsity home football games. The Marching Band also competes in Colorado Bandmasters events that include parades, individual regional marching competitions, and the State Championship Marching competition. Periodically, the Band also participates in various out of state events...Can anyone say BAND TRIP!!!
- **Winter groups** - The DCHS Marching Band has two support ensembles that practice and perform during the spring semester. These groups provide an opportunity for year round instruction.
 - ◆ **Winter Guard** - This group is an extension of the color guard and further strengthens the skill set needed for marching season. The Winter Guard competes in the Rocky Mountain Color Guard Association events.
 - ◆ **Winter Percussion** - This group is an extension of the battery and the Pit, and also strengthens the skill set needed for marching season. The Winter Percussion competes in the Rocky Mountain Winter Percussion events.
- **Concert Bands**
 - ◆ **Wind ensemble** is a group of top musicians selected by the Band Director that performs challenging musical compositions in a concert band setting during the second semester. Auditions are held near the end of the first semester; audition music is announced by the Band Director well in advance to give students the opportunity to practice this music. This band competes in 3-4 sanctioned High School competitions throughout the year and performs at various DCHS events.
 - ◆ **Symphonic band** is very similar to the wind ensemble in that it plays challenging music in a concert setting during the second semester. There is no audition for the Symphonic band. The Concert Band is open to those musicians that choose not to participate in marching band during the first semester. This class gives the students exposure to high school level concert music.

- Brass Choir, Flute Choir, Clarinet Choir and the Saxophone Ensemble make up the sectional ensembles. These groups meet at various times throughout the school year to work with our qualified instructors to perfect their musical ability within their selected instrumental classification. They perform a wide range of musical pieces ranging from Jazz to Baroque and even some contemporary selections. These groups usually break out during the second semester, so please be watching for announcements regarding start up dates and times.
 - Solos and ensembles - Every year during February or March, students have an opportunity to perform solos or small ensembles at a School District sponsored music festival and are critiqued by experts in the music field. They are judged with ratings of "I" to "III", with a "I" and "II" being a medalist. The Band Director will be notifying the students when they should begin preparation for the Solo and Ensemble performances.
 - Jazz Band is an ensemble ranging from 16 to 30 students who meet weekly during the second semester, usually on Mondays after school, rehearsing for approximately two hours. The musicians play various jazz charts with selections encompassing blues to swing, big band to Samba, and Classic to contemporary jazz. The students earn a 1/2 academic credit for their participation in the Jazz Band. The Jazz band also performs at various local festivals and also at DCHS events.
 - Pep band is a group of volunteer student musicians who support the DCHS basketball teams during their home games. They play various cool cadences and fight songs and hip contemporary tunes like "Hey Baby", "Eye of the Tiger" and various crowd pleasers.
- **Timeline of Band Activities** - As a member of the band family, you will be involved in band activities throughout the year, including fundraising, fun events like "pie night", helping wrangle tarps, moving the Pit, or helping with winter activities. You have not lived until you've pulled thousands of pounds of tarp off the field or chaperoned 100 teenagers from Disney world to Albuquerque. Typical monthly activities vary from month to month; this is an example of the type of events and timeframe in which they occur. Please check the Band Calendar at www.dchsband.com for a current and detailed schedule.
- June - Mini band camps where incoming students are taught fundamentals of marching- This is where the camaraderie and team work begin!
 - Late July/ August - Full band camp, this is where it all comes together with a focus on marching technique, general musicianship and Color guard techniques and choreography. This is the time when the marching show for the fall competition season begins to take shape.
 - August – The school year begins. Douglas County Fair parade participation during the Douglas County Fair parade. There is no group transportation and each student is responsible to meet at the assigned parade staging area as directed by the Band Director. Marching Rehearsals during the evenings continue, usually on Monday and Wednesday nights until 9:00PM, and Saturdays throughout most of the day. Parents should be aware that the boosters will be participating in fundraising activities at Bronco Pre-season games, so let the sign ups begin!

