



LAMBDA CHAPTER
PROCEDURES GUIDEBOOK
LAST UPDATED: JUNE 3RD,
2009

"FIRST TO SHOW...
LAST TO GO!"

Εψιλου

Table of Contents:

- **Foreword**.....pg 4

- **Early Week:**.....pg 6
 - Merchandise.....pg 6
 - Leadership training.....pg 6
 - Check-in and Registration.....pg 7
 - Meals for Band.....pg 8
 - Practices Outside.....pg 8
 - Practices Inside.....pg 9
 - Evening Activities.....pg 9

- **Marching Band**.....pg 10
 - Rehearsal Prep.....pg 10
 - Truck Loading.....pg 11
 - Pep Rallies.....pg 16
 - Marching Contest Exhibition.....pg 16
 - Home Games.....pg 17
 - Little Rock Gamespg 20
 - Band Spectacular.....pg 21
 - *SEC Championship/Bowl Game.....pg 22
 - **Band Banquet.....pg 22

- **Other Athletic Bands**.....pg 23
 - Volleyball Band.....pg 23
 - Basketball Band.....pg 24

- Tournament Trips.....pg 26
- **Concert**
 - Band.....pg 26**
 - Rehearsal Prep.....pg 26
 - Performance Prep.....pg 27
 - Post-Performance.....pg 27

Foreword

Kappa Kappa Psi is an organization dedicated to the advancement of college bands. This is information given to each brother as they go through their perspective member process, and is instilled in their minds as they perform the following tasks on an almost daily basis. This fact has always been appreciated by the brothers of the Lambda Chapter. Through over eighty years of service, the Lambda Chapter has progressed from only needing to serve one band to serving a multitude of bands and chamber organizations; we have progressed from serving less than forty members to serving over three hundred and fifty. As time has gone by, we have grown and changed with the bands we so love to serve, and so have our mentalities.

When I look at those who came before me, I can only wonder whether they saw all of this coming. I want to know if when we first started, Owen Mitchell saw a marching band of three hundred and seventeen members serving the University of Arkansas, and I want to know whether he saw his new fraternity still serving strong or simply not serving any more. It should be noted that although this book is dedicated to making sure our duties get fulfilled to the best of their ability and that every detail gets addressed when it comes to service there are still other things this fraternity needs to do in order to fulfill the image our forefathers had for us. It is something I have come to learn in the past two and a half years in the fraternity.

Mr. A. Frank Martin was quoted as saying that “this fraternal organization is more than a work horse” for bands. “This is a way for an outstanding member of a band community to learn, grow, and become more than just a player. A young man can become a leader in this organization, a leader in his band, and then a leader to the nation... He can become a brother, and as such serve to the most basic of human emotions of fraternal instinct and love his fellow man, love his brother as family, and with his brother demonstrate an outstanding appreciation for bands and music that could not otherwise be addressed.”

That spirit of brotherhood is what every chapter of Kappa Kappa Psi needs in order to fulfill one of the images set up by our founders. We can excel in everything else as long as we have our brothers there to help us up the ladder. We can do anything with the right amount of brotherhood to back it up, and we

can truly become a beacon for what band members, not just individually, but as a whole should strive to attain. With our brothers at our side, and our goals in mind, only then can we truly "Strive for the Highest!"

AEA, still serving,

Nicholas D. A. Smith
Lambda Chapter President 2006-2008
Lambda Historian 2005-2006
Life Member

Here is to another Eighty Years!

Early Week

Merchandise:

It has generally been the Treasurer who fulfills the job of merchandise coordinator; however, they can also appoint someone in charge of merchandise along with someone from TBS. However, at least two people should be able to work on this, and they **MUST** be in Fayetteville for a good portion of the summer, especially as it gets closer to early week.

The merchandise coordinator must start planning by the end of the spring semester prior to the last chapter meeting of the year for merchandise. In the last meeting of April the merchandise list must be passed in a joint meeting of both Kappa Kappa Psi and Tau Beta Sigma. This means all extra merchandise sold by either organization for profit (i.e. license plate frames, blankets, etc.) must be passed in order for it to go on the list of merchandise available which will be sent to band students as early as the first week in June.

Once this is done, you must make sure that once the forms come in the Band Secretary has access to the accounts in order to put the money in there and order everything. **DO NOT MAKE HER DO EVERYTHING ON HER OWN!** Once merchandise comes in, have a group of people meet prior to leadership training (preferably a week in advance) to organize the merchandise and put everything in sacks to give to each individual member. Each member has an order form with their name, just put the items on the order form in a bag and staple the order form with the person's name onto that bag. The bags can be easily donated from Wal-mart.

During both leadership training and registration, at least three people should work the merchandise room to get members' items to them as they go through the registration process. Don't put too many people in that station because it can get crowded easily.

Leadership Training:

REGISTRATION: Make sure that there are enough people there to work registration. Just because they are not on leadership for the band (or maybe not even in band) doesn't mean they can't work registration for it. You need to have as many people help as can, obviously all leadership Kappa Kappa Psi members should be in attendance for registration **EARLY** to get registered quickly before everyone else, and then help direct people to where they need to go.

****The following is a run through for each event that might happen during leadership training. It is very important to have as many people there as can be there, especially those NOT on leadership so that leadership Kappa Kappa Psi members can get to their meetings on time. This means that non-leadership will have to do some work without the leadership members. It is simply a necessity****

MEALS: For meals, make sure that there are tables and chairs for everyone to sit in, as well as trashcans available for trash. We will most likely be in the band hall or the HPER building, but check on that beforehand, and also check to make sure that some tables are being provided for by Facilities management with the University. The band secretary should know about that. Once the meals are set up for, help give out food, and once everyone has gotten some, and it is approximately fifteen to twenty minutes before the next leadership meeting send everyone to the meeting (and out of the room where the tables are) and start cleaning up. Once it is time for the meeting, make sure leadership members get there, and finish cleaning up, putting tables away, chairs put away, and don't forget the TRASH!

LEADERSHIP "OFF" DAYS: There might be a day or two where leadership does not have to meet. However, the COLORGUARD and TWIRLERS will most certainly meet as well as percussion. Make sure that there are members of Kappa Kappa Psi there to help with all three meals for the day, doing the same as stated before with meals, wherever those meals may be at (unless stated otherwise by band staff). This **should not** be the job of only one person or a small group of people.

