

# Indiana Bandmasters Association

## Host "To-Do" List

### All-District and All-Region Honor Bands

#### Communication with the Guest Conductor & Music Selection

1. Upon receipt of your guest conductor's contact information, make a contact as soon as possible. The main topic of this conversation will be the selection of music for this event. You will work together in selecting appropriate music for your site. Your knowledge of the region and past experience with this event will aid in the choice of music. **NEW:** *You should ask a couple of area directors to also review the proposed program before it is finalized to assure the level of the music, length of each selection and the number of selections are appropriate for the group.* Finally decide which music will be provided by the guest conductor and which the host will provide. **These things should be accomplished by September 1.**
2. Other items of concern that may be discussed are:
  - a. **Have guest conductor submit a background check using your school's preferred method.**
  - b. Rehearsal/performance facilities
  - c. Percussion equipment and needs dictated by the music
  - d. Festival schedule (as shown on the website)
  - e. Sectional rehearsals
  - f. Hotel accommodations
  - g. Programming from previous years (discuss what selections worked well and which ones might have been too easy or too difficult)
  - h. Need for percussion assistant for entire weekend
  - i. Biography and photo requests for program
  - j. Instrumentation

#### Download Electronic Data

1. Login to the IBA Website Management Area with the information provided by the secretary/treasurer.
2. You will find these choices:
  - Print School Summary Sheets – prints all of the director summaries for you site.
  - Print All Student Application Forms – prints all of the student applications for your committee to review.
  - Download School Data – allows you to select the school and director data to place in a spreadsheet (directions below).
  - Download Student Application Data- allows you to do the same for the student data.
3. Next download the data into a spreadsheet.
  - a. Select the items you wish to download such as director name, school name, director email address, T-shirt size, etc. Choose everything you think might be of use to you.
  - b. Press the green "Click here to continue. Then click on "Download the TXT file."
  - c. Choose "Save As" and place it on your desktop or other folder you choose.
  - d. Open Microsoft Excel. (You may use another spreadsheet but the instructions below are for Excel.)
    - i. Select the "Data" tab.
    - ii. Select "From Text". The TXT file is a tab delineated text file.
    - iii. Select "All Files" find you downloaded TXT file.
    - iv. The "Text Import Box" should have "Delineated" selected and a check mark next to "my data has headers".
    - v. Click next and there should be a check mark next to "Tab"
    - vi. Click next and there should be a check mark next to "General"
    - vii. Click Finish. On "Import Data" click OK.
4. You will now have your data in a spreadsheet that you can sort as needed. You may need to check capitalization on some entries before you use the data to create name badges, stand signs, program lists, etc.

#### Band Selection

1. Assemble a committee of area band directors to assist with selection process. Choose a meeting time and location to review the applications. **All-Region Hosts: please email the Secretary / Treasurer a summary of T-shirt sizes as soon as the band is selected. Do not add extras to your numbers.**

Directors will rank students within each section. In addition, each director will complete in a summary ranking for all the students from that school. For **All-Region** you should select a minimum of 2 students per school. For **All-District** we guarantee that each school

sending forms will have at least one student selected for the band. *If possible, the committee should select the first and/or second student from the overall ranking list. It is not a requirement if it will cause the band to be unbalanced. The committee should use their best discretion and select the most qualified students and still meet the minimum guaranteed numbers. Selection of the ensemble will be based solely on director recommendations. Past participation does not guarantee acceptance.*"

2. Separate the applications by instrument.
3. Take the separated applications and put them into an order using the information given in each application... (a top recommendation from a school, tone quality, intonation, 1st part caliber, solo & ensemble experience, private lessons, etc.)
4. Each director should inspect the now-ordered application stacks. Input is encouraged regarding the ranking of the applications from each director until a consensus is reached.

**Music Mailing – Music should be distributed no later than Friday of week 14. It should be distributed even sooner if schools in your area are on a “balanced calendar.”**

1. It is your duty to send letters of congratulations and music to the students. These should go directly to the band directors involved for distribution to their students.
2. Many hosts are now distributing all information and music to directors via Dropbox or equivalent. You are encouraged to use this method for your site. Congratulations letters may be mail-merged to a single PDF file sorted by school for individual directors to print and distribute. Music may be scanned and distributed in the same manner. Be sure to include a list of part assignments for each student in sections that have varying parts.
3. If you elect not to use the electronic method of distribution, the music should be copied and collated for each individual player and mailed in a packet along with a congratulatory letter to the player, a letter to the participating school director, and a map of the area and school building.

