

NORTHGATE HIGH SCHOOL
BRONCO MARCHING BAND AND AUXILIARY

Band Review Chaperone Duties Rev. 01Nov08

1. Chaps Meet in the Breezeway at designated time: Greg Brown designates check-in time on itinerary...the MB Dir. & DM conduct student roll-call & briefing simultaneously in Band Room
 - a. Review Agenda for the day's trip; advised of any irregularities, late arr or early dep students
 - b. Parade prep and special duty assignments
 - i. Uniform marshalling
 1. shoes polished, have black socks, and spats made white again
 2. hair completely pulled and pinned away from neck and face
 3. general uniform grooming: buttons, stains, Velcro, citation cord, etc.
 4. pant leg 3" from the ground, sleeve cuffs properly hemmed
 5. shakos straight
 6. plumes in when the announcement is made
 - ii. move percussion instruments (if applicable)
 - iii. assist percussion transfers (if applicable)
 - iv. water; will be in spray bottles...3-4 parents will carry them throughout marching route
 - v. carry medical release forms
 - c. Receive list of students who are assigned to you
 - d. **Report student check-in results to the MB Coordinator.**

The Chain of Command is: FIRST the Coordinator, then from the Coordinator to the MB Director, then ultimately to Mr. Brown. Please DO Report to the Coordinator immediately when a student has not checked in at the specified time (there is NEVER a grace period when a student is required to check in with his/her chaperone). Also, students are ALWAYS responsible for checking THEMSELVES in ONLY. PLEASE GET TO KNOW YOUR STUDENT GROUP.

→ **IMPORTANT:** the students have been instructed in their roll-call meeting that they are responsible for alerting their chaperone or the MB Coordinator of any incidents involving theft, vandalism, or harassment. Mr. Brown, the MB Director, and the NIMB Board work hard to coordinate all student field trips so that the result is an enjoyable, educationally and musically rewarding, and overall successful trip for EVERYONE involved. We are unconditionally committed to that end and we appreciate your compliance with these items.
2. Check-in your students in the Breezeway >>> student should have itinerary in hand
3. Check-in your students at bus >>> again, itinerary in students' hands
4. Parade Prep Duties
5. Check-in your students at the bus after parade
6. Check-in your students at the awards ceremony
7. Check-in your students at the bus before departure; Remind students to pick up their bus trash and to check the bus completely for their personal items. BOSS members should make final sweep through bus **after** everyone is off.
8. Check-in your students in the Breezeway, remind them to make sure the Band Room was as neat and orderly as they found it in the morning
9. Attend short debrief in the music room until dismissed by the MB Director.