Check-in and Registration:

During band registration, you should make sure to have people set up throughout the check-in area, both working, and just helping members check-in. Make sure that you check with the band secretary and other band staff to find out what places exactly need to be staffed by members, and then makes sure that you also have people available at the ends of lines to help new members especially take stuff back to their dorms. It would also be a great idea to have a couple of people with bigger cars be available to drive people back to their dorms that live in Reid or Pomfret, or other dorms that are far away.

Make sure everyone is wearing their nametag, and also make sure that everyone is in a friendly mood and has a good positive attitude. It would also be a good idea to have a booth set up for Kappa Kappa Psi with one person working

it that can showcase some of what we do. It would also give people something to look at while in line.

Just remember to pay attention, don't hold anyone up, and keep the line moving. If you are handing out nametags, it's a good idea to not only hand them out next to your table, but also hand them out in the line prior to it so no one is searching for their name forever when they get to your line. Think of little things like that to make the line go faster. It's a long day for everyone, no sense in making it longer.

Meals for Band:

There will be a few instances where the meals are not in one of the cafeterias around campus, but provided by the band. Check your schedule ahead of time for that, and make sure you know what needs to be done in terms of tables being moved and chairs being provided in order for everything to be done. Place trashcans around the area evenly spaced so that no one was the temptation to leave their trash just lying around.

It is also common practice to wait for everyone in the band to get their food prior to Kappa Kappa Psi. Try and keep this tradition going, just for the sake of looking classy. Even if you are not handing out food, it is still a nice idea to just move about the line and chat with people, especially those who are not talking with anyone or who seem to be isolated. Give them a friend to talk to, and show them that Kappa Kappa Psi is personable.

Practices Outside:

During Early week, there are lots of outside practices. For each practice, make sure that all equipment is provided for both Drum Majors and Directors. The Drum Majors have speakers and such that they like to set up on their own, but help them get all of that out to where they need it before starting in with the large equipment.

Place the two long ladders at opposite sides of the field on the fifty yard line. Put them about five feet away from the side line OFF THE FIELD so that pit and color guard can move through with their equipment. Place one flat platform on both side 1 and side 2 of the field right on the 25 yard line. After that, just make sure that no one else (tubas or pit) need help getting their things ready to go, and you are done. You may also take this time to set up the big Kappa Kappa Psi letters leaning on the shed. It's a good PR move.

Practices Inside:

During Early week you will also have to set up and tear down the Big Band Hall for inside rehearsals. This takes a lot of chairs and squishing sections together. You shouldn't use stands except for piccolos and you might need to steal some chairs from the Stella Boyles recital hall. Do whatever you need in order to fit the entire band where they need to go. The band directors will have the information and set up they would like, just make sure that everyone has something to do. You might even need to have people just stand outside the doors keeping people from rushing inside to a chair. When people rush in it really hampers the set-up process, so try to hold them off until a lot of the set-up is done.

Once rehearsal starts, there is nothing imperative to do. However, make sure there is someone on leadership sitting towards the end of a row in case something else needs to be done while rehearsal is going on.

Once over, make sure that you get everyone out of the rehearsal area in a timely manner, but do so without getting in anyone's face or stepping on anyone's toes. Put away all of the chairs and stands, and put the place back in an organized manner for any meals or activities that must go on there later on in the week.

Evening Activities:

During Early Week there will be many activities in the evenings, many of which are organized by Kappa Kappa Psi and Tau Beta Sigma. The main thing to make sure of (depending upon which activity it is) is that you know what equipment needs to go where, and that ALL members of Kappa Kappa Psi take part unless otherwise specified. Remember, we are not only trying to make the band look good, but ourselves as well, and we can only do that with every member present.

If an activity takes place in a recital hall, make sure you have permission to use that hall and find out specifics about whether or not food is allowed in there or not and other site specific questions. Make sure that everyone has a ride for every event taking place off-campus. You might even designate someone to be in charge of transportation. Just make sure that everyone has something to do, and that everything goes well. It is especially pertinent to be careful at events involving the band's money and not our own. We want to make sure to hold on to all receipts and make sure that all guidelines are clearly explained. And as always, make sure to clean up after the event is over!

The following is an example calendar from Early Week:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 15	May 16	May 17	May 18	May 19	May 20	May 21
Scavenger Hunt on campus	Gator Golf	Ice Cream Social	Section Night	Game Night in the Band Hall	Band Follies	Off Night to socialize with new friends

These events are scheduled, planned, and conducted by both Kappa Kappa Psi and Tau Beta Sigma. Emphasis should be placed on events that the directors can attend as well. This gives students a chance to see the directors as people they can go to as mentors as well as just their director for band.

These events should be funded by fundraisers and out of the pocket of Kappa Kappa Psi, although Gator Golf is usually paid for by the band staff so as to be free to the band members.

Make sure not to allow these events to go too late. You always have to clean up following these events, and even Kappa Kappa Psi needs sleep.

Marching Band

Rehearsal Prep:

As always, it is imperative to make sure that all equipment is out and ready to go by the start of rehearsal. Actually, it is best to have everything ready to go no later than fifteen minutes prior to the start of rehearsal. Make sure to have a crew of gentlemen available thirty minutes prior to the start of any rehearsal, the head of which being the equipment manager. Once there, open the shed and start setting equipment up just like during early week rehearsals outside. The Drum Majors have speakers and such that they like to set up on

their own, but help them get all of that out to where they need it before starting in with the large equipment.

Place the two long ladders at opposite sides of the field on the fifty yard line. Put them about five feet away from the side line OFF THE FIELD so that pit and color guard can move through with their equipment. Place one flat platform on both side 1 and side 2 of the field right on the 25 yard line. After that, just make sure that no one else (tubas or pit) need help getting their things ready to go. The only other things you might need to worry about during the year are any props used, or possibly an extra ladder or two, depending upon which show we do. If any of these things are applicable, find out from a director what you need for rehearsal (there is no need to get things out that don't need to be out; it could just bring up the possibility of something getting damaged). Make sure to set that stuff up as well.