- September - The Marching Band plays at DCHS Varsity football homes games, usually taking place on Friday nights (Fun, Fun, Fun!) The CBA State Parade Championship, one to three marching competitions. Plan to have most Saturdays booked and participate in lots of fundraising. Get your Invesco in now.
- October - Usually two more weekend marching competitions to include a full day of DCMI (Douglas County High School's own competition), Middle of the month Regional qualifiers (for qualification for the state championship competition), CBA State Championship week at the end of October. Fundraising, Fundraising, Fundraising! THE CBA State Championship competition is comprised of Friday night quarterfinals, Saturday morning or afternoon semi-finals and the evening finals competition. At the Semi-finals, all qualifying bands perform during the morning or early afternoon, with the top 8-12 bands, (as determined by the judges) move on to the finals that evening. The bands get one chance to show their stuff, as they compete within their divisions (1A, 2A, 3A, 4A, 5A) for each State Championship. DCHS has the longest standing finals streak with 30 finals appearances and currently competes in the 5A division. In September or October of every other year, the band usually takes a band trip to exciting and exotic places like Albuquerque, NM and Walt Disney World in Florida.
- November - Marching Band is complete for the season, and Concert season swings into gear. During concert band season, the groups are split up into Wind Ensemble and Symphonic Band and school schedules for each of those class times are adjusted accordingly. Jazz band also begins along with tryouts for State Honors Band. Tryout music is distributed for auditions for the Honors Band by the Band director. Some of the Honors bands our students have an opportunity to audition for are the Continental League, Honor Band, All State Band and All Colorado Honor Band. In November, Winter Percussion and Winter Guard begin rehearsing in preparation for spring competitions.
- December - Preparations start for the holiday concerts for concert Bands as well as the Jazz Band. Recently, DCHS has been invited to march in the 9News Parade of Lights (usually on the coldest weekend in December, Ha Ha!) Winter Percussion and Winter Guard continue rehearsals. DCHS has winter break last two weeks of the year. Students are practicing 20-30 hours per week at home (yea right!) (Maybe they just look at their instruments a couple of times...)
- January - Denver Bronco's regular season ends and the playoffs begin (make sure your 5 slots are filled prior to this as playoffs are not guaranteed...) Concert bands are rehearsing for the CBA Regional Concert Band Festival which takes place near the end of February.
- February/March - Near the middle of the March, the Collage Concert takes place allowing the students to perform their solo and ensembles for parents and friends. The Solo and Ensemble Festival is typically the Saturday following that concert. More rehearsals for the Jazz Band, the Winter Percussion, and the Winter Guard, along with competitions.
- April - In late March or early April, Winter Percussion and Winter Guard compete in State championship competitions. The Jazz Band is performing at various festivals such as the Metro Jazz Festival, and sometimes getting to strut their stuff at Dazzles Jazz Club in Denver (one of the top 100 jazz clubs in the world.) CHSAA Large Ensemble Competition as well as

the CBA Concert Band Festival which also usually occurs during April. It is likely that the DCHS Spring concert takes place in April as well.

- May - The DCHS Band Awards banquet is usually held before graduation. The band plays for the graduation ceremony. School is dismissed for the summer and the band room is cleaned out on a yearly basis.
- **Costs** - As you are probably aware, monies available for the Arts in our public school budgets is getting smaller and smaller each year while costs continue to soar. As a booster organization, one of our primary functions is to raise money and support our band programs. Additionally, the boosters work very hard to minimize the cost of participation in the band program. Every year new band parents are surprised and astounded by the high costs to operate our band program. Unfortunately, these costs are necessary to field a competitive band program. The school district and DCHS provide very little of the funding for extra-curricular activities, thus the need for a strong booster organization to raise significant amounts of cash to ensure that these programs continue. In the following section, we'll try and share with you where this money goes. The attached Addendum is a budget report showing the major account categories and how much is allocated for each account.
- **Budget** – Please see the addendum entitled DCHS Band Booster Budget for this year's operating budget. This should give you a good idea of where the money is going and how much it takes to get us there.
 - **Food and transportation fee**- This fee is typically \$150-200 and is paid at the end of Marching Band Camp. The fee covers the cost of busses to go to various competitions and maintenance costs for the equipment trailer. Also covered by this fee are food, water, and snacks for the entire band throughout each season. Our Food Coordinator prepares fantastic meals for most of the competitions where the students are required to be at the competition all day and during 9AM-9PM rehearsals. Providing hot, nutritious meals for the kids is a huge benefit as it alleviates the need for each child to prepare and remember their lunches and dinners during all day events (and we all know how well the kids remember their things all the time). As for the busses, these are not ordinary school busses, they are coach busses that are priced comparably with school busses, provide more room for changing into their uniforms and provide a restroom for their use. This fee is paid to the DCHS Band Boosters.
 - ♦ **Auxiliary unit fees**- Percussion and Guard fees are paid at the start of the year and are approximately \$150-300. These fees cover equipment cost, costumes, show design, etc., for the students participating in these activities. This fee is paid to the DCHS Band Boosters.
 - ♦ **School fees** – A participation fee of approximately \$150 is paid to the school and goes back into the program for Band Director's expenses such as instrument repair, sheet music and competition entry fees, etc.

