GOLD STAR BAND

Marching Band
Student Handbook

Leadership

Directors

Dr. Warren Olfert, Director of Bands: warren.olfert@ndsu.edu

Dr. Neil Mueller, Associate Director of Bands: neil.mueller@ndsu.edu

Officers

Christopher Chapman, President: christopher.s.chapman@gmail.com

Brian Selander, Vice President: selandr_brain@hotmail.com

Brandon Bondley, Secretary: brandon.bondley@ndsu.edu

Terry Nelson, Treasurer: terrance.e.nelson@ndsu.edu

Drum Majors

Matt Salzer: matthew.salzer@ndsu.edu

Mike Lehmann: mike@mikelehmann.com

Erin Ott: amazonicys@hotmail.com

Section Leaders

_____:_____

_____:_____

_____:_____

_____:_____

We're Here For You

Keep in mind, the leadership of the Gold Star Band is here to help you. If you have any problems, in or out of band, please come and talk with one of the officers, drum majors or section leaders. If you have any suggestions, don't hesitate to let someone know. This band only grows and improves with your help.

Schedule

Semester

AUGUST		
13	Monday	Drumline moves into residence halls, 6:00–7:00 PM
		Drumline meeting, 7:30 PM, Band Room (Music Ed. 118)
14	Tuesday	Band Leadership Reports, 9:00 AM
		Drumline Rehearsals continue, times to be announced
15	Wednesday	Band Leadership continues, 9:00 AM
		Drumline Rehearsals continue, times to be announced
		All students move into permanent residence halls, 6:00–7:00 PM
		Gold Star Marching Band Party at Happy Joes 2511 S University Dr. (Dutch Treat), 7:30 PM
16	Thursday	Full Marching Band Rehearsals (start in Band Room), 8:30 AM
		Section Night (go out and hang with your section!)
17	Friday	Full Marching Band Rehearsals (start in Band Room), 8:30AM
		Scavenger Hunt on campus and Movie Night in Beckwith Hall
18	Saturday	Marching Band Rehearsals, 8:30 AM
		Barbecue Night at Lindenwood Park, Fargo
19	Sunday	Marching Band Rehearsals, 2:00 PM
20	Monday	Marching Band Rehearsals, 8:30 AM
21	Tuesday	Fall Semester Classes Begin, REGULAR REHEASAL TIME: 4:00–5:45 PM, Monday, Wednesday and Friday
24	Friday	POSSIBLE EXHIBITION FOOTBALL GAME - TBA
SEPTEMBER		
3	Monday	Labor Day Holiday—No Classes
8	Saturday	FOOTBALL GAME–Stephen F. Austin, 6:00 PM
15	Saturday	FOOTBALL GAME-Sam Houston State, 6:00 PM
28	Friday	Jazz Ensembles Concert, 7:30 PM (Festival Concert Hall)
OCTOBER		
5	Friday	Hall of Fame Banquet, 11:00 AM
		Blue Key Show, 7:30 PM
6	Saturday	HOMECOMING-PARADE/FOOTBALL GAME-University of California at Davis, 10:00 AM/1:00 PM
20	Saturday	FOOTBALL GAME-University of Minnesota, Time TBA (Road trip-broadcast on ESPN Plus)
27	Saturday	FOOTBALL GAME-Southern Utah (Harvest Bowl), 1:00 PM
NOVEMBER		
3	Saturday	FOOTBALL GAME-Illinois State, 6:00 PM (Band Parents Weekend)
4	Sunday	Marching Band Concert, “Sounds of the Gridiron,” 2:00 PM (Bentson Bunker Field House)
12	Monday	Veterans Day Holiday–No Classes
22-25	Thurs.-Sun.	Thanksgiving Break-No Classes
DECEMBER		
3	Monday	Jazz Ensemble Concert, 7:30 PM
4	Tuesday	Gold Star Concert Band Concert, 7:30 PM
10-14	Mon.–Fri.	Final Exams

Band Camp

In case of rain, Dakotah field rehearsals will be swapped with indoor rehearsals.