Kappa Kappa Psi is *the* group to be in the band. Make sure that everyone behaves as best as possible during rehearsal. This doesn't mean you have to be stoic and get upset at people when they talk or anything like that. It just means not to bring unnecessary attention to your self. Make the atmosphere at band fun. Make the people around you smile if they need it, but only when the directors are not talking to you or your section. Showcase what it means to be a member; be spirited, be positive, and come with a willingness to serve the band in anyway necessary.

Truck Loading:

During many times throughout the fall semester, Kappa Kappa Psi is called upon to load the trucks for the movement of equipment for games and the like. There are a few different ways in which to do this, but I have provided an example of the way that Lambda has found works best for both trucks. Make sure that the equipment manager knows this plan in detail, and make sure he appoints an assistant for the other truck (there are **two** trucks to worry about).

To begin, there only needs to be a select number of people actually there loading the truck. This duty is something that all members of Kappa Kappa Psi are called upon to do, but sometimes other band activities may be going on that prevents them from attending. *For instance*, if there is a pep rally on a Friday night as well as a ladies' volleyball game, you are going to have members playing at both. However, the trucks will only be at the Pep Rally, which will finish before the volleyball game lets out. Have **ALL AVAILABLE MEMBERS** at the Pep Rally so that loading the truck and unloading the truck for the game can be done without those at the volleyball game. This does not mean that people should sign up for the volleyball game to get out of loading the truck, but it is our

duty to help play at **ALL SPORTING EVENTS** where a band is provided during the Fall.

For the Tuba/Percussion truck (truck 1), it is good to have eight people working on it. Understand that with many more than that you **WILL** have people standing around at some point with nothing to do. It gets too crowded around the opening of the truck and nothing gets done. For the Pit truck (truck 2), it is good to have six people with maybe a few more having to stand around while other stuff is loaded. The list for each truck is as follows:

Truck 1 (in this order):

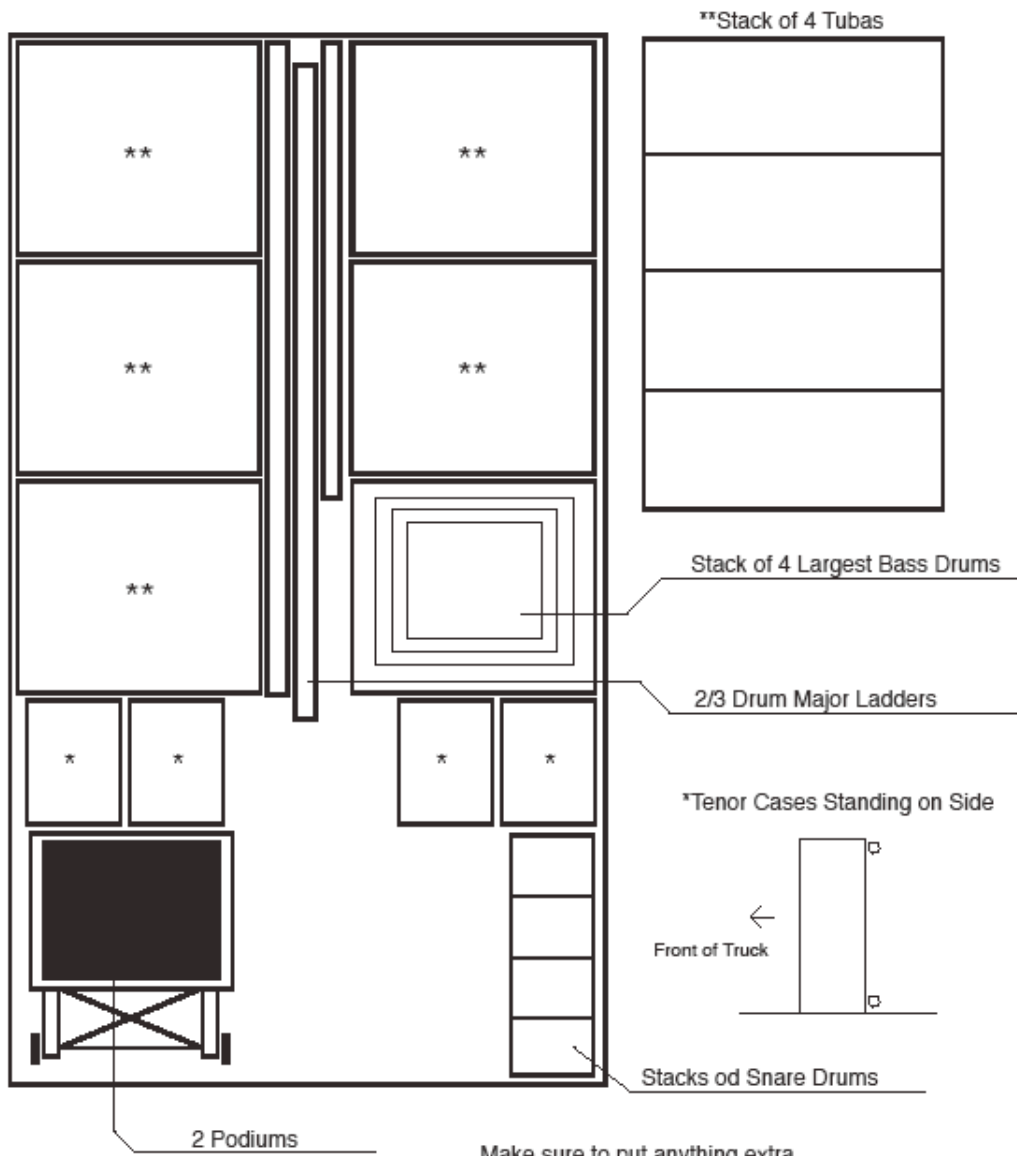
- ✓ Tubas (usually between 22-24 of these)
- ✓ Two long ladders
- ✓ Bass Drums (numbers 1-8 usually with one number missing in the middle)
- ✓ Tenor Drums (4 of these)
- ✓ Snare Drums (6-8 of these)
- ✓ Podiums (2, with possibly one more small one)
- ✓ Drummer Accessories (harnesses and instrument stands)
- ✓ Any extra drum equipment (drum heads, shop cloths, etc.)
- ✓ Other (can be t-shirts, extra drink coolers, etc.)

