



The Redwood Marching Band & Color Guard

Chaperone Duties

Thank you so much for chaperoning with us! The following is a list of chaperone duties and information throughout our marching band and color guard events. Nothing difficult here, just a very detailed outline for you. ☺ Please read through our various “phases” of the day to make sure that you have an idea of what will happen and when we will need most help. Please ask Mr. Jow or our chaperone coordinators any questions you may have.

- **Bus to Event**

- Chaperones sit throughout the bus to help supervise the students and make sure no behavior occurs which could disturb/distract the driver

- **Arrival**

- **Students stay on the bus until a director excuses them**, chaperones leave to help unload the truck
 - Truck drivers facilitate loading/unloading process
 - Place instruments/equipment spaced apart by instrument type so that students can identify and set up in their spot
 - Some chaperones will be needed to help take plumes out of plume bags and place into student shakos
 - Some chaperones will be needed to help take gauntlets out of box and place around the student’s wrists
 - Check to make sure all equipment is returned to the truck before leaving

- **Warm-up/formation**

- Check uniforms
 - Shakos should sit flat/horizontally on the head, right above the eyebrows, plumes should be perpendicular to the top of the shako
 - Shako strap should be strapped in correctly, not too loose so that it wobbles around on top of the head, and threaded through the buckle properly
 - No spots/smudges/dandruff on pants or jackets
 - Pants should sit correctly, with the bottom hem covering the top of the laces (if not, adjust from the straps)
 - Shoes should have no obvious smudges or huge scrapes (use black shoe polish to add final touches)
 - [Sax straps should all be black. If any of them are colored, help the student turn them inside out to hide the color underneath against their neck/jacket)
- **Upon cue of a director**, some chaperones will take students to use the restroom before performance
- Students may have sips of water if desired

- **Wait time**

- **Upon cue of a director**, give water if desired (please do not give out lemon drops until after students are finished with the performance)

- **Inspection (if applicable)**

- NOTHING! Wait on the sidewalk for further instructions. **** We can be deducted major points for having chaperones in the band block at the incorrect time**

- **Performance**
 - CHEER! Support us from the sidewalk (not the street), and be on call for any unexpected emergencies, etc.
- **Post-performance**
 - Offer sips of water or 1 lemon drop at a time to students if desired
 - Ask students to be mindful that the lemon drops are most likely produced in a factory that also processes nuts (students with significant nut allergies should not have lemon drops)
- **Pack-up**
 - Help take plumes out of shakos. Students should not touch these under any circumstances.
 - Shakos should remain on students' heads until the director tells them otherwise. (Please reinforce this, even when plumes have been removed.)
 - Begin re-loading the truck
 - Truck drivers facilitate loading/unloading process
 - Place instruments/equipment cases/bags spaced apart so that students can identify and set up in their spot
 - Students will leave their cases where they are, chaperones return cases/boxes/bags to the truck
 - Some chaperones will be needed specifically to:
 - Monitor and check the garment racks to make sure we have all uniforms (ideally also checking that pants are hung up correctly, jackets are facing the correct way on the hanger, hanger hook to the right)
 - Monitor and check that all shakos are in the correct box and placed in order
 - Check to make sure all equipment is returned to the truck before leaving
 - **Upon cue from director**, distribute bottled water (ask in case he forgets ☺)
 - Students will pack up in steps. ***They should only do what they have been told by a director.***
- **Free time**
 - Enjoy the sites, but always monitor students for safety as well as behavior, and intervene when necessary. As this is a school-related activity, school rules and expectations of appropriate behavior still apply. Report anything of concern to Mr. Jow (emergency phone number: 408-805-5756).
 - ***Please adhere to the group schedule (locations as well as report times) at all times.***
 - *Please be 10 minutes early to report times and locations to assist in direction of students.*
- **Bus from Event**
 - Provide snacks to students (especially Santa Cruz, when we have plenty of time to eat on the way back)
- **Return to Redwood**
 - ***Students stay on the bus until a director excuses them***, chaperones leave to help unload the truck
 - Truck drivers head loading/unloading process
 - Place instruments/equipment by instrument type so that students can identify and reclaim
 - Line uniform racks in numeric order so students can reclaim uniforms