- ◆ **Direct payments** - These are costs that parents are responsible for paying directly to various vendors. The students will be given direction as to what they need to purchase as well as the time table.
 - **Spirit wear** is selected shorts, tee shirt, and ball cap that the students wear at parades and under their marching band uniforms.
 - **MTX shoes** are the black marching shoes that are required for marching band members, with the exception of color guard which wears a specific dance shoe.
 - **Concert wear** is the uniform required for concert bands. Once again, information will be shared at the appropriate time regarding what is needed and when. This usually occurs immediately following the end of marching season.
 - Black tuxedo for men
 - Black long dress for women
 - **Auxiliary unit fees-** Winter Percussion and Winter Guard fees are paid during the second semester and are approximately \$150-300. These fees cover equipment cost, costumes, show design, etc. It should be noted that participants in these winter auxiliary units must have participated in the marching band and must be current on fees and fundraising participation.
 - **Consequences of not paying these fees** - Since each student benefits from the monies raised, it is only fair that we require each member to pay their way. Unpaid balances are reported to the school administration at the end of each school year and diplomas can be withheld as a result.
- **Helping to reduce the costs** - The band Boosters work extremely hard to create ways to make the band experience an affordable one. We operate many fundraisers throughout the entire year where monies are allocated to either the students ISA account, the general fund, or a combination of both. The following fundraising activities are just some of the examples of efforts that go on throughout the year.
 - ◆ **Car wash**-annual car wash held early in the marching season. Donations are collected and tips are solicited.
 - ◆ **Sports Authority Field at Mile High** - This is one of two major fundraisers for the band program. We staff several concession stands at Sports Authority Field Mile High for Broncos games, concerts, soccer games, and Drums Along the Rockies. This fundraiser usually raises \$25,000 - \$35,000 each year for the program. The success of this fundraiser depends on participation from each and every band member family. Each family is required to fill 5 shifts per band member per year in order for us to meet our contractual obligation. These shifts may be spent cashiering, cooking, being a runner, or doing some kind of management. Some shifts require serving alcohol and can only be filled by someone 18 years or older. These slots may be filled by the

years of age, relatives or family friends. Participation in this fundraiser is a requirement of continued participation in marching band or winter ensembles.

- ◆ **Pay Instead Program:** We have a program that offers an option to "pay your way" in lieu of volunteering. A limited number of spots are available for families to opt out of participation in the many fundraising events and pay an annual, onetime up front fee of \$1,500 - \$2,000 (varies according to budget needs) per student to avoid participation in any fundraising events. This "pay your way" fee is in addition to the required fees mentioned above. It is understood that families can be extremely busy or circumstances that cause them to not be able to help out with fundraising. This program is for the first 20 families requesting to opt out of participating in fundraisers.
- ◆ **DCMI - The Douglas County Marching Invitational** takes place on a Saturday in late Sept. to mid October, and is the second major fundraiser for our program. This event is a huge undertaking and requires an "all hands on deck" approach to ensure success. We feel this is the premiere high school marching event in Colorado, and the participating bands receive critique of the highest caliber. The judges are flown in from around the country and are the most well - respected in their field. Volunteer participation times range from 6:00am to 11:30pm See the enclosed addendum entitled DCMI Footprint for details on positions available with the roles and tasks for each position.
 - **DCMI advertising ad sales** – For our big event, we put together a quality program where we sell different size ads ranging from business card size to full page color ads. This is also another way to put money in your child's ISA account as a percentage of what you sell in ads goes into that account. Please see the Addendum entitled DCMI Advertisement.
- ◆ **Monthly fund raising** – Another revenue stream for our program comes from our "less intensive" fund raisers that usually occur on a monthly basis.
 - **Restaurant nights** – Various restaurants throughout the community offer a percentage of their sales during the designated DCHS Band Night. We prepare flyers for that event that are presented at the establishment on that night. At the end of the evening, numbers are tallied and a check is cut for the program.
 - **Phone book delivery** – Up to a couple times of year, we have an opportunity to deliver phone books to individual residences and or businesses. We are notified when routes become available and share with the general membership. A pick up date is established and we have a designated time frame to get the phone books delivered (usually 3-4 weeks). We then collect a check based on a set rate per phone book and divide out to participants' ISA accounts with a small portion going into the general fund.
 - **Xmas cards** - A few years ago, Christmas Cards showing the Castle Rock star were created for the band to sell. Typically, we will sell these during the Star Lighting event that takes place in November where the band usually has a booth

set up where the students play popular Holiday tunes. A small proceed of the cards sold by individuals goes into that child's ISA account.