Truck 2 (in this order):

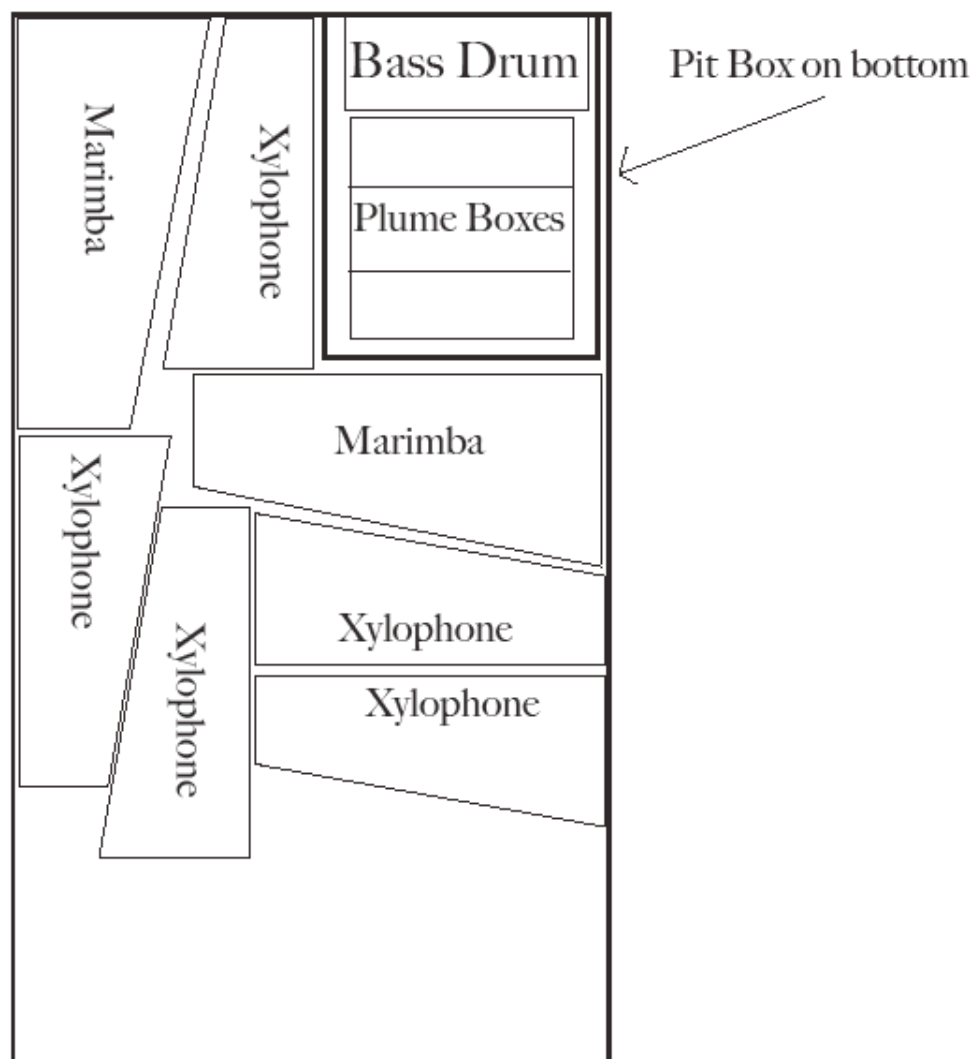
- ✓ Pit Box
- ✓ Free Bass Drum (no case for this)
- ✓ Three Bags of Plumes
- ✓ One Large Marimba
- ✓ One small Xylophone
- ✓ Another large Marimba
- ✓ Four more small Xylophones
- ✓ Poncho Bags (to be placed under/in between the Pit equip.)
- ✓ TBS Water Coolers (to be placed under/in between the Pit equip.)
- ✓ Large Gong Stand/Pit Set
- ✓ Small Pit Set
- ✓ Drum Major Equipment
- ✓ Fruit
- ✓ Other (can be t-shirts, extra drink coolers, etc.)

Other things can be added to this list as needed. The most important thing to remember is that as the band grows, so too does our task of loading the trucks, and this process should evolve right along with the band.

The loading “situation” as to where equipment goes in the two main trucks is in the following diagrams:



Make sure to put anything extra (coolers, extra poncho bags from pit truck, extra supplies, etc.) in the space left in the front of the truck.