Tuesday, August 14
9:00 All Band Leadership meets in **Choir Room;** Drumline Rehearsals continue
12:00 Break for lunch
1:30 Leadership Sessions continue

Wednesday, August 15
9:00 All Band Leadership meets in **Choir Room;** Drumline Rehearsals continue
12:00 Break for lunch
1:00 Work Time; prepare for your sections
6:00 All Dorm Students check in to dorms
7:30 Pizza Party (check to see if anyone needs rides)

Thursday, August 16
8:30 All Gold Star Band members meet in **Band Room** (Orientation / Introduction)
9:30 Break into Sectionals (rehearse/take care of business)
10:00 Move to **Dakotah Field** Fundamentals–Stationary Commands
11:00 Fundamentals–Moving Commands
12:00 LUNCH
1:00 Start at **Dakotah Field**; Review all fundamentals; 8-5 step size; begin moving and playing; Slides/Adjusted Step
3:00 Meet in **Band Room**; music rehearsal
5:00 Rehearsal Ends; leadership meeting for block assignments
PM **SECTION NIGHT**—go out with your section!

Friday, August 17
8:30 Everyone in **Band Room**; music rehearsal
10:00 Move to **Dakotah Field**; continue working moving, slides, adjusted step, 8-5
12:00 LUNCH
1:00 Start at **Dakotah Field**; Review all fundamentals; set pre-game block
3:00 Meet in **Band Room**; music rehearsal
5:00 Rehearsal Ends; Leadership Meeting
PM Scavenger Hunt and Movie Night

Saturday, August 18
8:30 All band members meet in **Band Room**; music rehearsal
10:00 Move to **Dakota Field**; review fundamentals (small groups); continue pre-game
12:00 LUNCH
1:00 Meet in **Band Room**; music rehearsal
3:00 Move to **Dakotah Field** Continue pre-game
5:00 Rehearsal Ends; Leadership Meeting
PM Barbecue at Lindenwood Park, Fargo

Sunday, August 19
2:00 Meet at **Dakotah Field** (Review Fundamentals–Small Groups)
3:30 Pre–Game Drill
5:00 Break for Dinner
7:00 Meet in **Band Room;** Music Rehearsal
9:00 Rehearsal Ends; Leadership Meeting

Monday, August 20
8:30 Meet at **Band Room**; music rehearsal
10:00 Move to **Dakotah Field** Pre-Game Drill; Fundamentals; begin work on halftime show
12:00 LUNCH
1:00 Meet at **Dakotah Field** Wrap-up: Fundamentals, Pre-Game, Halftime Drill
3:00 Move to **Band Room**; music rehearsal
5:00 Rehearsal Ends

Tuesday, August 21
First Day of Classes Regular Rehearsals begin at 4:00 PM, Wednesday at **Dakotah Field**

Night Life

The Gold Star Marching Band Camp is not only a time for learning music and marching, but it is a time for us to grow as a band and as a community. On almost every night of camp, there is something to do with your section or with the entire band. Everyone is invited and encouraged to participate in any way possible.

Policy Guidelines

Leadership

The Student Leadership Staff is comprised of drum major(s), section leaders and band officers. The work of these highly skilled players, marchers, and teachers is required to physically put the Gold Star Band on the field. Through careful preparation before rehearsal and efficient use of time during rehearsal, these members communicate the directors' wishes in regard to performance of the Band, and they set an example of the ultimate Gold Star Band member on the field.

Attendance

In order to maintain the high standard of excellence achieved by the University Bands, certain attendance regulations have been set and are strictly enforced.

Attendance is mandatory at scheduled rehearsals, sectionals, and performances.

Rehearsal begins at 4:00 pm with fundamentals. Those with issues that might prevent them from being on time should discuss those with the Band Director. Otherwise, students are expected to be in their places ready to play at 4:00 pm.

Recurring absences or tardies must be approved in advance by the Band Director

Students should always contact the office of the director (231-7266) in the event of any absence, whether it is a notification of illness/unforeseen events or if it is in advance of an excusable absence or tardy. **Excused absences are included in the three-absence total for the semester with regard to the final grade.**

Absences (or tardies) due to illness, University authorized activities, emergencies, or other extenuating circumstances must be explained and/or documented to the satisfaction of the directors.

