



Michigan School Band & Orchestra Association



Month by Month Checklist **for New Teachers & Their Mentors**

July-August

Confirm submission of all building permits (event locations)
Is there a Band Camp?
Assess equipment inventory
Meet school secretary, your custodian, athletic director, transportation director, your immediate supervisor, music booster president and building union rep
Determine calendar of events, cross referencing different calendar events
Assess music library
Reserve transportation for festivals/competitions
Assess recruiting status
Determine Beginning Band/Orchestra Schedule including rental procedures
Register for string reading clinic
Research district and building budget and purchasing procedure
Assess uniform inventory
Research scheduling procedures
Setup/update music website
Determine policy for contacting music vendors and reps
Contact music colleagues within district
Acquire codes & keys to everything
Thank secretaries and custodians
Determine grading system procedures
Create and provide syllabus/handbook to principal and students
Contact previous directors with discretion
Check out the retired directors in your area & make contact
Contact MSBOA State Office: (517) 347-7321 to begin membership process
Contact your MSBOA district president (find this from MSBOA yearbook or website)
Order start up supplies -- reeds, cork grease, rosin, strings, folders
Investigate acquiring a MSBOA mentor (Contact District President)
School musical: expectations
Determine private lesson policies and procedures
Research additional before/after school ensemble expectations (jazz band, chamber ensembles, etc.)
Clarify job expectations; Marching band, pep band, camps, parades, school musical, MSBOA activities, trips, and fund raising
Determine distribution of marching/concert band uniforms dates and procedures
Learn cash handling procedures
Determine impact of standardized tests schedule
Reconfirm all deadlines



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September

Join MSBOA -- find out who cuts the check & how long does it take, make sure everything gets out by deadline and confirm

Attend MSBOA district fall meeting

Register for Middle Level string clinic, reserve bus if using

Determine school appropriate music rep (Christmas vs Holiday)

Check-in with athletic director

Competitive marching band people -- get forms in

Research All-State and MYAF procedures

Create/distribute permission slips and forms

Remind parents of rental procedures

Register for Director Development Days

Obtain permission from administration, teachers when pulling students out of classes

Connect with MSBOA District president about Director Development Days

Confirm concert plans with custodial staff

Request professional days for attending the Michigan Music Conferences, Director Development Days, Midwest Music Clinic, and other conferences you should attend (request guest teachers/subs)

Establish marketing procedures for your program (newsletters, etc.)

Blanket distribution of calendar on the first day of school

Confirm next year's band camp

Determine who prepares your printed programs

Create/determine post concert procedures

Register for MSBOA marching festival if your district has one

Confirm transportation and find chaperones for Marching Festival

Promote upcoming Solo & Ensemble Festivals

Know deadline date for S&E registration

Promote local Youth Band/Orchestra auditions

Research accompanists and policies

Check with Athletic Director, Principal, and Student Council for Homecoming activities

Plan for MSBOA provisional classification and district transfer, if needed

Prepare emergency sub-plans; research for local music subs

Check school district curriculum revision procedures if you wish to add or delete classes

Register your students for All-State Band and Orchestra auditions

Reconfirm all deadlines



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October

Confirm Marching Festival logistics
Attend Middle Level String Clinics
Remind students of Fall Solo & Ensemble
All-State Band and Orchestra Auditions work assignment
Promote Honors Band and Orchestras auditions
Selecting music for S&E ensembles, especially middle school preparations
Thank You notes for after marching band season
Reconfirm all deadlines

November

Director Development Days: Attend!
Setup Pep band for basketball games
Consider summer camps/programs and schedule rep visits
Attend MSBOA fall general membership meeting
Send in Michigan Music Conference registration and make hotel arrangements
Reconfirm all deadlines

December

Understand work assignment policies and duties for S&E
Review Marching uniform collection procedures/policy
School Concerts, assemblies
Attend Midwest Clinic in Chicago, if possible
Finalize B&O Festival Repertoire, confirm required piece
Reconfirm all deadlines
Determine ordering procedures for medals, plaques and rewards

January

Attend your district winter meeting
Promote upcoming Solo & Ensemble Festivals
Attend the Michigan Music Conference (MMC)
● Attend the Technology Pre-Conference or the Conducting Symposium Pre-Conference (MMC)
● Attend the MSBOA Winter General Membership Meeting at the MMC
● Attend the All-State Concerts: Saturday of MMC
Review festival rules and procedures
Organize recruiting procedures & coordinate with school counselors
Confirm buses/chaperones for Festivals
Order 3 adjudicator scores per piece for Festival
Reconfirm all deadlines



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February

Solo and Ensemble: Thank accompanists
Understand guidelines for State Jazz Festivals
Register for State Solo & Ensembles within one week after your district festival
Check State Solo & Ensemble dates against school spring break: communicate with students/parents
Distribute S&E proficiency information
Promote upcoming Solo & Ensemble Festival
Remind students of State Solo & Ensemble proficiency and sight reading
Continue to thank Secretaries, Custodians, Copy/Printing/Media staff
Announce and post scholarship info: college, summer camps, etc.
Begin looking at your calendar for next year, check MSBOA dates
Look at registration for Summer professional development/classes for yourself
Order Spring Awards
Communicate with principal and student council about the impact of Winter Homecoming
Hire Band Camp staff: nurse, college section coaches, etc.
Reconfirm all deadlines

March

Review Youth Arts Soloist procedures
State Band & Orchestra Festival: Know your deadlines
Confirm transportation and chaperones for State Band & Orchestra Festival
Order plaques and medals for District B&O.
MSBOA State Level Committee meetings
Finalize preparation for State Jazz Festival
Reconfirm all deadlines

April

Finalize preparation for State Band & Orchestra Festival
Finalize Spring Concert logistics
Finalize calendar dates for next year for June distribution
Finalize recruiting
Notify parents of band camp dates for next
Prepare for Memorial Day Parade
Prepare Budgets for next year
Is there a Band Camp?
Assess uniform needs for next year
Check procedures for election of your Booster officers
Order music for middle level string clinic



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May

- Michigan Youth Arts Festival: 2nd weekend in May
- Order supplies for the following year
- Set-Up Summer/Fall activities: parades, lessons, summer ensembles, scholarships
- Finalize Marching band music and show for next Fall
- Confirm band camp dates with camp
- Assess Facility repair and maintenance needs
- Understand graduation performance requirements: expectations, schedule, etc.
- Finalize banquet awards
- Distribute Spring Awards: what, who, how, when...etc.
- Collect uniform, music, and equipment
- Collect debts from students, report debts to office
- Check commitments for summer performances, band camp, etc
- Attend the MSBOA Spring General Membership meeting

June

- Prepare your room for summer
- Determine summer sign out for instruments
- Address instrument repair and summer sign out
- Assess instrumentation
- Update inventory, returned borrowed items
- Organize and file music
- Hand out summer uniforms