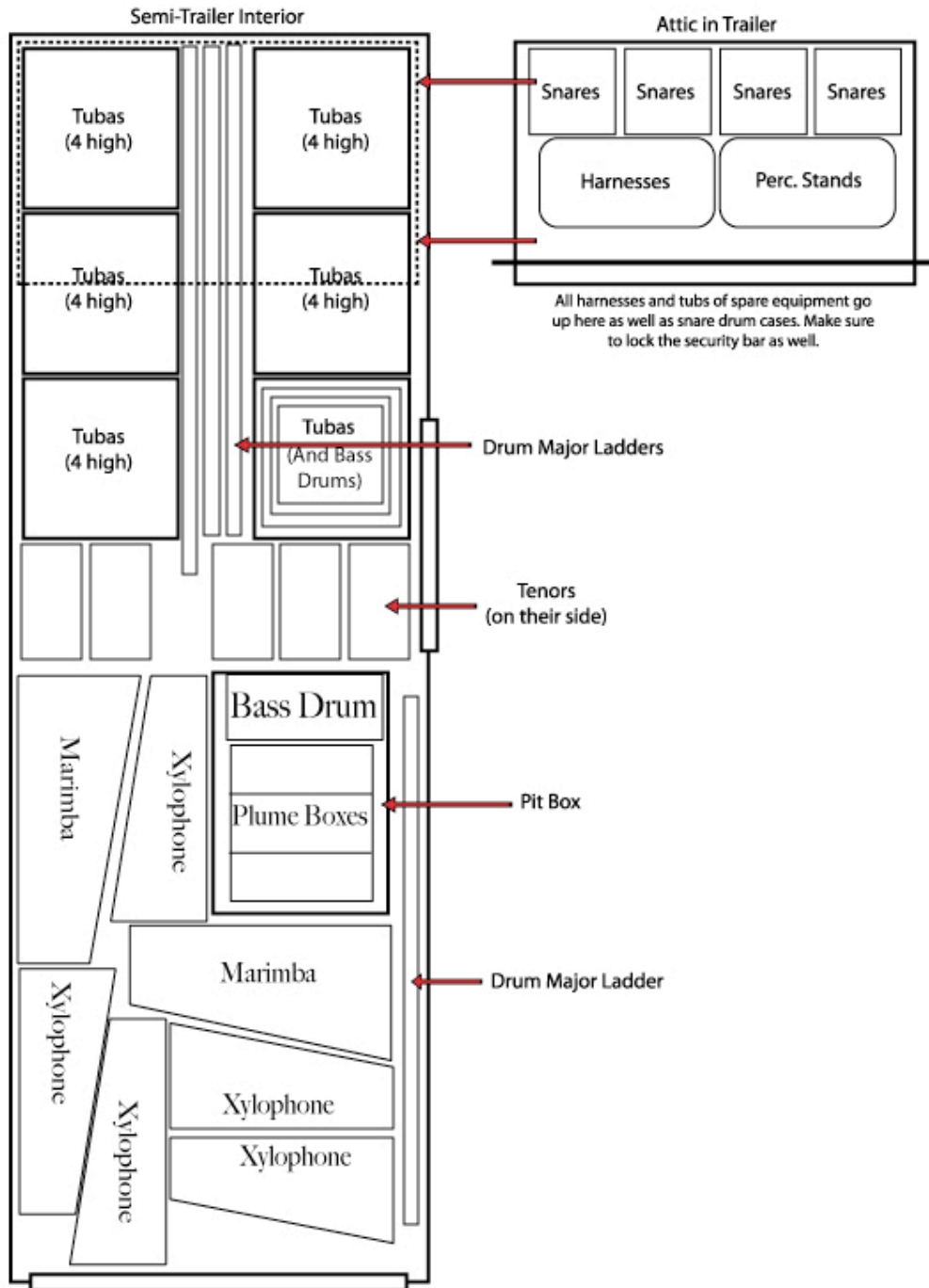


TBS Coolers and poncho bags go underneath the pit equipment in between legs and wheels.

Any extra space at front of the truck can be used for boxes of drum stuff, t-shirts, drum major equipment and speakers, fruit, drinks, etc.

There is also another truck which has been used in order to fit newer pit equipment and extra accessories onto the truck. Anything extra should go onto this truck. Drink coolers, drinks, and flags should all go on this truck if it is provided.

On Little Rock Trips the Band has a new semi-truck trailer that we load instead of the two smaller ones. Obviously this requires a slightly different loading situation.



Pep Rallies:

Pep rallies constantly change throughout the year. The first pep rally almost always uses the entire band, though. You should know that the trucks are to be loaded as they usually are after band on Fridays (or whatever day the Pep Rally is on) and the tubas and percussion truck (no pit truck) are taken up to the band hall to be unloaded. The exact time of unload should be determined by the equipment manager and the percussion GA's as soon as rehearsal is over with. The equipment should be unloaded as fast as possible and in plenty of time for the percussion rehearsal. Understand that if you wear your pep rally outfit before you unload it might get dirty. You don't want to look too shabby for the performance.

Once everything is unloaded, you just have to make sure that the group is ready to go by the time rehearsal starts for the full band. There is a special specific drum major ladder in the small band hall that is used for pep rallies, not our rehearsal drill field ones. Make sure that either a Kappa Kappa Psi member or a drum major have picked up this ladder before the full rehearsal and taken it to the pep rally area. It is also a good idea to find out the schematics for the parade block before rehearsal starts, because as soon as the band is dismissed into the parade block it gets hectic and it will be hard to ask about if you haven't already. The pep rally itself is very easy and is over before you know it. Once it is over, give everyone about five minutes to get a drink of water (because they will be hot and sweaty) and then load the truck back up as before to take down to where they will unload it for the game day rehearsal later.

When there are pep rallies with only half of the band, unless told otherwise, **ALL KAPPA KAPPA PSI members should plan on loading and unloading the trucks for the pep rally.** Normally, we move the trucks of equipment down to the Pavilion for a game day afterwards and would need everyone's help for that. So come out and support our team.

Marching Contest Exhibition:

Every year the RMB takes a trip to some high school to do a performance exhibition of one of our shows. As far as loading and everything for this goes, you do it much the same as you would for a regular game or something of that sort. However, you need to also have a group of gentlemen (usually one of the game day crews which we will get to here in a minute; fruit, drink, or field) who can go

help serve the food if the band needs to leave right after a rehearsal. **There need to be drinks served and provided** for the meal so make sure to have coolers handy along with ice from the storage shed. Only about three or four guys need to watch the food and drinks to make sure no one gets too much and that there are enough drinks for everyone. Make sure that if a dinner of this sort happens more than once that not the same group of guys gets to go and serve drinks, and make sure that there are still enough people left at the trucks to get the trucks fully loaded in time.

Once ready to go, Kappa Kappa Psi does not put on their uniform like most everyone else unless told to do so by the directors because they need to still unload when they get to the site where the band is performing. Once there, unload everything without getting it in the way of vehicles and other bands (it is a marching contest usually) and then get into uniform. Once we have performed you need to get back to the trucks, change quickly or **DON'T** change if there isn't enough time but simply take off the jacket, and start loading the trucks up again as per usual. Once home, just unload and go to bed.

Home Games:

Home games are obviously something taken very seriously. There are a lot of things that need to happen from the very beginning of the day a game happens to the very end of the day the game happens. This section is divided up into separate portions of the day as well as by game day crews. The game day crews are as follows:

- Drink crew* (check "Other Athletic Bands" section for more job details)
- Fruit crew
- Field crew

Pre-Season:

Before the season even starts, some things need to happen for both drink crew and fruit crew.