- **Wreath sales** – The DCHS Boosters has a vendor that provides a very high quality Christmas wreath that the students are able to sell locally as well as out of town. Order sheets are passed out to the band members at one of the rehearsals and the students have a set amount of time to sell these holiday favorites. The orders not going direct are shipped to the home of the person heading up the event and students are asked to pick up soon thereafter. Most of the money earned goes into the student's ISA account with a small portion going to the general fund.
 - **Individual Student Account (ISA)** – The Individual Student Account is provided by the band boosters to help your child save money to cover band fees. Funds are deposited into your account if they participate in select fundraisers such as Fund-It, concert bake sales, Christmas card sales, wreath sales and Invesco tips. An account is automatically started upon the first deposit from a fundraiser. These funds are then used to pay for qualifying fees such as food and transportation, trip fees, private lessons, instruments and accessories and banquet and band function event tickets. (Doesn't apply to spirit wear purchases). The treasurer makes the deposits and withdrawals at your written request through the ISA coordinator. The ISA coordinator then records the transactions and creates an individual file for each student. Because of privacy issues, you must email any requests for balances or transfers to the ISA coordinator. Their email address may be found on the band website at DCHSBand.com. You may request a copy of your students ISA at any point in time. We are making every effort to reply to your questions within 48 hours.
 - **Fund it -** The program works by you purchasing gift cards from an order form for the face value of the cards but a rebate percentage is deposited into your ISA. Emails are sent approximately every other week giving details about how to order the cards.
 - **King Soopers reward card** – The band boosters pick up these cards loaded with \$2.50 for which we sell for \$2.50. The card is assigned to a student and when purchases are made using that card, a percentage goes into that student's ISA account. These cards work just like gift cards that can be loaded with any amount in a matter of minutes at any participating King Soopers. Many parents have given these cards to family members and friends and every time they use the card, money goes into the student's ISA. There is no limit as to how many cards a student can have assigned to them. This cards work for gas purchased at participating King Soopers gas stations as well.
- ❖ **The Booster Organization** – The purpose of the DCHS Band Boosters is to collaborate with the Band Director and school officials in creating a successful instrumental music program, promote an interest in the musical program and aid in funding the Band program. The Board is divided into voting

and non voting positions as well as ad hoc committees and meets at least once per month on the second Thursdays of the month.

- **Executive Positions** – These officers are voted into the position.
 - **President** – The President conducts all meetings, oversees the proper functioning of the committees, serves as the official representative of the organization when necessary and the main communication link with the Band Director.
 - **Vice President** – The Vice President serves in the absence of the President and serves as the president elect.
 - **Secretary** – The Secretary takes minutes of all board and general meetings, maintains files of minutes and performs other clerical and correspondence duties as necessary.
 - **Treasurer** – The Treasurer maintains and records all bank accounts and writes authorized checks, provides a monthly financial report at regular membership meetings and files annual tax return.

- **Standing Ad Hoc Committees** – The Standing Committee Chairpersons, along with the Executive Board, will comprise the Board. These members also have voting rights.
 - **Communications Coordinator** – This parent communicates all written correspondence from board members and the Director to the parents of the band. They maintain the band database with specific information of each of the members such as classification, instrument, contact information and parent or guardians contact information etc.
 - **Food Coordinator** – This parent, with their team, prepares and serves all the meals for events where the band members are to be fed. The Food Coordinator also is responsible for staying within the budgeted amount as established at the beginning of the year.
 - **Pit and Transportation** – This parent tows our band trailer to and from events, maintains the trailer, and coordinates the Pit equipment to be put on and taken off the field in a timely manner during the band's competitions.
 - **Individual Student Accounts Coordinator** – This parent updates and maintains the student's ISA account and coordinates transfer of funds, with the Treasurer, at the parent's request. The ISA Coordinator can give parents the balance of their child's account when requested to do so. The targeted response time is 48 hours.
 - **Uniform Coordinator** – This parent is in charge of all of the band's uniforms. They size and adjust the uniforms to ensure a good fit, they clean the uniforms a few times during the season and they coordinate the ordering of Spirit Wear and MTX shoes.
 - **Volunteer Coordinator** – This parent monitors and schedules the volunteers for certain events where volunteers are utilized. The Volunteer Coordinator keeps track of what events the students and parents have signed up to volunteer and sends emails out indicating what volunteer positions are still in need of filling.