Since performances at football games are the primary function of the marching band, attendance at games is mandatory. The only excuses accepted for missing a game are critical illness, family crisis, or a family event (wedding, reunion that's been planned for a year, etc.). Your high school's homecoming game, dance, championship football game or other similar non-NDSU functions do not qualify as excusable events. For all excuses, you must submit your request to the band director in writing, preferably at the beginning of the semester. Please refer to the section below for grading regarding game absences.

WITHOUT EXCEPTION, THE CRITERION FOR EXCUSING ANY STUDENT, REGARDLESS OF CIRCUMSTANCES, WILL BE THE JUDGMENT OF THE DIRECTORS.

Grading

All university band grades are determined primarily on the basis of:

- Attendance,
- Maintenance of high standards of performance, and
- Adherence to the policies and procedures set forth by the Band Policy Guidelines (see above)

After three absences, a member's grade will be lowered one letter. You will be e-mailed by the band secretary after your second absence. Excused absences do not count against your grade.

An unexcused absence from a performance results in an automatic F for the course!

After three tardies, you will be e-mailed by the band secretary. Additional absences could result in your not performing at a game and/or in a reduction of your grade.

Failure to maintain satisfactory performance standard or failure to comply with any or all policies and guidelines as set forth by the Band Policy Guidelines, in the opinion of the directors, could result in the student's final grade being lowered. A student's behavior can affect future participation in the ensemble.

WITHOUT EXCEPTION, THE CRITERION FOR THE FINAL GRADE IS THE JUDGMENT OF THE DIRECTORS.

Equipment

The band has a number of marching instruments, including piccolos, saxophones, mellophones, baritones, sousaphones, and percussion equipment, to be checked out to participating students. Other instruments may be available in special situations. Uniforms and music will be issued to you in the first weeks of the season. Every playing band member is to supply their own marching band flip folder (at least 10 windows recommended) and a music lyre for their instrument for rehearsals and performance (each of which can be bought from the band secretary during band camp). We use the black Drillmaster marching shoe for all playing members (color guard uses a sandal-type shoe). There is a $30.00 general band fee (to cover several ancillary band expenses), which will be charged to your student account.

General Marching Band Information

Statement of purpose

Whenever the band performs or travels, its members are representatives of North Dakota State University. Whether in or out of uniform, at a performance or rehearsal, on the road or at home, or at operational functions or activities, band members must conduct themselves in a mature, responsible and professional manner. All actions by members reflect either positively or negatively upon the band, its leaders and the university. In short, the conduct of a Gold Star band member must be above reproach.

A university marching band such as the Gold Star Marching Band represents a wealth of tradition and experiences. For some, this will mean the continuation of a tradition based on prior experience. It may also mean a departure or a new avenue for many after several years of participating in a high school band. Your high school years should be treasured and remembered with great fondness. At the same time, this is a wonderful opportunity for you to become part of a grand tradition we know as the Gold Star Marching Band. The single best indicator of a member's ability to succeed in this ensemble is attitude. Work hard, contribute positively, and cooperate with leadership and you will be a successful member. There are no prima donnas in the Gold Star Marching Band!

Pride, Loyalty and Integrity are a vital part of our value system. Pride provides a rationale for achieving excellence on the field; Loyalty is the force that binds directors, staff and students to each other throughout the season; Integrity is the moral compass that influences our Pride and Loyalty.

As a band, we are dedicated to maintaining a standard of quality, behavior, and purpose consistent with our own personal expectations and those established by the tradition of the Gold Star Band. To fall below that standard is not acceptable; we will not allow that individually or as a group. We are united in purpose to achieve that end as a normal course of what we do.

Some of you reading this document will no doubt find the potential benefits offered by our efforts intriguing. To those we extend a hearty invitation to join the ranks of the Gold Star Marching Band. The rewards associated with the participation are worthy of your efforts.