***An addition to our arsenal of useful tools on game-days is a gator, or an off-road vehicle on loan from Bill Eddy's motor sports. This is donated from Bill Eddy, and makes things go a lot smoother, and overall more quickly on game days. Prior to the start of the football season the president and/or sponsor should get in contact with Mr. Eddy to ensure continued use of this resource.**

Drink crew head needs to meet with the band secretary and decide on how many drinks to order for the first game. What happens is that drinks will be provided for three separate occasions during a game day: the lunch/dinner provided after practice, after pre-game, and after half-time. What is healthy is a mix of water and powerade, but we have also used soda in some years for one of the three mentioned occasions. Get the number of band members and band staff, and then add around 10 or close enough to that to make it a round number.

Ex.) 317 band members
+ 14 staff members present at game
331 ppl
+ 9 for good measure
340 drinks

You then take that number and multiply by three for the three separate occasions and that's how many drinks you need to have available for the first game. It doesn't matter how you split this number up as long as you try and make it equal amounts for the three occasions. Try and get one-third drinks as powerade and then two-thirds water. This way you'll have one serving of powerade for when you want it and two servings for water, or one water per person at lunch, one powerade per person for after pre-game, and one water again per person for after halftime. Once the first game has happened, you take the left over drinks and subtract them from your next order, but again order enough extra's to make the order a nice round number.

Fruit crew head needs to get a hold of the Harp's on Garland **before school starts** and ask if we could get another season's worth of fruit for the "Razorback Marching Band" donated for all of the home games. Make sure to know the exact number of home games and when they are so that you can clarify for them when they ask. Just talk with them and do it quick because the first game will always sneak up on you if you're not careful, and they need to be ordered preferably two weeks in advance. They will ask what kind of fruit and other specifications. Ask for apples and bananas and see if we can get three boxes of apples and five bananas. This usually leaves us with a few spares of each leftover. Once they say they are ordered, you are done until the first Friday before a home game. It wouldn't be a bad idea to call and ask about them again before the first game just to double check, though.

Home Game run-through:

Starting in the morning, you need to make sure that you show up early usually at the same time as the person who is supposed to unlock the trucks for you to unload. You don't want to get their way before or worse way after the time

you are supposed to meet the one who unlocks everything. Unload the trucks if you weren't able to do that the night before when you moved over, and then start the game day crew duties. The crews should not split off before everything is unloaded unless told to do so.

- **Field Crew:** set up the practice field for rehearsal with all of the equipment that has just been unloaded aside from percussion and whatnot. This includes the ladders and podiums, the speakers (when not raining), and any props when necessary. **It would be a very good idea to assign people on the crew to a specific piece of equipment that they are in charge of.** This way everyone on the crew knows what they personally need to get without leaving anything behind. It also comes in handy in places that are unfamiliar to the band, such as on bowl games and the possible SEC championship game.
- **Fruit Crew:** Take all of the boxes of fruit into the stadium and set them down next to the band stand preferably in the shade; they might be there a while before we get to them. Once there, get the boxes ready for serving by cutting the tape and ties that keep the boxes closed, but leave the boxes still closed until after pre-game.
- **Drink Crew:** take the drinks into the pavilion or where ever the band is rehearsing at and storing their stuff. Take one serving of drinks and load them up into the coolers for the band post-rehearsal lunch/dinner. You will have to go get ice from the stadium, but what works effectively is taking the excess drinks not used for lunch over to the stadium and setting them down near the band stand. Once all of the drinks are there that are going to be used for the game, go over to the ice chest inside the stadium and grab enough ice for the drinks to be used at lunch, and bring those bags back to the pavilion. Put the ice into the coolers and you're done till rehearsal.

Once rehearsal gets out, Kappa Kappa Psi needs to go put their instruments away and move the drinks into wherever the band lunch/dinner is at. Standard practice is that Kappa Kappa Psi does not eat until everyone else has food, but due to dehydration and whatnot it is okay if a member grabs one of our drinks, just as long as he understands that he cannot grab another.

Once out of the lunch/dinner, you need to move all of the coolers over to the band stand inside the stadium, fill them with new drinks, and then ice them down again with ice from the stadium. This is a job that goes much quicker if EVERYONE helps. Once this is done, you are free to go and play until you need to be in the parade block for inspection.

After pre-game, the crews do their separate duties once more.

- **Field Crew:** take your equipment and store it where told to do so until half-time, then make your way back to the stands.
- **Fruit Crew:** get back to the stands as fast as possible and start handing out fruit. Once everyone is back you can take your share of fruit and get the next round for after halftime ready to go.
- **Drink Crew:** Get back to the stands as fast as possible and start handing out drinks to everyone. Once everyone has a drink, make sure you get your own and then refill the coolers with both ice and drinks for after halftime and make your way back to the stands.

After halftime, the crews do the exact same as before, only you do not need to get anything ready to go once you are finished. Just clean up the trash (fruit boxes, plastic ice bags, etc.) and make your way to the stands. In some cases the away team brings a band and we will go as a chapter to their team and deliver fruit and drinks to them as a service to bands. Be kind, courteous, and respectful **no matter what** once you are over there. Once done handing out food and drink, accept your thank-you's and quickly return to the band stand.

Once the game is over, drink crew needs to get the left over coolers, field crew needs to get their assigned piece of equipment, and fruit crew needs to get excess fruit and/or anything the other two crews cannot get and everything needs to go back to the band holding area and be prepped for loading. Change clothes quickly after coming back (it is okay to change clothes, but make sure that everything is back first; you should always go back to get something else if there's stuff to be had, even if it is not something from your crew, then change). Once changed, start the loading up process. Split into the two separate crews for trucks (pit/tubas and percussion) and then start loading. Follow the trucks back to the shed and unload them there. Once this process is done, make last minute announcements and go home.

Little Rock Games:

Little Rock games are not much different at all from Home Games, you just need to add some stuff to them. In the morning, you need to make sure the truck is loaded if it hasn't been already. Once the buses are there, have brothers assigned to every bus as a sub-loading crew. Load the instruments, uniforms, hat boxes, and anything else a student might need underneath the buses and do so in an organized manner. Put hat boxes in one area, instruments in another, and uniforms in another still. Once everything is loaded, get on the bus and relax.