- **Additional Ad Hoc Positions** – Additional positions that have also been created are the Invesco coordinator who communicates with Center Plate to staff Invesco functions. Retention and Recruitment Coordinator who is responsible for coordinating events that keep students interested in the program as well as events that keep members of our feeder schools interested in pursuing the band program. We also have Guard and Percussion liaisons that help with coordinating events for both the marching band and winter events for the respective units (Winter Guard and Winter Percussion). The Scholarship chair is responsible for assembling the team to review the scholarship packet.
- **Scholarships** - Every year, the Boosters grants three \$1,000 scholarships to students who are enrolled in the band program and are in good status. These scholarships are not awarded only to student's wishing to major in music, but are available to graduating seniors wishing to pursue any college academic program. Applications, reference letters and an essay are submitted to the Scholarship committee, comprised of band parents. These parents review each of the student's packets and select the three recipients. A check is then forwarded to the university that student has selected to attend.
- **Parent Involvement** – There is undeniably a great many hours put into this program by students, staff and parents. With school budgets being reduced and costs of living increasing, the fact remains that we will need to continue the massive efforts and big dollars to keep our program competitive. There is no doubt in my mind that the program will die off if we are not able to find willing parents to carry on the programs that have come before us. The students of DCHS Band NEED your help! We need chaperones for every event where the students perform away from our facility. We are always in need of interested parents shadowing for Board Positions they are interested in taking over. We are always looking for interested parents to shadow parents involved with DCMI as well. You can also help by ensuring your children are at ALL REHEARSALS on time and focused and ready to go. Please also remind your children of respectful behavior toward the staff and parents.

The DCHS Band Boosters realize that information flow is paramount for the success of this organization and we do the best we can to communicate what is going on. This Passport to Band Booster Bliss is another means for us to communicate the many facets of the booster organization. We encourage you to go on the website at www.DCHSBand.com for updates on scheduled meetings and downloadable information that may be the answer you seek. If you still have questions, feel free to give any board member a call. We would really like to hear from you and we would REALLY like to welcome you to sit in on one of the many positions available.

DCHS Band Boosters Profit & Loss Budget Overview June 2011 through May 2012

Jun '11 - May 12

| | |
|-------------------------------|-------------------|
| Income | 25,490.00 |
| 4000-Fundraisers - General | 44,380.00 |
| 4001 - DCMI | 21,500.00 |
| 4100-Food/Trans/Guard Fees | 4,180.00 |
| 4101 - Winter Guard | 10,860.00 |
| 4102-Winter Percussion | 30,000.00 |
| 4200-INVESCO Concessions | 1,000.00 |
| 4300-Individ, Business Donors | 5,000.00 |
| 4501-Unrealized Gain(Loss) | 5,000.00 |
| 4600-Other Types of Income | 300.00 |
| 4601-Uncategorized Income | 300.00 |
| Total Income | 147,710.00 |
| Expense | |
| 5000-Spring & Fall Staff | 56,245.00 |
| 5001-Labor Burden | 3,540.00 |
| 5100-Clinicians | 100.00 |
| 5150-Drill & Arranging Fees | 17,425.00 |
| 5200-Fundraising Event | 3,690.00 |
| 5201 DCMI | 21,000.00 |
| 5301-Color Guard Equipment | 1,540.00 |
| 5302-Color Guard Uniforms | 2,220.00 |
| 5303-Band Equip-noncapital | 5,000.00 |
| 5305-Band Uniform Supplies | 620.00 |
| 5306-Food | 5,000.00 |
| 5307-Winterguard | 4,120.00 |
| 5309-Winter Percussion | 2,670.00 |
| 5401-Travel/Trailer | 9,700.00 |
| 5402-After State Party | 270.00 |
| 5403 Program Props | 1,500.00 |
| 5700-Office Expense | 700.00 |
| 5701-Fees, Dues, Etc. | 2,880.00 |
| 5702-Website | 200.00 |
| 5801-Insurance | 1,570.00 |
| 5900-Awards | 1,250.00 |
| 5901-Banquet | 3,470.00 |
| 5902-Scholarships | 3,000.00 |
| Total Expense | 147,710.00 |
| Net Income | 0.00 |