Marching Band Membership

The Gold Star Marching Band is comprised of students from all colleges of the University and class levels from freshman to graduate. It includes woodwinds, brass, percussion and color guard. Membership is open to all interested university students regardless of major or previous marching experience. This also includes non-NDSU students from Minnesota State University - Moorhead and Concordia College through the Tri-College University. The Gold Star Marching Band performs annually for more than 100,000 students, fans and alumni at Bison football games.

Rehearsal Information

The Gold Star Band rehearses Monday, Wednesday, and Friday from 4:00-5:45 PM for one credit hour and grade (MUS 111). There are Saturday morning rehearsals in the Fargodome on home game days. Students should reserve the entire day of games for performance related activities. Since the band utilizes only three days a week, there is limited flexibility with schedule conflicts. However, students may miss a portion of one rehearsal per week (subject to approval). Students with more significant scheduling conflicts must discuss it with the directors as soon as possible. This includes Saturday morning rehearsals.

History

The Gold Star Band is one of the oldest organizations at North Dakota State University (NDSU) in Fargo, North Dakota. In fact, the Gold Star Band has been in existence much longer than the name "North Dakota State University". NDSU was originally known as North Dakota Agricultural College (NDAC). The earliest known record of the Gold Star Band (GSB) dates back to December 15, 1901 when it was mentioned in the NDSU student newspaper, the Spectrum, that there were efforts being made to organize a college band. In the February 15, 1902 issue of the Spectrum, it was briefly mentioned, "And the band plays - Wednesdays and Fridays" which suggests that the organizational efforts were successful.

Officially, however, the band came into existence in September of 1902. Claude Nugent, then Secretary of the College, asked Harry M. Rudd, a local musician, to create a band at NDSU. The earliest known written GSB history describes the formation of the band:

The two men had heard that a small band at Kurtz, Minnesota, had "busted up" and that a farmer over there had some band instruments for sale. They "dickered" with this farmer and bought fifteen instruments for $50.00. There were three clarinets, ten brass instruments, two drums, and a pair of cymbals. The brass instruments were later described by one of the original members of the band as being "two-thirds solder and one third special Lyon and Healy tin." At the opening of the fall term a band was organized and the first rehearsal held September 18, 1902 with nine boys present and Harry M. Rudd as director. During November and December, the number had increased to twenty-seven.

Members of the first band included Mel Rudd, W. Peterson, Harry Fowler, Reg. Thorne, Chas. Van Horn, Walter Treat, J.T. Weaver, J. Salling, and L. Worst. The band made its first public appearance from an old stagecoach parading down Broadway Avenue advertising a football game. Director Harry Rudd left Fargo in April of 1903, and the man who has come to be known as the founder of the Gold Star Band, C. S. Putnam, became the director.

Born in Barre, Vermont, on September 16, 1859, Clarence Simeon Putnam (Doc Putnam), although preferring music, studied to become a medical doctor because of encouragement on his mother's part. He received education at Barre Academy, Dartmouth College. He also attended the Philadelphia Medical School and graduated

from Hahnemann Medical College in Chicago in 1883. He practiced medicine until 1903 when, five days after his insurance policy had elapsed on his Fargo office, it was destroyed in a fire. At that point he began teaching arithmetic at NDAC. The whole time he continued to be an active musician. On April 14, 1903, Putnam directed fourteen men in his first rehearsal of what would later come to be known as the Gold Star Band.

By 1904, the band was a thriving organization. Originally an ROTC unit, it was known as the Cadet Band. The band rehearsed in the old chemistry building and drilled and performed concerts in Festival Hall. C.S. Putnam continued to direct the band until January of 1914 when he went to direct a band in Aberdeen, South Dakota. Harold Bachman, an early member of the Cadet Band, and assistant director since 1912, directed the band until 1916. Bachman later went on to direct the famed Million Dollar Band, several military bands as well as becoming director of bands at the University of Chicago, and later, the University of Florida. Bachman left NDAC to serve in World War I, and then Director of Music of NDAC, B. A. Orr directed the band for one year. Putnam returned to NDAC in 1917.