Once in Little Rock we usually stop in an area to pick some people up before we get to the stadium. Get out of your bus, go to your assigned bus and again load everything in an organized manner. Once done, get on the bus and leave for the stadium. When you arrive at the stadium, begin the game day process the same as is written for “**Home Games**” above.

As soon as the game reaches about 4 minutes left on the clock, send a small group (about half of the chapter) to the buses to start prepping them for the band’s arrival. They need to get all of the uniform bags out, as well as hatboxes and instrument cases and whatnot and get the truck ready for the tubas AND the crowd. Set the tuba cases and percussion cases up in a giant ring around the trucks so as to block people from coming into the loading area. Once the band returns, allow them to put up their equipment, and then start the bus loading and truck loading process all over again. Only have one person per bus **MAX** in order to keep enough people on the trucks for loading them in a timely manner. Mix these people up between the two games so that one group gets the easier job one game and the other gets it the next LR game.

If there is any food being handed out, make sure you have the food properly separated and then only one person to watch it. **Drink Crew:** Find out beforehand if you need to have any drinks for this on top of everything else and have those ready to go in coolers by the time the band gets back out. You can do this after halftime performance if necessary. Set one cooler next to each bus with a variety of drinks in each.

Once all of the food is handed out and the buses and trucks are properly loaded, get onto your respective bus and go home. Unload the trucks once you get there and then go to bed.

Band Spectacular:

The band spectacular is really easy. So easy I almost didn’t put it into this booklet. All you do is load the trucks after a rehearsal or the day of in the afternoon before transportation (which occurs usually about 6 hours prior to performance), and then unload them when you get to the performance site. At the site, you have to set up chairs and stands (only for piccolos) and then tear them down afterwards. There might be other issues or opportunities for service while there, so check with the director of bands once everything known of is done and go from there. Otherwise, load the trucks afterwards, unload them at home, and you’re done!

***SEC Championship/Bowl Game:**

* This only occurs whenever the Razorbacks have a wonderful season and come out as the number one team in the SEC Western division for the year*

For this trip, you need to do a lot of stuff that by this point seems second nature, but you also have to **check and double check EVERYTHING scheduling wise once there** to make sure you get equipment, fruit, drink, and anything else where it needs to be and on time. Load the truck(s) whenever possible before they leave, and then be sure to have the bus assignments as used in Little Rock games or something like it set up so that bus loading goes nice and easy. Once on the bus, sit back and relax, and enjoy the ride to wherever you are going.

When you get to the site, unload the buses of everything that needs to be unloaded, and make sure everyone makes it into the hotel okay without leaving any luggage behind. If there is any luggage left, you must be there to put it back underneath the buses, so wait until everyone else has gone inside before you leave someone's luggage outside unattended. It's not a fun job, nor a job we should have to worry about, but it is one that we should do nonetheless.

The rest of the trip is essentially up to the band director's schedule. Especially at bowl games you will have other activities which Kappa Kappa Psi really doesn't need to do much for. Just be responsible and be ready to do service whenever needed. You will have a practice either at a practice field or at the stadium and you need to be ready to do the unloading for that. You also need to make sure that if you have fruit and drink that you take them into the stadium at the right time. Don't wait until it is too late nor just assume you know when you will be able to take it in. **Check and double check everything!**

When the game is happening, again just pay close attention to what is going on and when you need to do your stuff. It's also not a bad idea to meet the other team's band and possible Kappa Kappa Psi chapter if applicable. When the game is finished, just pack up and come home. You know how the loading thing goes at this point.

****Band Banquet:**

The band banquet is something Kappa Kappa Psi and Tau Beta Sigma host every year, regardless of whether or not there is a bowl game. If there is not a bowl game, however, it is the job of the two organizations to host a banquet on campus

Band banquet is always a fun event. However, it gets more complicated if there is no Bowl Game. If there is a bowl game the two organizations will simply

get a conference hall or banquet hall reserved (if the band staff doesn't already do this) in the hotel, and use food catered from the hotel. If there is no Bowl Game, the two organizations must reserve a room somewhere on campus for the banquet, provide decorations, reserve tables through facilities management, decide a good place to cater for the event, and then go from there. It's always nice to have a hall decorated, and the band staff will not have time to put in this effort, so make sure that you put aside time to setup for the band banquet, even if on a bowl trip.

We also have to provide both IBC Awards and PowerAde Awards. These are awards given out each year for stories or anecdotes about members of the band outside of our two organizations. They have funny names, and are meant to be a light laugh, not something to make fun of the band member. There are usually around 10 awards each, but you need at least 7 or 8 from each organization to make it a good show. Decide on these well in advance of the banquet so that they do not sneak up on you.

The two **historians** need to work on a joint slide show for everybody at the banquet, also. You will begin by asking for pictures from people in November. Get plenty of pictures, and simply set them up in a slide show program like FLASH or Microsoft Presentation and set them to music. You can make it as elaborate as you want, just make it last between 15 and 20 minutes generally, five seconds per picture.

Other than these things here, the banquet is covered by the band. Almost all expenses (except the decorations) are generally covered under band expenses without asking, but you can ask for funding on things such as decorations if you feel so compelled.

Other Athletic Bands

Volleyball Band:

Volleyball band is another activity that we are associated with during the fall semester. Just like any other band activity it is something that requires our assistance in certain areas other than just playing.

First things first, **PLAY IN THIS BAND!** They need our help just like any other ensemble does as far as playing goes. Sign up to play these games. Worry about the loading conflicts and whatnot when you sign up, and keep those in

mind when multiple brothers play in this band. You don't want to have only four brothers able to load the trucks on a Friday because the rest are in a volleyball game. At the same point in time, brothers shouldn't get upset when four or five members consistently play at volleyball games due to seniority points or lack of interest. Again, this band needs us just as much as basketball does.

When you play at a volleyball game, simply play and enjoy yourself. You need to make sure, however, that there is a **drum set** available as well as the correct tubas and standing percussion. The equipment manager should make an announcement after band about who is playing the games in those sections in order to get the correct numbered cases. Move the cases over to Barnhill Arena before the game, and then play the game. After half time two Kappa Kappa Psi members should leave the set and go get the drink cooler set out in the loading hall/entryway and bring it in to the set. The Barnhill Staff provide the drinks, so don't worry about that aspect. ***However, if there is pizza at the volleyball game you will need to provide drinks for the meal.** Once the game is finished, clean up the trash, move the tubas and percussion equipment back to the shed at 56 and you're done.