DCHS Band Boosters
PO Box 1204
Castle Rock, CO 80104

Invoice

2011-2012 Volunteer Participation Fee

Student Name _____

Amount Due \$1500.00

Please Mark Your Payment Options Below

Check or Credit Card payment of the above fee Waives your volunteering hours from the following fundraising activities:

DCMI
INVESCO (5 games per child)
Car Wash

____ **Check:** (payable to DCHS Band Booster) Mail to PO Box 1204, Castle Rock, CO 80104 or drop off in Box on Mr. Bidinger's door

____ **Credit Card:** Go to <http://dchsband.com/> and click on Booster and then scroll down to PayPal to make your payment or return this form with your email address to receive a PayPal invoice directly to your email address

Email: _____

____ **Volunteer Hours:** By marking this box you are agreeing to payment by volunteering your time to participate in DCMI, INVESCO (5 games per child) and the Car Wash.

Signature: _____

Email: _____

Band Director

Key Tasks Prior to DCMI

- Prepare Band Director Packets for delivery to participating bands before DCMI day.
- Establish the panel of judges
- Assure arrangements are made for the audio Recording requirements of the Judges
- Prepare Judge Packets
- Prepare Band Director Packets for delivery at Unit Check on DCMI day consisting of:
 - School/Campus Map
 - DCMI Program
 - Director's and Assistant's Lanyards
 - Wristbands for any chaperones, bus drivers or others (number dependent on size of band)
 - Any schedule corrections not reflected in the program
 - 1 Wristband per 10 students
 - 2 Copies of Campus Map
 - 3 Schedules
 - Additional Wristbands may be supplied.

KeyTasks.doc ← ON DVD

Stadium Management

Role During DCMI

Provide a centrally located position where volunteers can check in before they report to assign duties. Also serve as a source of water for band members and volunteers.

Key Tasks Prior to DCMI

- Secure the necessary volunteers to staff volunteer tent and assist with other stadium related operations such as crowd control during band performances
- Assure that Castle Rock Fire/Rescue On Hand
- Setup Tent, Tables and Chairs for Volunteer Tent
- Develop DCMI Volunteer Check-In and Roster Forms as required
- Coordinate Stadium Security
- Coordinate and Staff Stadium Cleanup
- Assure Bathrooms are Clean – Janitor On Duty?
- Location Maps Of All Garbage Cans
- Janitorial And School Resources
- Assure Outlet In Pole Just South Of 50 Yard Line Is In Fully Operational Condition, As This Is The Power Connection To The Pit Area
- Contact Bill Lentz To Obtain Golf Cart(s) as required
- Need A Place For Non-Working DCHS Band Members To Go
- Establish Arrival Time For Their Volunteers

Volunteers Required Per Shift

- DCHS Band “Care Taker” Water, Issues, Etc. Specific Volunteered Assigned To The DCHS Band????

- 1 Adult – Volunteer Tent
- 1 Student - Volunteer Tent

Equipment & Supplies Required

- Volunteer Check-In and Roster Forms
- 1 Table
- 2 Chairs
- Pens
- Water Coolers
- Paper Cups
- 2-Way Radios (Frequency Different From Judges!)
- Garbage Bags

Bus/Unit Parking and Lighting

Role During DCMI

Provide orderly and efficient high-density parking for busses and equipment trailers of the participating bands.

Key Tasks Prior to DCMI

- CRITICAL:** Check with someone at the school to avoid having some other event going on that will consume parking at either South or North building.
- CRITICAL:** Contact the Town of Castle Rock to get approval for cones to be setup on the road that leads to the Recreation Center to accommodate extra bus parking. In previous years this was completed on the Friday night before DCMI.
- Rent 6 lights for practice fields, 3 for the upper field and 3 for the lower. Lights should be portable, complete with trailer, generator and towers that can be raised.
- Secure portable toilets- ideally 1 for upper practice field, 1 for NW corner of Pit lot, and 4 for SW corner of the South Building. In prior years 3 were used and were not enough.
- Note:** Lights and toilets are delivered in a place where we think they will not be bothered Friday night. They are then moved into position early Saturday morning.
- Assure that a large open dumpster is placed SE corner of the South building.
- See to it that the school's trash is removed close to before Saturday as possible, leaving only trash from the Friday night football game.
- Attempt to clean up school grounds before and after event. Go around and pick up all trash everywhere public will be and from the stadium.
- Unit parking crew usually all bring extra cords sawhorses, chairs, walkie-talkies, etc. from home.
- Unit parking crew arrives early on Saturday morning, very early to block off and guard South building parking lot. This requires one or 2 people all day long. Remaining early arriving volunteers move the toilets, lights, set up signs, etc.
- Establish Arrival Time For Their Volunteers

Volunteers Required Per Shift

? Adults

Equipment & Supplies Required

2-way Radios (frequency different from judges!)