#### **Facilities**

1. It is recommended to send a list of rooms you will be using and a request for a custodian Festival weekend (7:30 a.m. - 5:30 p.m. Saturday / 1:00 p.m. to 5:30 p.m. Sunday) to the principal and head custodian.
2. It is also recommended that notes be sent to each classroom teacher advising them that their rooms will be used for auditions and sectionals.
3. If possible, it is a good idea to set up the stage on Friday afternoon. An efficient way of facilitating seating of auditioned students is to have each chair marked with the section and part.
4. Have a conductor's tall chair and a dry-erase board / chalkboard ready for use. Keep a few extra chairs and stands ready in reserve.
5. Conductors like to call the students by name in rehearsal. Have them put their first name on a folded piece of paper and hang it over their music stand. You may print these in a large, bold font from your spreadsheet.
6. A microphone and stand should be available for use throughout the concert.

#### **Registration**

1. Have 4 parent volunteers arrive 45 minutes before the scheduled registration time. The kids are nervous and always arrive early. Collect registration fee (**\$35**) which includes a T-shirt (All-Region) or patch (All-District) and the lunch fee. T-shirts or patches will be sent to your site by drop-shipment. **All-Region Hosts: please email the Secretary / Treasurer a list of T-shirt sizes as soon as the band is selected.**
2. Often, students from a school arrive together. Use your database to run a printout of the students separated by school. This makes for quicker registration.
3. Plan to mail one check to IBA for all the money you collect. Students should pay in cash or a check that you can deposit locally (booster organization, school account, etc.).

#### **Sectionals and Auditions**

1. IBA leaves it to the discretion of each site host and guest conductor to determine if auditions will be held or if the first hour Saturday morning will be used as an additional sectional. Sectionals are recommended.
2. Solicit area band directors to assist with sectionals and/or auditions on Saturday. If auditions are held, they are to determine chair placement only. Parts (1st, 2nd and 3rd) should not be changed.
3. Auditions should be completed as quickly and fairly as possible so that rehearsal may begin on time.
4. Some directors who helped with morning auditions/sectionals may have to leave before the afternoon session. You may have to combine some sections in an afternoon sectional.
5. Provide lunch for those directors who help with auditions and sectionals. Plan to have coffee, juice and fresh donuts available for directors in the morning. Include the cost on your expense sheet.

## Lunch

1. Hosts should offer lunch for a fee. (Pizza or subs are good choices. This fee is in addition to the \$35 registration fee.). **Please handle all lunch payments and expenses through your school or booster organization.**
2. Parent volunteers can help prepare and serve the lunch.
3. If you are wondering how much food to prepare, count on all students purchasing the lunch.
4. Some sites have an afternoon soft drink break. A snack can be included at your discretion. This can be included in the price of the lunch. It is recommended as a good way to relieve the stress and tedium of the long afternoon rehearsal.

## Program

1. **IBA requests that quality printed programs be produced for the concert. Please find a local printer and have them professionally produced.**
  - a. Simply list the students alphabetically by sections.
  - b. Music may be listed alphabetically as "Program to selected from the following."
  - c. Include biographical sketch of the guest conductor and if possible a photo.
  - d. Include in the program is a list of participating schools with the director's names.
  - e. **Use the new IBA logo on your program.** There are 6 format choices on the "hosts" webpage: <https://www.indianabandmasters.org/hosts/hosts.html>
  - f. The IBA Board of Directors should be listed in the program.
2. Secure the help of three or four parent volunteers to pass out programs.
3. Please send one printed program to the IBA Secretary/Treasurer for our files.

## Press Releases

Approximately two weeks before the concert email a press release to the local and/or major metropolitan newspapers.

## Certificates

1. The IBA Secretary/Treasurer will send blank certificates to you. You prepare the information on your computer and mail merge the student information. A template is available on the "hosts" webpage. <https://www.indianabandmasters.org/hosts/hosts.html> Both the host and conductor signatures may then be scanned into the document.
2. Print the certificates sorted by section for easy distribution. A good time to hand these out is immediately after the final warm-up, tune session on Sunday.

## Collecting Music

Announce to students that they are to leave the music on the stands when the concert is over. You can have a few of your own students collect the music by section and break down the folders.

## Special Items

1. If you want to offer a photograph, Performing Arts Photography by Bateman [batemanphoto@msn.com](mailto:batemanphoto@msn.com) (317-253-6245) does a nice job and also provides our All-State photos.
2. An honorarium of \$500.00 will be paid to each Festival host. **NEW: Hosts that offer an additional evening rehearsal a week or two ahead of the event will receive an additional \$100 honorarium.** It is suggested you invite the participating directors to sit in and play through the music with the students.

## Final Mailing to the Secretary/Treasurer

The host expense sheet, receipts for reimbursement, a check for the registration fees, and one printed program and should be mailed to:

Indiana Bandmasters Association  
PO Box 1080  
Brownsburg, IN 46112

