

Yearly Task List

August

- Bill MB students
- Request board permission for overnight trips
- Reserve buses for the year
- Set DM/SL audition date (February)
- Email senior prom sponsor to remind about CC next year
- Request permission for trip to KC. Find out procedure.
- Plates/cups/napkins/utensils/drink mix for year
- Speak Italian

September

- Schedule visits to 8th/MS
- Pick joint concert music. Send to MS teacher.

October

- Register for CMEA, Tri-M also
- Pay MB coaches
- Acquire solo and ensemble judges
- Jazz Band/Wind Ensemble auditions

November

- Send band lists to counselors
- Update/print solo and ensemble form
- Pick MB song

December

- Have students sign up for DM/SL auditions
- Tri-M leader nominations and elections
- Update/print intent to march form
- Send PE credit list to registrar

January

- **Contract with show designer**
- Nominate new Tri-M members

February

- Invite 8th to MB
- Order CC shirts

March

- MB deposit due

- Create MB schedule – include leader meetings and FB games
- Apply CMEA
- New boosters board

April

- Create schedule for next year concerts – include joint rehearsal and Concerto dates
- Order MB shirts
- Awards
- Register for CBA

May

- MB physicals
- MB #s to drill writer
- Turn in MB uniforms
- Inventory
- Set Tri-M meeting dates
- All-City music
- Update plaques
- Set date for Tri-M planning meeting

June/July

- Have drill available
- Set aside week to prep MB
- MB meet your section day
- Plan 5th grade band day
- Prep tests
- Prep all year permission slip
- Reserve trailers
- Scale packets printed
- Order MB shoes
- Update web calendar
- Order flip folders/lyres
- Organize MB music
- Order flip folders