The Cadet Band became known by the army inspectors as being an excellent unit. For three years it was rated 100% and obtained the Distinguished Rating. By 1924, this entitled the unit to the "Gold Star." From this, the band has become known as the Gold Star Band.

C.S. Putnam died on February 25, 1944. He was still directing the band at that time. By 1950, NDSU's first library, Carnegie Library was replaced by a new facility, and the Music Department became the Carnegie Library's new occupant. The building was renamed "Putnam Hall" in 1951. From 1944 until 1948, Edward J. Schroepfer directed the band. During these years, the band program deteriorated, partially due to World War II. In 1949, William Euren became the director of the Gold Star Band and nursed it back to health. Euren is credited with molding the band from a military band into the polished marching and concert bands that it is today. He also began the tradition of an annual concert band tour.

Euren directed the band until 1969. Roger Sorenson directed in 1968 and 1970, and Roy Johnson directed in 1969. In fall of 1970, Orville Eidem became the director. Eidem continued Euren's work of developing the concert band. He also greatly improved the jazz program. By the late 70's, Putnam hall was failing to meet the needs of the music department. As a result, the State Legislature was lobbied for a new building. Among the lobbyists was the Gold Star Band, which made several appearances at the State Capital during its annual concert band tours. By 1982, the lobbying proved successful, and a new music facility, Reineke Fine Arts Center, was built. The concert hall in the new facility was named Festival Concert Hall after Festival Hall, which was the original performance space for the Gold Star Band.

Dr. Eidem retired in 1993, at which time Wayne F. Dorothy became the new director. Dorothy was previously Assistant Director of Bands under Eidem. In 1999 Warren Olfert replaced Dorothy as director.

The Gold Star Band has played many roles throughout history. It has supported the athletic programs since its very beginnings. It has served as a symbol for NDSU. In 1938, when NDSU briefly and controversially lost its accreditation, the Gold Star Band led over 1000 students in protest. The band has provided great entertainment in multiple ways, including putting on its own three-ring circus. It was instrumental in the revival of the basketball program in the early 80's. It has had the honor of playing for both President George H. W. Bush and President George W. Bush. As one of the oldest bands in the nation, the Gold Star Band has weathered many events, but still remains a vibrant and enthusiastic member of the NDSU and North Dakota communities.

In the words of Doc Putnam, "Years wrinkle the skin; but to give up enthusiasm wrinkles the soul. Youth becomes a state of mind, not measured by years but by the quality of imagination - and I'm still 'seein' things' to do years hence."

TBS / Support Groups

Tau Beta Sigma exists as a co-ed chapter on the NDSU campus. It exists to maintain and upgrade the quality of college bands and provide band members with a pleasant and stimulating experience as a member of a college band. The Tau Beta Sigma chapter aims toward the betterment and smooth operation of the band at North Dakota State University. They aid the band staff in preparation for the coming football season; they also work closely with the staff and directors in such areas as public relations and fund raising, as well as esprit de corps and other areas related to the college band. Members receive no reward for their services other than the privilege of serving the organization that they love and respect.

The GSB Web team builds and maintains the band's website as well as maintaining the band's electronic archive of media, members and other information. Membership in the web team is voluntary and is open to anyone on campus (including people outside of band). No technical skills are required; all skills required for the web team are taught by current members.

Other Ensembles

Beginning with the fall semester of 2007, the Gold Star Concert Band will meet as a regularly scheduled class in both the fall and spring semesters. In the spring, the Varsity Band is added as a regularly scheduled class. Entrance into the Concert Band is by audition, while enrollment in the Varsity Band is open to all students. Auditions for the Jazz Ensemble will be held at regular rehearsal times during the first two weeks of school. Auditions for other ensembles will also take place during the first two weeks of school.

Traditions

For years, NDSU has had not one but two fight songs, here are the words to both:

On Bison:

On Bison carry the fight,
State is backing you.
Green and yellow colors bright,
To them we will be true.
STATE BISON!!
Fight them right back to the goal,
A victory for our name.
On you Bison, fight you Bison,
Stampede and win this game.