If there is a Pep Rally that night, make sure everyone knows where they need to be and at what time. You might need to have people who are not playing at either still show up to help at the Pep Rally if you don't have enough members there to unload. Once the Pep Rally is over, all members not at volleyball should begin the moving process of equipment into the Pavilion. Once the game is over with the volleyball band people will take the percussion and tuba equipment straight to the pavilion instead of to the shed.

Basketball Band:

Basketball season is just as important as football season, and just like in football season the fans need our help to stay spirited. Basketball band is another great way to get involved as a member. Simply sign up for what games you can, get a uniform, and play when you're assigned. Both men's and women's basketball have different agenda's so both shall be listed.

Men's Games: For men's games, ***the drink crew head needs to make sure he has enough drinks for the game. Just get a lot of drinks in a massive order to cover three or four games. Find out if pizza is being served at any of the games as well, because we provide drinks for that as well and would have to have enough drinks for everyone to have 2 drinks (dinner and post half time).** Talk to the band secretary just as you would in marching season to get the drinks ordered, and get ice from the shed at the drill field.

During marching season you have to make sure that the right tubas get to the game. You need to take them and the percussion equipment necessary (find out which equipment by doing an announcement after band practice) up the hill for rehearsal. Then when the game is over you have to take this stuff back down the hill. AND just as in volleyball band you need to make sure that a drum set is available and is at Bud Walton for use during the games. For the drum equipment, make sure to get the right instrument stands for the right instruments. For **snare drums**, get the gray metal stands with three prongs on the with rubber covering them, for **tenor drums**, get the gray metal stands with four prongs, two of which are covered with rubber, the other two slightly longer and uncovered, and for **bass drums**, get either the fold down “table” stands or the gray metal stands with four rubber covered prongs. Also, make sure that the instrument cases for percussion have sticks in them. It’s not a bad idea to find out what size cymbals to get either.

At the game, get ice from the Usher room upstairs from the basketball court or in the darkroom next to the elevator downstairs, and then fill your drink cooler with that. The usher room is the same room where tubas and percussion store their cases. Play the game, hand out drinks either after half time or whenever told to do so, empty the leftover ice in the loading hallway area behind the closest goal post, and then when the game is over transport all equipment and coolers back to the band hall or drill field shed as directed.

Lady’s Games: Ladyback games are much simpler. You show up at Bud Walton with whatever equipment is required (again, check to make sure you have the right equipment after rehearsal or through e-mail) and go from there. ***If there is pizza, you will need to provide drinks for that, so pay attention to which games need drinks and put those figures into your drink order.** Perform Warm-Up, then go to the set, but be sure to bring a cooler with you to fill it up with drinks later. Once at the set, go back behind the goal post closest to the band stands, go into the hallway where the locker rooms are, and then go to the first set of double doors on the left. In there you will see another small room right next to the door on the right. There are drinks in there. Just fill it up with enough drinks for everyone, take the cooler up to a vendor on the third floor and get ice. Ask them nicely and they will help you out. Once you have ice, head back down to the game and play.

At halftime, hand out the drinks and empty the ice as before in the loading area behind the closest basket where the drains are. When the game is done, just transport all of the equipment back to where it needs to go and you’re done. Easy as pie!

Tournament Trips:

For basketball and volleyball, tournament trips are not unlike the SEC Championship or a Bowl Game, just with a smaller group of people and a lot less equipment. Meet where you are supposed to load at the right time, and load the correct equipment (again, check with the tubas and percussion to make sure you have the right numbers). ***Also, it would not be a bad idea to have a cooler of drinks for the bus trip over, so make sure to get those counted in for the trip. Check with the directors for any other drinks they might need whilst on the trip.** Once there, simply unload the equipment like you do for football trips, and make sure no one forgets any luggage again. Follow your itinerary for the trip and you shouldn't have any problems. The only thing to remember is how many brothers are going on the trip. If not enough brothers are participating, then get a group of brothers together to do the loading and have someone call when they get back in town to do the unloading. This way no one or two brothers have to do it by themselves.

Concert Band

Rehearsal Prep:

For concert bands, you need to have certain people set up the chairs and stands for the bands in the mornings before classes and whatnot meet. Set up a system of brothers to do this (at least three) in the morning s or whenever specified by the directors. Get them the set up for the band they are setting up, and go from there. You need to make sure that the right amount of stands and chairs go into the set up before rehearsal and we need to have it all set up before classes start in the mornings. Sometimes, especially in the spring semester, we will need a group to meet in the afternoons. Set up this group just like the morning group, and anyone not in class or who has that ensemble should try to be there to help set it up.

On occasion we will have rehearsals in Bud Walton for things (convocation, commencement, etc.). You will need to have brothers available to help set this up as well. Get the numbers again from the directors and make sure the right number of stands and chairs gets set up and even gets down to Bud Walton. Once down there, you also have to make sure that it gets cleaned up afterwards. So **STAY AND HELP!**

Performance Prep:

For performances, all equipment will be transported to the WAC for you, so don't worry about that. This also includes trips to other schools. The equipment should be loaded by facilities management and taken over without our help. Once there, you will have to set up stage for the ensembles. For dress rehearsals, have the members in the ensemble about to rehearse (and any extras if needed) set the stage for that ensemble. Have them show up early and get the stage ready, and each group of members in the following rehearsals will reset the stage as needs be.

During performances it may be necessary to have brothers on stage or back stage to help move things such as pianos and harps across stage. These brothers are to be dressed nice (reflect performance attire) and all other brothers should be in nice clothes such as polos and khakis. Make yourselves look presentable.

Post-Performance:

After the performance, make sure to clear the stage of all stands and chairs. Put them all in the right stand racks, and make sure we don't get any WAC stands mixed up with University stands. When the stands and chairs are done, help the percussion move all of the sound equipment, percussion equipment, and keyboards into the loading dock area. When everything is back in the loading dock you are free to go visit with friends and family.