Spectator Parking

Role During DCMI

Provide orderly, efficient and high-density parking of spectator vehicles in lighted parking lots.

Key Tasks Prior to DCMI

- CRITICAL:** Check with someone at the school to avoid having some other event going on that will consume parking at either South or North building.
- Assure that janitorial staff can be located so that parking lot lights can be turned on at night. It is recommended to get with the janitor early in the event and make arrangements to turn the parking lot lights on earlier.

Volunteers Required Per Shift

- 2 adults starting at around 9:00 AM
- 3 adults from 10 AM to 12 PM - Beyond 12 PM, parking is generally full. Later in the afternoon 4 or 5 adults are required to park the crowd for the larger bands off the street
- Establish Arrival Time For Their Volunteers

Equipment & Supplies Required

- 2-way Radios (frequency different from judges!)
- 5 fluorescent orange vests
- 4 traffic cones
- 2 or 3 sandwich boards for signage

Concessions

Role During DCMI

Provide incremental fundraising through the sales of concession foods to DCMI spectators.

Key Tasks Prior to DCMI

- Secure the necessary volunteers to staff the stand
- Seek Donations
- Develop menu and pricing
- Stock the concession stand with the appropriate amount of concession items
- Establish Arrival Time For Their Volunteers

Volunteers Required Per Shift

- 1 Adult

Equipment & Supplies Required

- Commercial grade grill
- 2 Canopies
- 4 Tables

Tickets, Patch and Program Sales

Role During DCMI

Sell tickets, patches, programs to spectators for the event

Key Tasks Prior to DCMI

- Secure The Necessary Volunteers To Staff The Stand
- Establish Arrival Time For Their Volunteers

Volunteers Required Per Shift

- 2 Adults
- 4 Students
- 2 Adults At Each Gate (Back And Student Gates)
- 2 Adults At Initial Entry Gate

Equipment & Supplies Required

- 3 Tables, 6 Chairs – Tables Set Up In “U” Under The Canopy.
- Wristbands – 1 Color For Prelims, Another For Both Prelims And Finals
- 2 Or 3 Cash Boxes
- Lights And Extension Cords For Night Time
- Signage Listing Prices And Times
- Band Performance Times – People Ask All Of The Time
- Programs, Patches
- Copy Of CBA Credentials So That Ticketing Is Aware
- 2-Way Radios (Frequency Different From Judges!)
- Cell Phone List Of All DCMI Subcommittee Chairpersons

Program Development and Advertisement Sales

Role During DCMI

Generate incremental revenue from the sales of advertisements in the DCMI spectator program. Offset printing costs by coordinating an effective sales campaign to spectators on DCMI day.

Key Tasks Prior to DCMI

- Secure The Necessary Volunteers as required
- Develop required forms, and campaign as a means to enable students and parents to pursue paid advertisements
- Interface with interested advertisers to secure advertising funds
- Obtain quotes from local printers including pursuing discounts for such services
- Interface with graphics designer/computer publishing person to provide direction for layout, content and advertiser requirements
- Participate as part of the review of the final document
- Assure that all paid advertisements are included in the program
- Lead the effort to establish a sales strategy for DCMI day in order to improve the program sales

Volunteers Required Per Shift

- Sales people in stands between performances?

Equipment & Supplies Required

- ?

Cash Management

Role During DCMI

The cash manager retrieves cash from the various domains including ticketing, concessions for deposit and make DCMI payments as required.

Key Tasks Prior to DCMI

- Secure Volunteers to staff the effort
- Hire Announcer
- Make Travel Arrangements / Determine Airport Transportation for judges
- Prepare Judge Contracts
- Make Payment to Judges and Announcer
- Establish Arrival Time For Their Volunteers

Volunteers Required Per Shift

- 1 Adult
- Drivers to/from airport may be required for judge transportation

Equipment & Supplies Required

- ?