Fight Song:
(We Are the Pride)

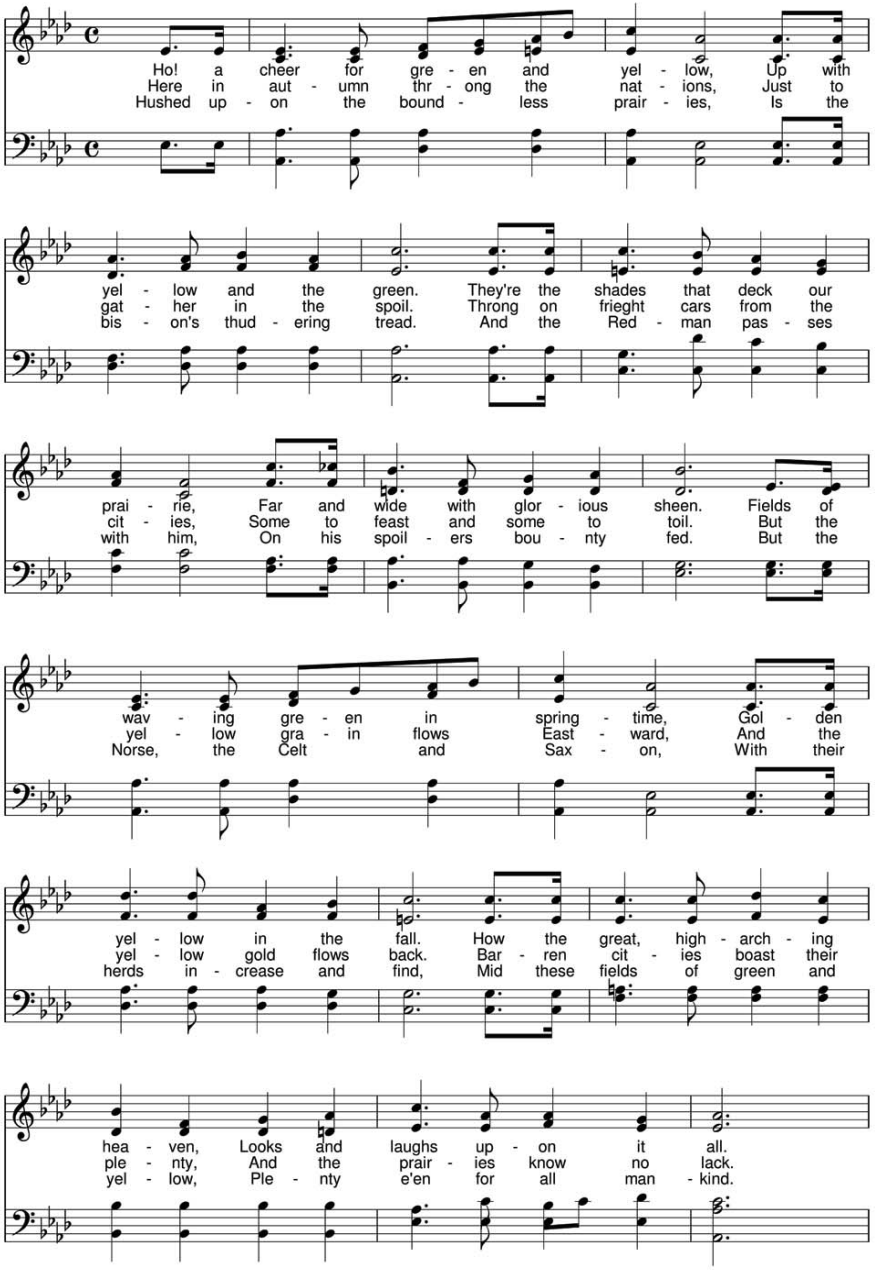
We are the pride of North Dakota,
State collegiates are we.
Sons of the green and yellow prairies,
Our colors will ever be.
STATE BISON!!
Cheer for our dear ol' alma mater,
Proud and loyal are we.
And we'll fight-RAH! RAH!
Yes we'll fight-RAH! RAH!
For the North Dakota State U Team.
Cheer for the Bison-HIT 'EM AGAIN! HIT 'EM AGAIN!
Cheer for the Bison-HIT 'EM AGAIN! HIT 'EM AGAIN!
(Band Refrain)-FIGHT!
(Band Refrain)-FIGHT!
(Band Refrain)-FIGHT!

During each meal that the band eats together, we traditionally sing the NDSU Alma Mater: The Yellow and the Green. Every member must memorize this song and be able to sing it at any point through out the year. Here are the words and music:

Yellow and Green

Words by A.E.Mindard

Music by Dr. C.S.Putnam



Game Day

Representing NDSU

Above all, members of the Gold Star Band should remember this: every time we put on the green and yellow uniforms, we represent a standard and a tradition that should be upheld with each successive performance and year. Show pride in what you do: STAND TALL, keep your head held high and make sure people know you are part of a very special group of people.

Uniforms

Our uniform clearly identifies you as a member of the Gold Star Band. Because of this, it should only be worn at authorized performances, and must be worn properly. When walking to or from a performance, the uniform should be worn in total or not at all. This means with the coat buttoned up; you may carry your hat and gloves. Anything less is unacceptable.

Please be VERY careful with your plumes. They are easily ruined and expensive to replace.

A white t-shirt should be worn under the uniform. The shirt may be short-sleeved or ¾ length. Colors other than white are not to be used, as they could stain the lining.

Prior to leaving the Fine Arts Building for the game, section leaders will run an inspection of all members of their section to confirm the proper wear of all uniforms.

Hats should be worn with the chinstrap under the chin—not on top of the hat. This will allow the hat to "ride" in the proper place.

For the sake of uniformity and a "clean look," no hair should be over the back collar. This means that all long hair should be pinned or tied up and under the hat. DO NOT simply push your hair under your hat. When the hat is removed, all hair should remain in place, not fall out of the hat onto the shoulders.

There are NO CAPS OR HATS of any kind in the stands.

Please avoid the following: no watches or jewelry (engagement/wedding rings may be worn; diamonds flipped under if at possible); no long earrings or hoop earrings (you may wear posts for pierced earrings).

Do NOT remove hats or gloves in the stands until told to do so. We will do this together as a band once the entire group is in place.

Call

ALL MEMBERS of the band are required to report to the band room one and a half hours prior to the scheduled kick off of the football game (or as announced). And, as with any musical performance, five minutes early is late. Everyone must be dressed and warmed up prior to call.

President's Reception

We are periodically asked to send a group of band members over to the President's Reception at the Fargodome. When this occurs, the section leaders of each section will pick a group to represent the section at the reception. The entire group will car pool to and from the reception and play On Bison and Fight Song.

March Over

Traditionally, the band marches from the band room to the games before performing at pregame. All members should join in the spirit of the march over that is characteristic of the Gold Star Band.

Pre-game

Immediately after the march over, the band takes a short break for water and rest. However, the band must be ready for pregame when the director and/or drum majors call for the band to line up.

Once we finish the pregame drill. The band must move into the stands ASAP in order to play.

In the Stands

Concession Stands/Restroom—you may use the concession stands and restrooms through the game (within reason, of course). For the sake of the performance quality of the band, check with your section leader before leaving the block, so that we can maintain order within the stands.

During the game, we always play as a full band, or not at all (this, of course, does not include such things as cheers involving one or two sections a la Coconut Champagne). There is to be no individual noodling, drumming, etc.

Be flexible and work together. Yelling at each other or arguing about what you think should happen only looks unprofessional. It is especially critical that you pay attention and stay in the game for all four quarters.

The section leaders are in charge of their section—period. Anyone who doesn't understand this or chooses to create a problem within the block will be dealt with directly by the band directors.

Post Game

The band traditionally gets together for a pizza buffet after the game. Everyone is invited to join in on the fun. The location for this outing will be announced before the game and directions to the location will be given.

Year End

This is your final obligation for the year—it is your job to fulfill these last responsibilities. Please remember that you will be held financially responsible for any loss or damage to uniform, equipment, or music. The proper section leader and/or Tau Beta Sigma will note this when uniforms and instruments are checked in.