Judges / Hospitality

Role During DCMi

Provide the judges and announcer with food, beverages and assistance with the objective of creating a comfortable environment for their judging as well as to reinforce the reputation that DCMi has as a prestigious event.

Key Tasks Prior To DCMi

- Secure Volunteers
- Establish Arrival Time For Their Volunteers
- Identify and secure hospitality items including meals, snacks, beverages, etc.

Volunteers Required Per Shift

- 1 Adult
- ? Runners – For Shuttling Data Between The Field The Press Box

Equipment & Supplies Required

- Volunteer Sign-In Sheets

Unit check-In

Role During DCMI

Check in arriving bands for participation at DCMI.

Key Tasks Prior To DCMI

- Secure Volunteers To Staff Tent.

Volunteers Required Per Shift

- Total Of No More Than 7

Equipment & Supplies Required

- 8 Decent PAID Stamps (Red)
- 5 Half-Way Decent PAID Stamps (Red)
- 3 Red Star Stamps
- 1 Canopy
- 1 Table
- Packets For Band Directors (Prepared By Band Director)
- Schedule Of Student Ambassadors Including Cell Phone Numbers
- Cell Phone Numbers Of All Committee Chair People
- Extra Concession Stand Price Lists
- Couple Of Extra Programs Or Schedule Of Performances

Field Entry Gate

Role During DCM

Assure controlled and scheduled access by participating bands to the performance field.

Key Tasks Prior To DCM

- Secure Volunteers To Staff Tent.

Volunteers Required Per Shift

- 1 Adult
- 2 Students

Equipment & Supplies Required

- 1 Tent/Shade
- Usually Have A Portable Generator And Just Work Lights

Practice Fields

Role During DCMI

Coordinate access of the practice fields so that participating bands have access to the fields at their scheduled time.

Key Tasks Prior to DCMI

- CRITICAL: Determine If Any Other Activities Are Taking Place That Could Impact Field Access
- Secure Volunteers To Staff Practice Fields

Volunteers Required Per Shift

- 2 Adults
- 4 Students

Equipment & Supplies Required

- Volunteer Sign-In Sheets
- 4 Hazard Cones
- Lights From United Rentals / Ad Copies
- Identify And Secure Appropriate Signage
- Golf Cart

Miscellaneous

- Coordinate The Review Process For Various Developed Items Including Patches, Programs, Printed Material, Signage, Etc.
- Provide An Extra Layer Of Quality Control For The Event
- Contact Joyco To Video?
- Prepare Complete Cell Phone List Of All Volunteers.
- Prepare Volunteer Badges
- Prepare Judge Badges
- Prepare Credential Chart That Shows Wristband Colors For Prelims And Finals, As Well As CBA Official Credentials.
- Take Content Input And Advertising Provided By Program Subcommittee Chair And Develop A DDMI Program Document Suited To The Process Of The Chosen Printer
- Procure Awards For The E
- Procure Patches
- Procure Wristbands

2011 DCMI Sponsorships

Program Advertising

| Sponsor Level | Cost | Benefits |
|---------------|----------|---|
| Musical Note | \$10.00 | Name Listed in Program |
| Ensemble | \$25.00 | Business Card Ad |
| Quartet | \$75.00 | ¼ Page Ad |
| Duet | \$150.00 | ½ Page Ad |
| Solo | \$225.00 | Full page ad, trophy, and scoreboard ad |

Options & Premiums (Separate from ad cost)

| | | |
|-------------------------------------|-------------------------------|---|
| Trophy | \$25.00* | Trophy sponsor's company name announced with award |
| Inside Front Cover (full page only) | \$200.00 * | In addition to the full page price. Black and White only. Only 1 at this price. |
| Inside Back Cover (full page only) | \$200.00 * | In addition to the full page price. Black and White only. Only 1 at this price. |
| Hospitality Suite | Donation of Food or Supplies | Recognized in program & on sign in Hospitality Suite |
| First Aid Station | Donation of Food or Personnel | Recognized in program |

Ad Specifications, Requirements, and Deadlines

1. All ads are black and white, except for the back cover.
2. Ads can be submitted in electronic format by e-mailing camera ready artwork to troyandmlmarley@msn.com or by mailing the ad or business card along with your payment.
3. All payments must be received by September 15, 2011. Make checks payable to DCHS Band Boosters PO BOX 1204, Castle Rock, CO 80104
4. Ads submitted after September 15 can not be guaranteed.

DCHS Band Member: _____