Uniform Check-In

Tau Beta Sigma will administer uniform check-in in front of the uniform room. All uniform parts, hats, gloves, jacket, pants, etc., should be turned in as asked; follow the directions given by TBS. TBS will note any damages, missing parts, etc.; you are responsible for replacing lost, missing, or damaged equipment.

TBS should prepare ONLY the uniforms used in this season for transport to the cleaners.

Music

All sections will turn in all music. Work with your section leader—this should be sorted by tune, alphabetically and given to your section leader (in other words, do this together—don't hand a stack of music to your section leader and leave). The section leader with then take the music to a music librarian where the librarian will file the music in score order.

Instrument Check-In/Cleaning

Cases/Lockers Must be Clean:

- Clean mud off cases
- Discard rubber bands, charts, travel tags, etc.
- Clean inside of case of everything but the instrument and parts
- Empty your locker of everything except case and contents—even if you will continue to use the instrument in Pep Band.

Horns must be clean:

- Clean outside of horn (wipe off)
- Clean mouthpieces, bits, goosenecks, etc.
- Separate bits
- Clean and re-oil valves
- Remove all grease from all tuning slides
- Identify any needed repair to instruments or cases and give written list to section leaders; instruments will be inspected upon check-in as well.

Sousaphones:

- Wipe off and clean horns
- Place bell and body of instrument in case
- Make sure bell and body serial numbers match case numbers
- Clean ditty bags and place two bits and one gooseneck in each
- Store instruments appropriately with section leader's supervision
- Section leaders should return mouthpieces and repair lists to the director.
- ATHLETIC BAND TUBAS: YOU SHOULD CHECK OUT YOUR MOUTHPIECE WITH THE DIRECTOR—SECTION LEADERS DETERMINE THE HORNS (NEEDING NO REPAIRS) TO GO TO THE BSA.

Flags:

- Clean all poles
- Inventory and store flags and poles in uniform storage room

Percussion:

- Clean all drum heads and wax inside of hoops
- Clean and grease tension screws and lug casings
- Polish all chrome parts
- Clean and polish cymbals (check straps)
- Clean cases inside and out
- Check in all sticks
- Inventory all gear including needed repairs
- Return any auxiliary equipment (cowbells, etc.)
- Store equipment in 116 (this does not mean throw it in, shut the door, and run!)

Trombones/Mellophones/Baritones:

- Observe details above on instrument and case cleaning
- Section leaders check instruments and cases carefully and note needed repairs
- Once the section leaders have seen your instrument, give your mouthpiece to the director and take your instrument, in its case, and put it away in its locker (lyres, valve oil, and slide grease should remain in case).
- Section Leaders: after all equipment is accounted for, make sure the instruments are in the appropriate lockers, then bring all mouthpieces, keys, repair lists, and any remaining materials to the director.
- Athletic Band Members Please Note: even though you will continue to use your instrument, you must still follow the procedure above and let the director check the horn and case before returning it to your locker. The horn will, in effect, be checked in and then checked out to you for Athletic Band.

Misc. Instruments (Tenor Saxophones):

- Observe details above on instrument and case cleaning
- Have your section leader inspect the instrument for check-in
- Place the instrument in its locker (lyres remain in the case)
- Section leaders note all repairs and turn them into the director.

Trailer/Fargodome:

- Clean everything out of the trailer. It all comes back to the band room. The same goes for the Fargodome with any equipment that might be ours.
- All keys for the padlock and the padlock itself should be collected by a drum major; these should then be turned in as a unit to the director.
- Store all equipment in the Festival Concert Hall basement on pallets (absolutely nothing on the ground because of possible flooding.

PLEASE NOTE: STUDENTS WHO DO NOT FOLLOW PROCEDURES ABOVE, ESPECIALLY REGARDING THE RETURN OF INSTRUMENTS AND UNIFORMS RISK HAVING GRADES HELD OR POSSIBLE ASSESSMENT OF REPLACEMENT COSTS. MORAL OF THE STORY: TURN IN ALL INSTRUMENTS, UNIFORMS, AND MUSIC AT THE SCHEDULED TIME.

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